1. October 29, 2019 Special Human Resources Committee Meeting Agenda
   Documents:
   
   OCTOBER 29, 2019 SPECIAL HUMAN RESOURCES AGENDA.PDF

2. October 29, Special Human Resources Committee Meeting Packet
   Documents:
   
   OCTOBER 29, 2019 SPECIAL HUMAN RESOURCES PACKET.PDF
County Board Human Resources Committee
SPECIAL MEETING NOTICE
Tuesday, October 29, 2019
5:40 PM
County Board Room 114
Walworth County Government Center
100 W. Walworth St., Elkhorn, Wisconsin

Tim Brellenthin – Chair    Ken Monroe – Vice-Chair
Supervisor Kathy Ingersoll    Supervisor Susan Pruessing    Supervisor Rick Stacey

(Posted in compliance with Sec. 19.84, Wis. Stats.)

It is possible that a quorum of the county board or any of its other committees could be in attendance at this meeting.

Agenda enclosures are available upon request from the County Administrator’s Office or on the County’s web page (www.co.walworth.wi.us). The agenda packet, including supporting documents, may be large, depending upon the number of enclosures. Downloading it will require ample computer memory and may take significant time.

A G E N D A

Note: all agenda items are subject to action.

1. Call to order
2. Roll call of committee members
3. Agenda withdrawals, if any
4. Agenda approval
5. Approval of minutes
   a) October 16, 2019 Human Resources Committee Meeting (encl. pp. 1-3)
6. Public comment period
7. New Business
   a) Reclassification of Sheriff’s Office Business Office Supervisor (encl. pp. 4-6)

Reports/announcements by Chairperson

Set/confirm next meeting date and time
   a) Wednesday, November 20, 2019 at 3:30 p.m.

Adjournment

Submitted by: Tim Brellenthin, Committee Chairperson
Kate Bishop, Human Resources Director

Posted: October 24, 2019
Memorandum

To: Walworth County Human Resources Committee

Cc: David A Bretl, County Administrator

From: Kate Bishop, Human Resources Director

Date: October 24, 2019

RE: October 29, 2019 Human Resources Committee Meeting

We have one item for you today.

Due to the recent vacancy of the Sheriff’s Office Business Supervisor position, the Sheriff’s Office, Finance Department, and Human Resource Department took this as an opportunity to reevaluate the position. The determination has been made that to better service the department some of the accounting functions will be centralized with the Finance Department. Due to this, the scope of knowledge and duties has changed, thus causing a new evaluation of the pay range which did result in moving this position from a 15M to a 14M. This change will result in a cost savings of approximately $6,681 in 2019 and an annual cost savings of $26,022.
Chair Tim Brellenthin called the meeting to order at 3:30 p.m.

Roll call was conducted and all members were present: Chair Tim Brellenthin, Vice Chair Ken Monroe, and Supervisors Kathy Ingersoll, Susan Pruessing and Rick Stacey. A quorum was declared.

Others in Attendance
County Board Supervisors: County Board Chair Nancy Russell, and Supervisors William Norem and David Weber
County staff: County Administrator David Bretl; Human Resources (HR) Director Kate Bishop; Finance Director Jessica Conley; Lead Medical Investigator Gina Carver; Clerk of Circuit Court Kristina Secord; Director-Public Works Richard Hough; Benefits Manager Lisa Henke; Director of Health and Human Services Elizabeth Aldred; Deputy Corporation Counsel/Director of LURM Michael Cotter

Supervisor Stacey made a motion, seconded by Supervisor Pruessing, to approve the agenda as presented. Motion carried by voice vote.

Vice Chair Monroe made a motion, seconded by Supervisor Ingersoll, to approve the September 11, 2019 Human Resources Committee meeting minutes. Motion carried by voice vote.

Public comment – There was none.

New Business
• Request to overfill the Deputy Register in Probate Position in the Clerk of Courts per Section 15-18 of the Walworth County Code of Ordinances

Human Resources Director Kate Bishop said the current Deputy Register in Probate will retire on January 3, 2020, and Clerk of Circuit Court Kristina Secord requested the position overfill to ensure a smooth transition of duties. Supervisor Stacey made a motion, seconded by Supervisor Ingersoll, to recommend approval of the overfill request. Motion carried 5-0.

