1. December 11, 2019 Special Joint Human Resources And Children With Disabilities Education Board Meeting Agenda
   
   Documents:
   
   DECEMBER 11, 2019 SPEC JOINT HR AND CDEB AGENDA.PDF

2. December 11, 2019 Special Joint Human Resources And Children With Disabilities Education Board Meeting Packet
   
   Documents:
   
   DECEMBER 11, 2019 SPEC JOINT HR AND CDEB COMMITTEE MEETING PACKET.PDF

3. December 11, 2019 Special Joint Human Resources And Children With Disabilities Education Board Distribute At Meeting Materials
   
   Documents:
   
   DEC 11, 2019 DIST AT MTG.PDF
Special Joint Meeting of
County Board Human Resources Committee
And
Children with Disabilities Education Board
MEETING NOTICE
Wednesday, December 11, 2019
3:30 PM
County Board Room 114
Walworth County Government Center
100 W. Walworth St., Elkhorn, Wisconsin

Human Resources Committee:
Tim Brellenthin – Chair
Ken Monroe – Vice-Chair
Supervisor Kathy Ingersoll
Supervisor Susan Pruessing
Supervisor Rick Stacey

Children with Disabilities Education Board:
Dave Weber – Chair
Charlene Staples – Secretary
Supervisor Kathy Ingersoll
Supervisor William Norem
Supervisor Ken Monroe

(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.

AGENDA

Note: all agenda items are subject to action.

1. Call to order
2. Roll call of committee members
   a) Human Resources Committee
   b) Children with Disabilities Education Board
3. Agenda withdrawals, if any
4. Agenda approval
5. Approval of minutes
   a) November 20, 2019 Human Resources Committee Meeting (encl. pp. 1-2)
   b) October 16, 2019 Children with Disabilities Education Board Meeting (encl. pp. 3-4)
6. Public comment period
7. New Business
   a) Ordinance Amending Section 15-359 of the Walworth County Code of Ordinances Relating to Special Pay Premiums for Substitute Aides and Substitute Teachers (encl. pp. 5-6)
Reports and Correspondence

a) CDEB Chair
b) CDEB Director
   - Holiday Show, “Snowmen at Night” December 13th at 1:15 p.m.
   - Lions Club Donation for Classroom Gifts, December 20th at 1:15 p.m.

Set/Confirm next meeting date and time

a) Children with Disabilities Education Board - January 22, 2020 at 4:30 p.m.

Adjournment of the Children with Disabilities Education Board

8. New Business
a) Resolution Authorizing the Reclassification of an Assistant Corporation Counsel II Position in the Corporation Counsel Office (encl. pp. 7-9)
   b) Resolution Revising the Pay Range for the LHCC Administrator Position at the Lakeland Health Care Center (encl. pp. 10-11)
   c) Resolution Setting Salaries for Register of Deeds, County Treasurer and County Clerk for 2021-2024 (encl. pp. 12-13)
   d) Information regarding partnering with Elkhorn Area School District for our Employee Health Care Center (encl. pp. 14-15)
   e) Recruitment video

Reports/announcements by Chairperson

Set/confirm next meeting date and time

a) Human Resources - Wednesday, January 22, 2020 at 3:30 p.m.

Adjournment of the Human Resources Committee

Submitted by:  Tim Brellenthin, Committee Chairperson of Human Resources
              Kate Bishop, Human Resources Director
              Dave Weber, Chairperson of Children with Disabilities Education Board
              Tracy Moate, Special Education Director

Posted: December 5, 2019
Memorandum

To:    Walworth County Human Resources Committee
Cc:    David A Bretl, County Administrator
From:  Kate Bishop, Human Resources Director
Date:  December 6, 2019
RE:    December 11, 2019 Human Resources Committee Meeting

New Business- Joint Item with Children with Disabilities Education Board:

a.) **Ordinance Amending Section 15-359 of the Walworth County Code of Ordinances Relating to Special Pay Premiums for Substitute Aides and Substitute Teachers.** Due to the increasing difficulty to find substitutes for schools, a request has been made by Tracy Moate, to increase the substitute pay from $110 to $120. A draft ordinance is provided in your packet for review.

