1. November 20, 2019 Human Resources Committee Agenda
   Documents:
   
   NOVEMBER 20, 2019 HUMAN RESOURCES COMMITTEE AGENDA.PDF

2. November 20, 2019 Human Resources Committee Meeting Amended Agenda
   Documents:
   
   NOVEMBER 20, 2019 HUMAN RESOURCES AMENDED AGENDA.PDF

3. November 20, 2019 Human Resources Committee Packet
   Documents:
   
   NOVEMBER 20, 2019 HUMAN RESOURCES COMMITTEE PACKET.PDF
County Board Human Resources Committee
MEETING NOTICE
Wednesday, November 20, 2019
3:30 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 29, 2019 Special Human Resources Committee Meeting (encl. p. 1)
6. Public comment period
7. New Business
   a) Resolution Authorizing the Elimination of Certain Positions at Lakeland Health Care Center (encl. pp. 2-6)
   b) Ordinance Amending Sections of Chapter 15 of the Walworth County Code of Ordinances Relating to Position Title Updates Based on the 2020 Budget (encl. pp. 7-11)
   c) Contract award recommendation for the County’s life insurance policies (encl. pp. 12-14)
   d) Contract award recommendation for the County’s long-term disability policies (encl. p. 15)
   e) Information regarding the possible implementation of voluntary benefits (encl. pp. 16-17)

Reports/announcements by Chairperson

Set/confirm next meeting date and time
   a) Wednesday, December 11, 2019 at 3:30 p.m.
Adjournment

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

                           Posted: November 14, 2019
County Board Human Resources Committee
MEETING NOTICE
Wednesday, November 20, 2019
3:30 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

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A G E N D A - AMENDED November 18, 2019
Additions underlined, deletions struck through

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 29, 2019 Special Human Resources Committee Meeting (encl. p. 1)
6. Public comment period
7. New Business
   a) Resolution Authorizing the Elimination of Certain Positions at Lakeland Health Care Center (encl. pp. 2-6)
   b) Ordinance Amending Sections of Chapter 15 of the Walworth County Code of Ordinances Relating to Position Title Updates Based on the 2020 Budget (encl. pp. 7-11)
   c) Contract award recommendation for the County’s life insurance policies (encl. pp. 12-14)
   d) Contract award recommendation for the County’s long-term disability policies (encl. p. 15)
   e) Information regarding the possible implementation of voluntary benefits (encl. pp. 16-17)
   f) Request to overfill Undersheriff position at the Sheriff’s Office
   g) Resolution Granting a Leave of Absence for Dave Gerber to Serve as Undersheriff

Reports/announcements by Chairperson
Set/confirm next meeting date and time
  a) Wednesday, December 11, 2019 at 3:30 p.m.

Adjournment

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

Posted: November 14, 2019
Reposted as Amended: November 18, 2019
Memorandum

To: Walworth County Human Resources Committee
Cc: David A Bretl, County Administrator
From: Kate Bishop, Human Resources Director
Date: November 14, 2019
RE: November 20, 2019 Human Resources Committee Meeting

We have 5 items on our agenda.

**New Business:**

**Resolution Authorizing the Elimination of Certain Positions at LHCC.** As you are aware, Lakeland Health Care Center (LHCC), is undergoing the transition from a 120-bed facility to a 90-bed facility. This change will result in the elimination of certain positions. A memo from Tim Peek, Nursing Home Administrator, outlining those staffing changes is included in your packet. A draft resolution authorizing the elimination of the specified positions is also included in the packet for your approval. Mr. Peek will be present to answer any questions you may have at the meeting.

**Ordinance Amending Sections of Chapter 15 of the Walworth County Code of Ordinances Relating to Position Title Updates Based on the 2020 Budget.** The Human Resources Department is requesting your approval of the enclosed ordinance amendment updating references in several sections of Chapter 15 of the Code relating to position title changes based on the 2020 Budget. These positions were all approved at the November 12, 2019 County Board Meeting, and we want to ensure that the Code accurately reflects the position titles throughout.

**Contract award recommendation for the County’s life insurance policies.** It is time for a renewal of our life insurance policy offered to employees. National Insurance Services is recommending we continue with our incumbent carrier with no increase in our premiums for the current policy terms. I wanted to update the Committee on the process since it involves an employee benefit and this contract recommendation will be placed on the Finance Committee meeting this month for approval. I look for your favorable approval in forwarding this contract to the Finance Committee.