• Request for early recruitment for the Deputy Corporation Counsel position

Bishop said Michael Cotter has been nominated to become Corporation Counsel, and the Deputy Corporation Counsel position will be vacant. Staff is requesting early recruitment for the Deputy position, and will not hire a candidate until the appointment of Cotter is approved. Supervisor Stacey made a motion, seconded by Vice Chair Monroe, to recommend approval of the early recruitment. Motion carried 5-0.

• Ordinance Amending Sections of Chapter 15 of the Walworth County Code of Ordinances Relating to the Medical Examiner

Bishop said with the transition from Waukesha County, the Medical Examiner will be the department head, and multiple sections of the ordinance will need to be updated to reflect the title. Gina Carver, Lead Medical Investigator, has been nominated for the Medical Examiner position. Supervisor Ingersoll made a motion, seconded by Supervisor Stacey, to recommend approval of the ordinance relating to the Medical Examiner. Motion carried 5-0.
• Ordinance Amending Section 15-359 of the Walworth County Code of Ordinances Relating to Special Pay Premiums for Deputy Medical Examiners
Bishop said the request is to change the stand-by pay for Deputy Medical Examiners to $3.00/hour for non-holidays, and $4.50/hour for holiday call-outs. The change aligns with Health and Human Services pay policy. **Supervisor Stacey made a motion, seconded by Supervisor Ingersoll, to recommend approval of the pay premium changes. Motion carried 5-0.**

• Ordinance Amending Section 15-359 of the Walworth County Code of Ordinances Relating to Special Pay Premiums for Certain Public Works Employees
The Public Works Committee recommended approval of the pay premiums 5-0. Bishop said funds for the restructure and reorganization are included in the 2020 Public Works budget. **Supervisor Stacey made a motion, seconded by Vice Chair Monroe, to recommend the pay premium changes. Motion carried 5-0.**

• Ordinance Amending Section 15-516(h) of the Walworth County Code of Ordinances Relating to Personal Time Off (PTO)
Bishop reported that PTO replaced sick time at the beginning of this year. The ordinance incorrectly stated that unused PTO would be paid out at the end of the year. The payout will occur on the first pay period of the next year. **Supervisor Ingersoll made a motion, seconded by Vice Chair Monroe, to approve the change in the ordinance. Motion carried 5-0.** Supervisor Stacey asked about PTO and vacation accruals. County Administrator David Bretl suggested Human Resources give the Committee a presentation on the program in February 2020, to include an overview of 2019.

• Ordinance Amending Sections of Chapter 15 of the Walworth County Code of Ordinances Relating to Short-Term Absences and Use of Benefit Time for Family Members
Bishop said the ordinance amendment is to align with current practice. **Supervisor Stacey made a motion, seconded by Vice Chair Monroe, to recommend approval of the amendment. Motion carried 5-0.**

• Resolution Authorizing the Reclassification of a Human Resources Generalist Position to a Recruitment Specialist Position in the Human Resources Department
Bishop said the Human Resources Generalists conduct recruitment for their three assigned County departments. One of the Generalists has left and, after review, staff recommends reclassifying the position to a Recruitment Specialist. The revised position will be assigned to only one County department, and will have time to be the expert recruiter, which involves connecting within the community, and being more creative with recruitment tactics and trends. This position is a one-step downgrade from the Generalist position, and will result in a $16,569 savings in 2019, and $2,692 annually. **Vice Chair Monroe made a motion, seconded by Supervisor Ingersoll, to recommend approval of the reclassification. Motion carried 5-0.**

• Resolution Authorizing Position Changes by Department Based on the 2020 Budget
Bishop said the Board needs to adopt the position changes as part of the approval of the 2020 budget. **Supervisor Ingersoll made a motion, seconded by Supervisor Stacey, to recommend approval of the position changes by department for 2020. Motion carried 5-0.**

• Resolution Adopting 2020 Pay Ranges for Certain Non-Represented Hourly Employees and Salaried Exempt Employees
Bishop said non-represented hourly employees and salaried exempt employees will receive a 2% cost of living adjustment in 2020. **Vice Chair Monroe made a motion, seconded by Supervisor Stacey, to recommend approval of the 2020 pay ranges as presented. Motion carried 5-0.**
• Resolution Adopting 2020 Pay Ranges for Certain Casual Employees
  Supervisor Ingersoll made a motion, seconded by Supervisor Stacey, to recommend approval of the 2020 pay ranges for certain casual positions. Motion carried 5-0.