New Business:

a.) **Resolution Authorizing the Reclassification of an Assistant Corporation Counsel II Position in the Corporation Counsel Office.** Michael Cotter is requesting to reclassify an Assistant Corporation Counsel II position when the position becomes vacant in January due to a promotion. The position would be downgraded to an Assistant Corporation Counsel I. A memo from Mr. Cotter and a resolution relating to this item are included in your packet.

b.) **Resolution Revising the Pay Range for the LHCC Administrator Position at the Lakeland Health Care Center.** With the recent appointment of Liz Aldred to the Superintendent of County Institutions whereby she will have oversight of LHCC, the LHCC Administrator position has been re-evaluated. Due to some responsibilities being taken on by Ms. Aldred, the scope of responsibilities has changed for the LHCC Administrator position resulting in the pay range for the position changing from a 20M to a 19M. This would result in an annual savings of $19,184.

c.) **Resolution Setting Salaries for Register of Deeds, County Treasurer and County Clerk for 2021-2024.** The elected offices of Register of Deeds, County Treasurer and County Clerk are up for election. Candidates for these offices can start to circulate nomination papers as of April 15, 2020. Therefore, the full County Board must pass a resolution at the March County Board meeting in order to set the salaries for the entire term of office for the elected official. I have included a draft resolution in your packet in case the Human Resources Committee desires to take action on this item. At a minimum, the Human
Resources Committee needs to take action on a Resolution at your February meeting in order to have action taken by the full board by the March meeting. I did invite the elected officials for each office to attend the meeting in case they wish to speak or address the Committee on any concerns or information they may have. Please feel free to contact me in advance of the meeting with any questions or suggestions.

d.) **Information Regarding Partnering with Elkhorn Areas School District for our Employee Health Care Center.** The purpose of this item is to share with you the value of partnering with EASD for our Employee Health Care Center. A memo from M3 is enclosed that explains the benefits of this partnership and the logistics of the partnership. We would like to bring back a resolution authorizing this partnership in January 2020 should you agree that the partnership is favorable to the County.

e.) **Recruitment Video.** We are all aware that unemployment is low and that industries across the nation are struggling to hire and fill positions. It is important to attract top candidates to our job openings, which is difficult in this hiring climate. The number one thing top candidates do before they apply for a job is look at the organization's website. When visiting the website, job seekers are looking for things such as culture, growth opportunities, and job perks. This is why we have enhanced our website by featuring success stories of employees who have grown within the County, testimonials from employees on why they enjoy working for Walworth County, and soon to be added, our recruitment video. This video allows job seekers to hear first-hand from current employees about what they do, why they enjoy Walworth County, and the wonderful benefits we have here at the County.
Memorandum

To: WCCDEB Supervisors
Cc: Dave Bretl, County Administrator
From: Tracy L. Moate, Director WCCDEB
Date: December 5, 2019
Re: WCCDEB/HR Joint Meeting Agenda Item

It’s hard to believe that 2019 is coming to a close. Where did the time go? I would like to thank all of you for being a part of the successful operations for special education in Walworth County! I appreciate your support and confidence in this leadership team.

Your agenda for this month involves a special joint meeting with the Human Resources Committee to amend a certain section of the County’s Code of Ordinances relating to the special pay premiums for substitute staff at Lakeland School. This is an oversight on my part. In order to attract staff and to stay competitive with the local school districts, we planned for an increase in the daily pay rate. The 2020 CDEB budget has been approved for that increase, but the County Ordinance does not reflect this change.

- Lakeland School will be closed for the holiday season from December 23 through January 1st. Students and staff will return on January 2nd.
- Waffles with Santa is this Saturday, December 7th, from 7:30 a.m. to 11:30 a.m.
- Our Holiday Program is December 13th at 1:15. If you plan to attend, please arrive no later than 1:00 p.m.
- Merry Christmas and Happy New Year to all of you!
Chair Tim Brellenthin called the meeting to order at 3:30 p.m.

Roll call was conducted and the following 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
County staff: County Administrator David Bretl; Human Resources (HR) Director Kate Bishop; Finance Director Jessica Conley; Benefits Manager Lisa Henke; Sheriff Kurt Picknell; Captain of Patrol Dave Gerber; Director-Public Works Richard Hough
Members of the public: Katheryn Ott and Nicole Dahl, M3 Insurance

Vice Chair Monroe made a motion, seconded by Supervisor Ingersoll, to approve the agenda as presented. Motion carried by voice vote.