**Contract award recommendation for the County’s long term disability policies.** It is time for a renewal of our long term disability (LTD) policy offered to employees. National Insurance Services is recommending we continue with our incumbent carrier with no increase in our premiums for the current policy terms. I
wanted to update the Committee on the process since it involves an employee benefit and this contract recommendation will be placed on the Finance Committee meeting this month for approval. I look for your favorable approval in forwarding this contract to the Finance Committee.

**Information Regarding the Possible Implementation of Voluntary Benefits.**

Included in your packet is a memo from M3 Insurance discussing the idea of offering voluntary worksite benefits to Walworth County eligible employees in the future. Worksite benefits help employers add valuable options that preserve employees’ wellbeing to create a solid, appealing benefits package that extends well beyond traditional health care programs. These plans help protect employees & their families from the financial distress that arises with an unexpected medical expense and/or loss-of-income to the family. M3 will be present at the meeting to provide education on the following voluntary benefit options: Accident Policy, Critical Illness Policy, Hospital Indemnity Policy and Permanent Life Insurance Policy. During the meeting we will discuss the pros and cons of offering voluntary benefits to eligible employees. This topic is meant to be for discussion purposes only at the November meeting and we would not be looking to the Human Resources Committee to vote on offering these during the November meeting.
Chair Tim Brellenthin called the meeting to order at 5:40 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 Jerry Grant, Dan Kilkenny, William Norem, Charlene Staples and David Weber
County staff: County Administrator David Bretl; Human Resources Director Kate Bishop; Finance Director Jessica Conley; Undersheriff Kevin Williams; Lakeland Health Care Center Administrator Timothy Peek; Comptroller Todd Paprocki; Budget Manager Stacie Johnson; County Clerk Kim Bushey

Supervisor Ingersoll 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 Stacey, to approve the October 16, 2019 Human Resources Committee meeting minutes. Motion carried by voice vote.

Public comment – There was none.

New Business
- Reclassification of Sheriff’s Office Business Office Supervisor
Human Resources Director Kate Bishop distributed a revised Resolution with changes to the budget and fiscal impact section. County Administrator David Bretl reported the former long-term Business Office Supervisor has left the County for another position. Bishop, Finance Department and Sheriff’s Office staff met to evaluate the vacated position, and agreed that some accounting duties should be transferred to the Finance Department and the pay range for the position moved from 15M to 14M. The reclassification will produce savings of $8,944 in 2019, and future annual savings of $20,163. Supervisor Stacey made a motion, seconded by Vice Chair Monroe, to recommend approval of the reclassification of the Sheriff’s Office Business Office Supervisor position. 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 5:44 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: Lakeland Health Care Center Board of Trustees
Human Resources Committee
Cc: David Bretl, County Administrator
From: Timothy Peek, Nursing Home Administrator
Date: November 14, 2019
RE: November 2019 Agenda Items

LHCC is currently undergoing the transition from 120 to 90 dually certified nursing beds. The operational changes created by staffing challenges has imposed the need to reduce our bed size footprint at LHCC. LHCC, even after our downsizing to 90-beds, LHCC will still be the largest (bed-size) skilled nursing facility in Walworth County.

LHCC downsizing has produced the need to realign our current staffing patterns in all departments. As we continue to develop and realign our nursing staffing patterns to validate proper coverage over the three units, other FTE adjustments will be addressed in the first quarter of 2020.

FTE Adjustments
LHCC is proposing a FTE reduction of workforce of 7.50 positions. The positions are as follows: * are the positions that are currently filled FTE

- Admin Clerk III (1.00)*
- Assistant Nurse Manager (1.00)
- Licensed Beautician (0.60)*
- Recreational Therapist (1.00)*
- Restorative Therapy Aid (1.00)
- RN Unit Supervisor (3) 1.0 to .50 (1.50)
- RN Wound Care Nurse (0.40)
- Social Worker (1.00)

**7.50**

In-House Pool Employees
One of LHCC strategic partners to staff our facility sufficiently is the usage of our in-house pool employees who are considered Part-Time for county operations. When LHCC has available open positions/shifts we are able to utilize our pool staff to fill the void. LHCC is currently rewriting/updating our pool policy with the intent of better organization and operational success of our pool staff. The purpose of this change to the pool policy is to engage all of our current staff to fill our open positions of our greatest needs. The updated policy will completed and rolled out beginning January 26th 2020.