Reports/announcements by Chair – There were none.

Confirmation of next meeting: Wednesday, November 20, 2019 at 3:30 p.m.

Adjournment
On motion by Vice Chair Monroe, seconded by Supervisor Stacey, Chair Brellenthin adjourned the meeting at 3:48 p.m.

Submitted by Becky Bechtel, Administrative Assistant. Meeting minutes are not considered final until approved at the next regularly scheduled committee meeting.
Memorandum

To: Walworth County Human Resources Committee
C: Kate Bishop, Human Resources Director
From: Undersheriff Kevin Williams
Date: October 22, 2019
Re: Reclassification of Sheriff’s Office Business Office Supervisor

Recently the Sheriff’s Office Business Office Supervisor submitted her resignation and the Sheriff’s Office, Finance Department and Human Resources Department took the opportunity to review the job description for this position. After our review we have made some changes to better serve the Sheriff’s Office and centralize some of the accounting functions with the Finance Department. We then reviewed the pay plan and pay range for the position with the amended job description. The current pay plan/range is 15M and we are recommending the pay plan/range be adjusted to 14M.

We look forward to favorable action regarding this request. Please let me know if you have any questions and I will be present at the meeting as well. Thank you for your consideration.

/hrs
Resolution No. xx - 11/19
Revising the Pay Range for the Business Office Supervisor Position at the Sheriff’s Office

Moved/Sponsored by: Human Resources Committee

WHEREAS, the position of Business Office Supervisor at the Sheriff’s Office has recently been evaluated by the Sheriff’s Office and the Human Resources and Finance Departments; and,

WHEREAS, the Human Resources Committee (“Committee”) has considered the matter of pay for the Business Office Supervisor position based on staff’s evaluation of the revised job description for the position; and,

WHEREAS, the Committee recommends revising the pay range for the Business Office Supervisor position; and,

WHEREAS, the Committee recommends moving the Business Office Supervisor from pay grade 15M to 14M.

NOW, THEREFORE, BE IT RESOLVED by the Walworth County Board of Supervisors that the Non-Premium Management Pay Plan shall be revised to reflect this change to the Business Office Supervisor pay range effective as of November 12, 2019.

Nancy Russell
County Board Chair

Kimberly S. Bushey
County Clerk

County Board Meeting Date: November 12, 2019

Action Required: Majority Vote X Two-thirds Vote _____ Other _____

Policy and Fiscal Note is attached. Reviewed and approved pursuant to Section 2-91 of the Walworth County Code of Ordinances:

David A. Bretl
County Administrator/Corporation Counsel

Jessica Conley
Finance Director

If unsigned, exceptions shall be so noted by the County Administrator.
Policy and Fiscal Note
Resolution No. xx-11/19

I. Title: Revising the Pay Range for the Business Office Supervisor Position at the Sheriff’s Office

II. Purpose and Policy Impact Statement: The purpose of this resolution is to revise the pay range for the Business Office Supervisor position at the Sheriff’s Office based on the recent evaluation of the revised job description for the position.

III. Budget and Fiscal Impact: Passage of this resolution will result in a cost savings of $6,681 in 2019, and a cost savings of $26,022 annually.

IV. Referred to the following standing committees for consideration and date of referral:

   Committee: Human Resources               Meeting Date: October 29, 2019

   Vote:

   County Board Meeting Date: November 12, 2019

Policy and fiscal note has been reviewed and approved as an accurate statement of the probable policy and fiscal impacts associated with passage of the attached resolution.

David A. Bretl       Date       Jessica Conley       Date
County Administrator/Corporation Counsel  Finance Director