Vice Chair Monroe made a motion, seconded by Supervisor Ingersoll, to approve the October 29, 2019 special Human Resources Committee meeting minutes. Motion carried by voice vote.

Public comment – There was none.

New Business

- Resolution Authorizing the Elimination of Certain Positions at Lakeland Health Care Center
  County Administrator David Bretl said the Lakeland Health Care Center Board of Trustees voted to create a Superintendent of Institutions position. Health and Human Services Director Elizabeth Aldred will be appointed Superintendent, and Bretl recommended holding a decision on this item until Aldred has had an opportunity to review the resolution and provide her recommendations. Vice Chair Monroe made a motion, seconded by Supervisor Stacey, to hold consideration of the resolution until Aldred is ready to make a recommendation. Motion carried 5-0.

- Ordinance Amending Sections of Chapter 15 of the Walworth County Code of Ordinances Relating to Position Title Updates Based on the 2020 Budget
  Human Resources Director Kate Bishop said the purpose of the amendment is to adjust position title changes based on the adopted 2020 budget. Supervisor Stacey made a motion, seconded by Supervisor Ingersoll, to recommend approval of the ordinance relating to position title updates. Motion carried 5-0.

- Discussion and possible action regarding a contract award recommendation for the County’s life insurance policies
  Bishop recommended award of the contract to the current vendor, Madison National Life, who has agreed to hold premiums at the same rate as 2017-2019. Supervisor Stacey made a motion, seconded by Supervisor Ingersoll, to recommend approval of the contract award to Madison National Life, contingent upon Finance Committee approval. Motion carried 5-0.
• Discussion and possible action regarding a contract award recommendation for the County’s long-term disability policies
Bishop recommended award to Madison National Life. The premium rate will stay the same as in 2017-2019. **Supervisor Ingersoll made a motion, seconded by Supervisor Stacey, to recommend approval of the contract award for long-term disability insurance to Madison National Life, contingent upon Finance Committee approval. Motion carried 5-0.**

• Information regarding the possible implementation of voluntary benefits
Bishop referred to the memo from M3 Insurance in the packet relating to voluntary worksite benefits for Walworth County eligible employees. Katheryn Ott and Nicole Dahl from M3 Insurance discussed added benefit policies, which include Accident, Critical Illness, Hospital Indemnity and Permanent Life. These plans help protect employees and their families from the financial distress arising from an unexpected medical expense and/or loss of income to the family. Ott reported that these products also provide an opportunity for the employer to deliver education and engagement through enrollment and communication. There are no hard costs borne by the employer to offer the policies, but there would be soft costs for data and implementation requirements. If employees elected to take advantage of the voluntary benefits, it would assist to preserve their Health Savings Account dollars. Ott said employees would be able to meet with a benefits educator one-on-one to learn about the policies and make informed decisions for themselves. Bishop said the major hurdle in promoting implementing the voluntary benefits would be the effective provision of information to the employees regarding the policies. Dahl said there are reimbursement incentives in the voluntary benefits to employees to participate in wellness screenings and engage in wellness programs. Bretl said staff will provide additional information on the optional programs and how they would interface with current County ordinances.

• Request to overfill Undersheriff position at the Sheriff’s Office
Bretl reported that Undersheriff Kevin Williams will retire on January 5, 2020. Captain Dave Gerber will become Undersheriff, and staff is requesting to overfill the position to ensure a smooth transition of duties. **Supervisor Stacey made a motion, seconded by Supervisor Ingersoll, to approve the request. Motion carried 5-0.**

• Resolution Granting a Leave of Absence for Dave Gerber to Serve as Undersheriff
**Supervisor Ingersoll made a motion, seconded by Vice Chair Monroe, to approve leave of absence request for Dave Gerber. Motion carried 5-0.**

Reports/announcements by Chair – There were none.

Confirmation of next meeting: Wednesday, December 11, 2019 at 3:30 p.m.

Adjournment
**On motion by Vice Chair Monroe, seconded by Supervisor Stacey, Chair Brellenthin adjourned the meeting at 3:50 p.m.**

Submitted by Becky Bechtel, Administrative Assistant. Meeting minutes are not considered final until approved at the next regularly scheduled committee meeting.
Chair David Weber called the meeting to order at 4:30 p.m.