Re: Updated 2019
Respectfully Submitted,

Tim Peek – LHCC Administrator
Resolution No. xx - 12/19
Authorizing the Elimination of Certain Positions at LHCC

Moved/Sponsored by: Human Resources Committee

WHEREAS, the Lakeland Health Care Center ("LHCC") is currently undergoing the transition from 120 to 90 beds; and,

WHEREAS, the reduction in beds has changed the staffing needs of the facility; and,

WHEREAS, there are currently 2.00 FTE Administrative Clerk III positions, 1.00 FTE Assistant Nurse Manager position, 0.60 FTE Licensed Beautician position, 1.00 FTE Recreational Therapist position; 2.00 FTE Restorative Therapy Aide positions, 10.00 FTE RN – Unit Supervisor positions, 0.40 FTE RN – Wound Care position and 1.00 FTE Social Worker position; and,

WHEREAS, as of January 1, 2020, LHCC Administration seeks to eliminate 1.00 FTE Assistant Nurse Manager position, 1.00 FTE Restorative Therapy Aide position, 1.50 FTE RN – Unit Supervisor positions, 0.40 FTE RN – Wound Care position and 1.00 FTE Social Worker position; and,

WHEREAS, as of January 26, 2020, LHCC Administration seeks to eliminate 1.00 FTE Administrative Clerk III position; and,

WHEREAS, as of March 1, 2020, LHCC Administration seeks to eliminate 0.60 FTE Licensed Beautician position; and,

WHEREAS, as of June 1, 2020, LHCC Administration seeks to eliminate 1.00 FTE Recreational Therapist position.

NOW, THEREFORE, BE IT RESOLVED by the Walworth County Board of Supervisors that the elimination of a total of 7.50 FTE positions at LHCC be and the same is hereby approved with the effective dates as indicated above.

BE IT FURTHER RESOLVED that the County Administrator shall update the appropriate Administrative Procedure to reflect the position eliminations and FTE count changes as follows:

The following changes listed below shall be effective as of January 1, 2020:

1) Lakeland Health Care Center.

<table>
<thead>
<tr>
<th>CLASSIFICATION TITLE</th>
<th>FTE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Assistant Nurse Manager</td>
<td>1.00</td>
</tr>
<tr>
<td>Restorative Therapy Aide</td>
<td>2.00</td>
</tr>
<tr>
<td>RN – Unit Supervisor</td>
<td>10.00</td>
</tr>
<tr>
<td>RN – Wound Care</td>
<td>0.40</td>
</tr>
</tbody>
</table>


The following changes listed below shall be effective as of January 26, 2020:

1) **Lakeland Health Care Center.**

<table>
<thead>
<tr>
<th>CLASSIFICATION TITLE</th>
<th>FTE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Administrative Clerk III</td>
<td>2.00</td>
</tr>
</tbody>
</table>

Total Lakeland Health Care Center FTEs: 128.89

u) **Total County FTEs.**

Grand Total – County FTEs: 856.77

The following changes listed below shall be effective as of March 1, 2020:

1) **Lakeland Health Care Center.**

<table>
<thead>
<tr>
<th>CLASSIFICATION TITLE</th>
<th>FTE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Licensed Beautician</td>
<td>0.60</td>
</tr>
</tbody>
</table>

Total Lakeland Health Care Center FTEs: 127.29

u) **Total County FTEs.**

Grand Total – County FTEs: 850.87

The following changes listed below shall be effective as of June 1, 2020:

1) **Lakeland Health Care Center.**

<table>
<thead>
<tr>
<th>CLASSIFICATION TITLE</th>
<th>FTE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Recreational Therapist</td>
<td>1.00</td>
</tr>
</tbody>
</table>

Total Lakeland Health Care Center FTEs: 126.29

u) **Total County FTEs.**

Grand Total – County FTEs: 849.27
The following changes listed below shall be effective as of July 1, 2020:

u) **Total County FTEs.**

<p>| | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Grand Total – County FTEs</td>
<td>$49.27 852.27</td>
</tr>
</tbody>
</table>

The following changes listed below shall be effective as of August 22, 2020:

u) **Total County FTEs.**

<p>| | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Grand Total – County FTEs</td>
<td>$52.27 851.27</td>
</tr>
</tbody>
</table>

The following changes listed below shall be effective as of October 1, 2020:

u) **Total County FTEs.**

<p>| | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Grand Total – County FTEs</td>
<td>$54.27 853.27</td>
</tr>
</tbody>
</table>

Nancy Russell
County Board Chair
Kimberly S. Bushey
County Clerk

County Board Meeting Date: December 3, 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          Date          Jessica Conley          Date
County Administrator/Corporation Counsel          Finance Director