Roll call was conducted, and all members were present: Chair David Weber, Secretary Charlene Staples, and Supervisors Kathy Ingersoll, Ken Monroe and William Norem. A quorum was declared.

County staff in attendance: Director of Special Education Tracy Moate; County Administrator David Bretl

On motion by Supervisor Monroe, seconded by Supervisor Ingersoll, the agenda was approved by voice vote.

On motion by Supervisor Ingersoll, seconded by Supervisor Norem, the September 11, 2019 Children with Disabilities Education Board (CDEB) meeting minutes were approved by voice vote.

Public Comment – There was none.

Reports and Correspondence
- CDEB Chair
Chair Weber displayed the artwork that Lakeland School students made in honor of his 80th birthday. The entire School presented him the picture and sang Happy Birthday to him. The picture was made out of embossed copper and students stamped symbols on the copper representing Chair Weber’s family, business and homestead. The inscription on the back of the picture expresses appreciation for his long-term dedication and service to Lakeland School. Weber distributed pictures of students working on the project. He agreed to leave the picture on display in the Board room for a short time so people can enjoy it. Weber expressed his gratitude to School students and staff for their thoughtful and beautiful gesture.

- CDEB Director
Director of Special Education Tracy Moate reported that the School’s Fall Fest event will be held on October 24th. The students host a carnival and games for community school districts, children at the Tree House and Lakeland Health Care Center residents. Proceeds from the event are donated to Walworth County families for students in need. On December 7th, the Friends of Lakeland School will host the popular Waffles with Santa event. On December 13th is “Snowmen at Night,” the School’s holiday program.

Confirmation of next meeting – The next meeting was confirmed for Wednesday, November 20, 2019 at 4:30 p.m.

Closed Session
The Committee convened in closed session at approximately 4:41 p.m. on motion and second by Supervisor Monroe and Secretary Staples pursuant to the exemption contained in Section 19.85(1)(f) of the Wisconsin Statutes, "considering medical, social and personal histories of specific persons which, if discussed in public, would be likely to have a substantial adverse effect upon the reputation of any person referred to in such histories or data," relative to the item listed below. A roll call vote was conducted and...
all members present voted “aye.” County Administrator David Bretl and Director of Special Education Tracy Moate remained in closed session.

   a) Student attending Lakeland School pursuant to a tuition agreement.

The Board reconvened in open session at 5:12 p.m. on motion by Supervisor Monroe, seconded by Secretary Staples.

Supervisor Norem made a motion, seconded by Secretary Staples: The tuition student is a non-resident of the CDEB taxation district attending Lakeland School under Section 9-52(a)(1) of the Walworth County Code of Ordinances. Based on closed session information provided by the Director of Special Education on the educational needs and safety considerations of the tuition student and other students, the decision of the CDEB Board is to terminate the enrollment of the tuition student for cause under Section 9-52(a)(6)(b) of the Walworth County Code of Ordinances for one or more grounds: under Sections 5(a), the educational model at Lakeland will not benefit the student; and 5(c), admission of the student would pose a safety risk to the student, other students or to staff. Motion carried 5-0.

Adjournment
On motion by Supervisor Monroe and Secretary Staples, Chair Weber adjourned the meeting at 5:15 p.m.

Submitted by Becky Bechtel, Administrative Assistant. Meeting minutes are not considered final until approved by the Board at the next regularly scheduled meeting.
ORDINANCE NO. xxxx - 01/20

AMENDING SECTION 15-359 OF THE WALWORTH COUNTY CODE OF ORDINANCES RELATING TO SPECIAL PAY PREMIUMS FOR SUBSTITUTE AIDES AND SUBSTITUTE TEACHERS

THE WALWORTH COUNTY BOARD OF SUPERVISORS DOES ORDAIN AS FOLLOWS:

“PART I: That Section 15-359 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. 15-359. Special pay premiums.

(b) Any premium listed below is paid on productive hours only.

<table>
<thead>
<tr>
<th>Type of Premium</th>
<th>How Much</th>
<th>Who</th>
<th>Special Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Substitute Aide Pay</td>
<td>$110 $120/day</td>
<td>Substitute Special Education Aides</td>
<td>n/a</td>
</tr>
<tr>
<td>Substitute Teacher Pay</td>
<td>$440 $120/day</td>
<td>Substitute Teachers</td>
<td>This rate applies until a substitute teacher has worked 30 continuous school days - at that time 15-1048 applies</td>
</tr>
</tbody>
</table>

PART II: That this ordinance shall be effective upon passage and publication.