If unsigned, exceptions shall be so noted by the County Administrator.
Policy and Fiscal Note
Resolution No. xx-12/19

I. Title: Authorizing the Elimination of Certain Positions at LHCC

II. Purpose and Policy Impact Statement: The purpose of this resolution is to eliminate the following positions:

- 1.00 FTE Assistant Nurse Manager
- 1.00 FTE Restorative Therapy Aide
- 1.50 FTE RN – Unit Supervisor
- 0.40 FTE RN – Wound Care
- 1.00 FTE Social Worker
- 1.00 FTE Administrative Clerk III
- 0.60 FTE Licensed Beautician
- 1.00 FTE Recreational Therapist

Total 7.50 FTE Reduction

III. Budget and Fiscal Impact: Passage of this resolution will result in a $751,100 reduction in the use of the fund balance.

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

<table>
<thead>
<tr>
<th>Committee</th>
<th>Date: November 20, 2019</th>
</tr>
</thead>
<tbody>
<tr>
<td>Human Resources</td>
<td>Date: November 20, 2019</td>
</tr>
<tr>
<td>LHCC</td>
<td>Date: November 20, 2019</td>
</tr>
</tbody>
</table>

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
County Administrator/Corporation Counsel

Jessica Conley Date
Finance Director
ORDINANCE NO. xxxx - 12/19

AMENDING SECTIONS OF CHAPTER 15 OF THE WALWORTH COUNTY CODE OF ORDINANCES RELATING TO POSITION TITLE UPDATES BASED ON THE 2020 BUDGET

THE WALWORTH COUNTY BOARD OF SUPERVISORS DOES ORDAIN AS FOLLOWS:

PART I: That Section 15-4 of the Walworth County Code of Ordinances is hereby amended to read as follows (additions are underlined; deletions are shown in strike-through text):

“Sec. 15-4. Definitions.

Demotion means the transfer of an employee from a position in a higher pay range to another position in a lower pay range.

Department head means the holder of the following public offices and positions: each elected officer, Administrator - LHCC, Corporation Counsel, Finance Director, Health and Human Services Director, Human Resources Director, Information Technology Director, Land Use and Resource Management Director, Medical Examiner, Director - Public Works, UW-Extension Chairperson, Veteran's Service Officer, and Walworth County Children with Disabilities Education Board Administrator.

Director means the Human Resources Director.”

PART II: That Section 15-6 of the Walworth County Code of Ordinances is hereby amended to read as follows (additions are underlined; deletions are shown in strike-through text):

“Sec. 15-6. At-will employment; employment contracts.

(f) The County Administrator shall ensure that employment contracts are prepared and executed for any department head hired or promoted after January 8, 2002 (excluding an elected official) and anyone hired through competitive means pursuant to 15-316 (b) and 15-335 (a) after the date indicated into the positions identified below.