PASSED and ADOPTED by the Walworth County Board of Supervisors this 14th day of January 2020.

____________________________________  ____________________________
Nancy Russell                        Kimberly S. Bushey
County Board Chair                   Attest: County Clerk

County Board Meeting Date: January 14, 2020

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                       Jessica Conley
County Administrator/Corporation Counsel  Finance Director

If unsigned, exceptions shall be so noted by the County Administrator.
I. **Title:** Amending Section 15-359 of the Walworth County Code of Ordinances Relating to Special Pay Premiums for Substitute Aides and Substitute Teachers

II. **Purpose and Policy Impact Statement:** The purpose of this ordinance amendment is to increase the pay for substitute aides and substitute teachers at the Lakeland School.

III. **Is this a budgeted item and what is its fiscal impact:** The cost of these changes has been included in the 2020 budget.

IV. **Referred to the following standing committee(s) for consideration and date of referral:**

   Committee: Human Resources     Date: December 11, 2019

   Vote:

   Committee: CDEB               Date: December 11, 2019

   Vote:

   County Board Meeting Date: January 14, 2020

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               Jessica Conley
County Administrator/Corporation Counsel    Finance Director
Memorandum

To: Human Resources Committee

From: Michael P. Cotter, Deputy Corporation Counsel

Date: December 11, 2019

Re: Reclassification of Assistant Corporation Counsel II to Assistant Corporation Counsel I

Request: The Corporation Counsel’s Office makes two requests of the Human Resources Committee:

1. Reclassify an Assistant Corporation Counsel II position to an Assistant Corporation Counsel I.
2. Request to begin recruitment immediately upon approval of the Human Resources Committee.

Background: In November 2019, the Walworth County Board of Supervisors approved the creation of a Deputy Corporation Counsel position in the Corporation Counsel Office effective as of January 1, 2020. An internal candidate has been selected for this position, which will leave an Assistant Corporation Counsel II position vacant when the candidate takes on the Deputy Corporation Counsel role in January. Rather than recruiting to fill the vacant Assistant Corporation Counsel II position, we feel that an Assistant Corporation Counsel I would better serve the needs of Walworth County.

We request immediate recruitment for the Assistant Corporation Counsel I position as this position is already funded. In addition, the reclassification of this position will result in a cost savings to Walworth County.

Thank you for your consideration.
Resolution No. xx - 01/20
Authorizing the Reclassification of an Assistant Corporation Counsel II Position in the Corporation Counsel Office

Moved/Sponsored by: Human Resources Committee

WHEREAS, there are currently 4.00 FTE Assistant Corporation Counsel II positions in the Corporation Counsel Office; and,

WHEREAS, Corporation Counsel seeks to reclassify a 1.00 FTE Assistant Corporation Counsel II position to a 1.00 FTE Assistant Corporation Counsel I position to better meet the needs of the Corporation Counsel Office; and,

WHEREAS, the Human Resources Committee (“Committee”) has considered the reclassification of a 1.00 FTE Assistant Corporation Counsel II position to a 1.00 FTE Assistant Corporation Counsel I position and hereby recommends the reclassification.

NOW, THEREFORE, BE IT RESOLVED by the Walworth County Board of Supervisors that the reclassification of a 1.00 FTE Assistant Corporation Counsel II position to a 1.00 FTE Assistant Corporation Counsel I position be and the same is hereby approved effective as of January 14, 2020.

BE IT FURTHER RESOLVED that the County Administrator shall update the appropriate Administrative Procedure to reflect the new FTE count of 3.00 FTE Assistant Corporation Counsel II positions and 1.00 FTE Assistant Corporation Counsel I position in the Corporation Counsel Office.

_________________________________  ____________________________________
Nancy Russell                       Kimberly S. Bushey
County Board Chair                  County Clerk

County Board Meeting Date: January 14, 2020

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                     Jessica Conley
County Administrator/Corporation Counsel  Finance Director

If unsigned, exceptions shall be so noted by the County Administrator.
Policy and Fiscal Note
Resolution No. xx-01/20

I. Title: Authorizing the Reclassification of an Assistant Corporation Counsel II Position in the Corporation Counsel Office

II. Purpose and Policy Impact Statement: The purpose of this resolution is to reclassify a 1.00 FTE Assistant Corporation Counsel II position to a 1.00 FTE Assistant Corporation Counsel I position in the Corporation Counsel Office.