<table>
<thead>
<tr>
<th>Position</th>
<th>Department</th>
<th>Effective Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Assistant Director - Special Education</td>
<td>Lakeland School</td>
<td>April 1, 2017</td>
</tr>
<tr>
<td>Comptroller</td>
<td>Finance</td>
<td>December 11, 2007</td>
</tr>
<tr>
<td>Finance Manager</td>
<td>Finance</td>
<td>April 21, 2009</td>
</tr>
<tr>
<td>Financial Systems Administrator</td>
<td>Finance</td>
<td>February 11, 2014</td>
</tr>
<tr>
<td>Purchasing Manager</td>
<td>Finance</td>
<td>March 22, 2015</td>
</tr>
<tr>
<td>Deputy Director</td>
<td>Health and Human Services</td>
<td>December 11, 2007</td>
</tr>
<tr>
<td>Position</td>
<td>Department</td>
<td>Date</td>
</tr>
<tr>
<td>----------------------------------------------</td>
<td>-----------------------------</td>
<td>-------------------</td>
</tr>
<tr>
<td>HS Manager - Administrative Services</td>
<td>Health and Human Services</td>
<td>October 14, 2014</td>
</tr>
<tr>
<td>HS Manager - Behavioral Health Services</td>
<td>Health and Human Services</td>
<td>January 1, 2011</td>
</tr>
<tr>
<td>HS Manager - Children &amp; Families</td>
<td>Health and Human Services</td>
<td>April 21, 2016</td>
</tr>
<tr>
<td>HS Manager – Long Term Care</td>
<td>Health and Human Services</td>
<td>April 21, 2009</td>
</tr>
<tr>
<td>HS Manager - Public Health</td>
<td>Health and Human Services</td>
<td>April 21, 2009</td>
</tr>
<tr>
<td>HR Manager</td>
<td>Human Resources</td>
<td>December 11, 2007</td>
</tr>
<tr>
<td>Benefits Manager</td>
<td>Human Resources</td>
<td>February 11, 2014</td>
</tr>
<tr>
<td>Manager of IT Operations</td>
<td>Information Technology</td>
<td>December 11, 2007</td>
</tr>
<tr>
<td>Senior IT architect</td>
<td>Information Technology</td>
<td>January 1, 2014</td>
</tr>
<tr>
<td>Deputy Director</td>
<td>Land Use and Resource Management</td>
<td>December 11, 2007</td>
</tr>
<tr>
<td>Assistant Director – Fleet/Parks/Facilities</td>
<td>Public Works</td>
<td>July 24, 2016</td>
</tr>
<tr>
<td>Deputy Director</td>
<td></td>
<td>January 1, 2020</td>
</tr>
<tr>
<td>Deputy Director – Public Works</td>
<td></td>
<td>July 24, 2016</td>
</tr>
<tr>
<td>Deputy Director – Public Works</td>
<td></td>
<td>January 1, 2020</td>
</tr>
<tr>
<td>County Engineer</td>
<td>Public Works</td>
<td>October 8, 2013</td>
</tr>
<tr>
<td>Senior Project Manager</td>
<td>Public Works</td>
<td>April 21, 2009</td>
</tr>
<tr>
<td>Superintendent – County Operations</td>
<td>Public Works</td>
<td>January 1, 2020</td>
</tr>
<tr>
<td>Superintendent – Highway Operations</td>
<td>Public Works</td>
<td>April 21, 2009</td>
</tr>
<tr>
<td>Superintendent – Support Operations</td>
<td>Public Works</td>
<td>January 1, 2020</td>
</tr>
<tr>
<td>Deputy Corporation Counsel</td>
<td>Corporation Counsel</td>
<td>January 1, 2020</td>
</tr>
</tbody>
</table>

**PART III:** That Section 15-390 of the Walworth County Code of Ordinances is hereby amended to read as follows (additions are underlined; deletions are shown in strike-through text):

“Sec. 15-390. **Commercial driver's license.**

All employees in the following classifications are required to maintain a valid commercial driver's license, including a tanker endorsement: highway maintenance worker, mechanic, highway foreman and shop fleet foreman.
PART IV: That Section 15-393 of the Walworth County Code of Ordinances is hereby amended to read as follows (additions are underlined; deletions are shown in strike-through text):

“Sec. 15-393. Tool allowance.

(a) The County will pay a yearly tool allowance of up to $400.00 to all mechanics and the shop fleet foreman, if working more than 50 percent of the time as a mechanic, provided the employee furnishes a receipt for purchases made in the calendar year.

(b) The County will purchase, on behalf of each mechanic and the shop fleet foreman, a policy insuring the employee's personal tools, up to a maximum of $75,000.00.”

PART V: That Section 15-394 of the Walworth County Code of Ordinances is hereby amended to read as follows (additions are underlined; deletions are shown in strike-through text):

“Sec. 15-394. Safety shoes.

The County shall pay an annual stipend in the amount of $75.00 to public works employees in all classifications, including the Fleet Inventory Specialist, Groundskeeper, Superintendents, Assistant Directors, Deputy County Highway Commissioner, Deputy Director Asset Management – Public Works, Facilities & Parks Foreman, Shop Fleet Foreman, Automotive Service Technician and Senior Project Manager but excluding all other office staff and limited term and/or casual employees, for the purchase of safety shoes. The stipend shall be paid on the first paycheck in February. The stipend shall not be pro-rated for a new hire within the annual period.”

PART VI: That Section 15-634 of the Walworth County Code of Ordinances is hereby amended to read as follows (additions are underlined; deletions are shown in strike-through text):

“Sec. 15-634. Use of County and personal vehicles.

(a) Except as provided under subsection (b), employees are prohibited from using a County vehicle to commute from home to work or work to home or for any other personal reasons.

(b) Employees and elected officials holding the following positions shall be assigned a County vehicle and are required to commute in the vehicle for bona fide non-compensatory business reasons: Sheriff, Undersheriff, Captain, Lieutenant, Deputy Sheriffs assigned to K-9 units, Deputy Sheriffs assigned to substations, Assistant Director – Highway, Deputy County Highway Commissioner, Deputy Director Asset Management – Public Works and Superintendents – Highway Operations and Assistant Director – Fleet/Parks/Facilities. At any time the department head may access the vehicle or assign alternative use of a County vehicle. The County may require that the vehicle be stored on County premises. Employees shall be required to maintain a log showing the personal use of the vehicle and submit the log for payroll processing.
(c) If a County vehicle is provided for bona fide business use, the employee shall not use the vehicle for personal purposes other than for commuting or de minimis personal use. In addition, the employee's spouse or dependents shall not be allowed in the commuter vehicle. An exception shall be made for those participating in the Sheriff's Office ride-along/observation program, which program is designed to aid in community relations and education.

(d) No employee shall drive a County-owned vehicle or their own personal vehicle on County business without first possessing a valid driver's license and liability insurance as required by section 30-455(c) of the Code of Ordinances. Employees shall promptly report the loss of their driver's license or liability insurance coverage to their Supervisor.

(e) Absolute sobriety shall be required of any employee or elected official while operating a County-owned vehicle.

(f) In addition to those employees set forth in (b), the Senior Project Manager, Chief Deputy Medical Examiner, Deputy Medical Examiner, Medical Examiner and Director - Public Works may be required to commute in a County-owned vehicle for bona fide non-compensatory business reasons. In the event such action is required, such designation shall be made in writing to the Finance Director. Use of County-owned vehicles by the personnel listed herein shall be in accordance with the terms of all applicable ordinances.

(g) For the employees set forth in subsections (b) and (f), the County will follow the commuting rule as established by the IRS and described in IRS Publication 15-B to properly tax the fringe benefit of the personal use. As part of the commuting rule, the employee is required to maintain documentation showing the personal use of the vehicle and submit said documentation for payroll processing of the taxation.”

PART VII: That this ordinance shall be effective as of January 1, 2020.

PASSED and ADOPTED by the Walworth County Board of Supervisors this 10th day of December 2019.

County Board Meeting Date: December 3, 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 Date
County Administrator/Corporation Counsel

Jessica Conley Date
Finance Director

If unsigned, exceptions shall be so noted by the County Administrator.
Ordinance No. xxxx - 12/19
Fiscal Note and Policy Impact Statement

I. Title: Amending Sections of Chapter 15 of the Walworth County Code of Ordinances Relating to Position Title Updates Based on the 2020 Budget

II. Purpose and Policy Impact Statement: The purpose of this ordinance amendment is to update various references to position titles throughout Chapter 15 that were changed with the 2020 budget adoption.

III. Is this a budgeted item and what is its fiscal impact: Passage of this ordinance will have no fiscal impact on the county budget.

IV. Referred to the following standing committee(s) for consideration and date of referral:
   Committee: Human Resources                Date: November 20, 2019
   Vote:
   County Board Meeting Date: December 3, 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 ordinance.

David A. Bretl                      Date
County Administrator/Corporation Counsel

Jessica Conley                      Date
Finance Director
Memorandum

TO: County Board Human Resources Committee
    County Board Finance Committee

FROM: Lisa Henke, Benefits Manager

CC: Kate Bishop, Human Resources Director

DATE: November 8, 2019

SUBJECT: Group Life Insurance and Accidental Death & Dismemberment Benefit and Long Term Disability Insurance contract renewal request

Attached for your review are documents to help summarize contract proposals for the County group life insurance (Life) and accidental death & dismemberment (AD & D) policy and the long term disability (LTD) insurance policy offered to employees.

History

National Insurance Services solicited bids from several entities on our policies for the 2017 contract year. The Finance Committee awarded the bid to Madison National Life Insurance Company for Life and AD & D and LTD policies. At the time of the award, rates for both programs were only guaranteed for one year, as Madison National Life Insurance Company reserved the right to review rates based on claims exposure for future years.

Madison National Life has been extending the above contracts at the approved 2017 rate for 2018 and 2019 policy years.

Recommendation for County Group Life and AD & D Insurance

Madison National Life is willing to extend the life insurance and AD & D policy offered to employees for 2020 at the same rate as 2017-2019. We are requesting the Finance Committee approve this recommended contract from National Insurance Services and Human Resources staff. Human Resources, with assistance from National Insurance Services and M3, will take the County group Life and AD & D policy offered to employees out for bid for the 2021 contract year.

This contract is funded by the 2020 budget – tax levy/employee contributions. The proposed County group Life and AD & D policy is $63,135 (approximate annual rate which includes employer and employee premium costs). Contract is based on actual salary dollars.
**Recommendation for County Group LTD Insurance**

Madison National Life is willing to extend the County LTD insurance policy offered to employees for 2020 and 2021 at the same rate as 2017-2019. We are requesting the Finance Committee approve this recommended contract from National Insurance Services and Human Resources staff. Human Resources, with assistance from National Insurance Services and M3, will take the County LTD insurance policy out for bid for the 2022 contract year. Walworth County is currently under contract with Madison National Life for the short-term disability benefit (STD) offered to employees through 2021. By approving the extension of the LTD contract through 2021, it will allow staff to take the STD and LTD benefit out as a package disability program for pricing. It is recommended by our outside consultants to have the same vendor for STD and LTD benefits.

This contract is funded by the 2020 budget – tax levy/employee contributions. The proposed LTD insurance policy is $301,883 (approximate annual rate which includes employer and employee premium costs). Contract is based on actual salary dollars.

Human Resources staff will be present at your meeting on November 21, 2019 to answer any questions you may have. Please feel free to contact me at 262.741.7947 prior to your meeting with any questions.
July 31, 2019

Ms. Lisa Henke
Risk / Benefits Manager
Walworth County
100 West Walworth Street,
Elkhorn, WI 53121

Re: Group Term Life Insurance Renewal (January 1, 2020):
Group #20813 / Carrier #4146

Dear Lisa:

After careful review of the group Term Life Insurance policy for Walworth County by Madison National Life, we are happy to inform you that they have agreed to renew your current contract rates for another year. Your current & renewal rates are as follows:

<table>
<thead>
<tr>
<th>Carrier</th>
<th>Current Rates</th>
<th>2020 Renewal Rates</th>
</tr>
</thead>
<tbody>
<tr>
<td>Madison National Life</td>
<td>• All Employees: $0.125 / $0.02</td>
<td>• All Employees: $0.125 / $0.02</td>
</tr>
<tr>
<td></td>
<td>• Sheriff Assoc.: $0.125 / $0.10</td>
<td>• Sheriff Assoc.: $0.125 / $0.10</td>
</tr>
<tr>
<td></td>
<td>• Salary Exempt: $0.125 / $0.18</td>
<td>• Salary Exempt: $0.125 / $0.18</td>
</tr>
</tbody>
</table>

All Supplemental rates will also be remaining at current. All rates will be guaranteed for 1 year, until January 1, 2021. The renewal is assuming no changes in the current benefit structure. Should you wish to make changes, the rates would be subject to review.

Please note that your coverage was not marketed in 2019 due to the above tolerable loss ratio (81%) & complex plan design—in particular, the loss of duty provision that is applicable under the Accident provision of your policy for the Sheriffs & Salary Exempted Law Enforcement classes covered under your plan.

If you have any questions or if we may be of any other assistance, please feel free to contact me at 262.780.1224.

Sincerely,

NATIONAL INSURANCE SERVICES

Lance A. Pfarrer
Account Representative
July 31, 2019

Ms. Lisa Henke
Risk / Benefits Manager
Walworth County
100 West Walworth Street,
Elkhorn, WI  53121

Re:  Group Long Term Disability Insurance Renewal (January 1, 2020):
Group #20813 / Carrier #4146

Dear Lisa:

After careful review of the group Long Term Disability (LTD) Insurance policy for Walworth County by Madison National Life, we are happy to inform you that they have agreed to renew your current contract rates for another 2 years.  Your current & renewal rates are as follows:

<table>
<thead>
<tr>
<th>Carrier</th>
<th>Current Rates</th>
<th>2020 Renewal Rates</th>
</tr>
</thead>
<tbody>
<tr>
<td>Madison National Life</td>
<td>• County Employees: $0.83</td>
<td></td>
</tr>
<tr>
<td></td>
<td>• Professional Education Employees: $0.31</td>
<td>• County Employees: $0.83</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• Professional Education Employees: $0.31</td>
</tr>
</tbody>
</table>

All rates will be guaranteed for 2 years, until January 1, 2022. The renewal is assuming no changes in the current benefit structure. Should you wish to make changes, the rates would be subject to review.

Since Madison National Life was able to coordinate your LTD renewal to match your new Short Term Disability plan renewal cycle & lock your current rates in for another 2 years, your coverage was not marketed in 2019.

If you have any questions or if we may be of any other assistance, please feel free to contact me at 262.780.1224.

Sincerely,

NATIONAL INSURANCE SERVICES

Lance A. Pfarrer
Account Representative
Worksite benefits help employers add valuable options that preserve employees’ wellbeing to create a solid, appealing benefits package that extends well beyond traditional health care programs. These plans help protect employees & their families from the financial distress that arises with an unexpected medical expense and/or loss-of-income to the family.

- What are voluntary worksite benefits & why offer them?
  Voluntary worksite benefits are supplemental insurance policies that are typically paid for by employees via payroll deduction. These types of plans help fulfill a financial security need associated with increased health insurance deductibles and related out-of-pocket medical expenses. As the medical landscape has changed over the last couple of decades, the popularity and importance of these types of plans has grown accordingly.
  - In a 2018 survey of public sector employees, 83% of employees saw a growing need for voluntary insurance.
  - In the same survey, 60% of employees stated they would be able to pay less than $1,000 for unexpected, out-of-pocket medical expenses.

The four main types of worksite benefits are:

i. **Accident Insurance** - Helps protect employees from exposure to rising deductibles, co-pays and out of pocket medical expenses due to accidental injuries and their resulting treatments. Such treatments can include fractures, dislocations, eye injuries, ambulatory transport, physician follow-up treatments and more.

ii. **Critical Illness Insurance** - Helps protect employees from exposure to rising deductibles, co-pays and out of pocket medical expenses when a serious diagnosis strikes. In addition, most plans also include benefits for routine wellness screenings and often include coverage options for family members. Critical Illness typically pays benefits for the diagnosis of serious medical conditions such as heart attack, stroke, cancer, major organ transplant, kidney failure, and more.

iii. **Hospital Indemnity Insurance** - Helps protect employees from exposure to rising deductibles, co-pays and out of pocket medical expenses when a hospital visit takes place. Also referred to as hospital gap insurance, this type of coverage pays benefits when an employee is admitted to the hospital and can include options for family members.

iv. **Permanent Life Insurance** - Helps employees protect their family’s financial well-being. However, unlike most group life policies, permanent life insurance is a solution that employees can keep into retirement. Two type of permanent life insurance are whole life and universal life, both share some key features such as face amount paid to beneficiaries upon death, Policies never expiring (as long as premiums are paid) and accumulation of cash value, with ability to borrow against it. Many also offer long-term care features.
What are the pros and cons to offering voluntary worksite benefits?

**Pros:**
- More financial wellness options for employees & families
- Better protection from out-of-pocket medical expense risk
- Impact recruiting & retention with a more robust benefits package
- Convenient payroll deduction for employees
- Can be leveraged to secure low- or no-cost HR tech solutions
- Can be leveraged to deliver an enhanced benefits enrollment experience – *without commissioned enrollers*
- Can be leveraged to secure low- or no-cost dependent audit, resulting in health plan savings from ineligible claim expenses
- Improved employee benefits education with individual enrollment meetings increases satisfaction (participation in current group meeting approach is critically low)
- No employer cost

**Cons:**
- Employees need time & support to understand how the plans work
- If not positioned well, may draw unwanted attention to gaps in core medical coverage
- Employees may not want to pay for new coverage
- Must be set-up for payroll deduction
- Implementing new processes & technology can take time and effort
- Employees may have confidentiality concerns

How will offering voluntary worksite benefits affect HR and payroll staff workloads?

**Pre-enrollment Implementation** – Top-down support for an active response enrollment is critical to the successful deployment of voluntary worksite benefits. HR staff & M3 will work closely with selected carrier and enrollment partners to develop a strategy for pre-enrollment employee education. HR staff – with support from M3 – will need to provide detailed information about the County’s benefits plan designs and rates, as well as basic census information for all eligible employees.

**Open Enrollment** – Workload will vary drastically depending on enrollment methodology being used. M3 will assist with identifying the best enrollment process options that will be the best fit for the County. Approaches may include: online self-serve enrollment, counselor-assisted online enrollment, pre-scheduled 1x1 enrollment meetings, telephonic enrollment meetings, webinars, group meetings or any combination thereof.

**New Hire Onboarding** – Again workload will vary depending upon the enrollment approach. If the County opts to implement a benefits technology solution, we expect to see significant gains in new hire onboarding efficiency and accuracy.

**Ongoing Administration, Billing and Claims** – Can vary based on carrier selection and administration preferences. M3 will assist with assessment and selection. Minimally, the County will be responsible for maintaining payroll deductions and remitting premium to the carrier. Most claims require little to no employer-involvement.