III. Budget and Fiscal Impact: Passage of this resolution will result in a cost savings of $24,696 in 2020 and will be included in future budgets.

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

Committee: Human Resources Meeting Date: December 11, 2019

Vote:

County Board Meeting Date: January 14, 2020

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            Jessica Conley
County Administrator/Corporation Counsel  Finance Director
Resolution No. xx – 01/20
Revising the Pay Range for the LHCC Administrator Position at the Lakeland Health Care Center

Moved/Sponsored by: Human Resources Committee

WHEREAS, the position of LHCC Administrator at the Lakeland Health Care Center has recently been evaluated by the Human Resources Department and the LHCC Superintendent; and,

WHEREAS, the Human Resources Committee (“Committee”) has considered the matter of pay for the LHCC Administrator based on the evaluation of the position; and,

WHEREAS, the Committee recommends revising the pay range for the LHCC Administrator; and,

WHEREAS, the Committee recommends moving the LHCC Administrator from pay grade 20M to 19M.

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 LHCC Administrator pay range effective as of January 14, 2020.

__________________________   _________________________
Nancy Russell               Kimberly S. Bushey
County Board Chair          County Clerk

County Board Meeting Date: January 14, 2020

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               Jessica Conley
County Administrator/Corporation Counsel                  Finance Director

If unsigned, exceptions shall be so noted by the County Administrator.
Policy and Fiscal Note
Resolution No. xx-01/20

I. Title: Revising the Pay Range for the LHCC Administrator Position at the Lakeland Health Care Center

II. Purpose and Policy Impact Statement: The purpose of this resolution is to revise the pay range for the LHCC Administrator position based on the recent evaluation of the position.

III. Budget and Fiscal Impact: Passage of this resolution will result in a savings of approximately $19,184 in 2020 and will be included in future budgets.

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

Committee: Human Resources  Meeting Date: December 11, 2019

Vote:

County Board Meeting Date: January 14, 2020

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
Resolution No. xx-01/20
Setting Salaries for Register of Deeds, County Treasurer and County Clerk for 2021-2024

Moved/Sponsored by: Human Resources Committee

WHEREAS, the County Board is required to adopt any changes in salaries for elected officers prior to the filing of nomination papers in April 2020; and,

WHEREAS, the Human Resources Committee recommends that the salaries for elected officers be set commensurate with the duties delegated to the elected officers by law or the County Board.

NOW, THEREFORE, BE IT RESOLVED by the Walworth County Board of Supervisors that the elected county officers shall be compensated at the following per annum rates for performance of those duties required by law and such other duties as may be delegated by the County Board and as specifically noted herein:

<table>
<thead>
<tr>
<th></th>
<th>2020 Salary</th>
<th>First Monday in January 2021</th>
<th>First Monday in January 2022</th>
<th>First Monday in January 2023</th>
<th>First Monday in January 2024</th>
</tr>
</thead>
<tbody>
<tr>
<td>Register of Deeds</td>
<td>$74,344</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>County Treasurer</td>
<td>$74,344</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>County Clerk</td>
<td>$74,344</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

BE IT FURTHER RESOLVED that each elected county officer shall be afforded the same group insurance benefits as those provided to department heads of the county; and,

BE IT FURTHER RESOLVED that each elected county office is declared to be full-time; and,

BE IT FURTHER RESOLVED that budgets for subsequent years shall be set at sufficient funding levels to cover these salaries and all related benefits.

____________________________________  ______________________________________
Nancy Russell                        Kimberly S. Bushey
County Board Chair                   County Clerk

County Board Meeting Date: January 14, 2020

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                      Jessica Conley
County Administrator/Corporation Counsel  Finance Director

If unsigned, exceptions shall be so noted by the County Administrator.
I. **Title:** Setting Salaries for Register of Deeds, County Treasurer and County Clerk for 2021-2024

II. **Purpose and Policy Impact Statement:** WI Stat. §59.22(1) requires the County Board to set the salaries for elected county officers prior to the earliest time (April 15, 2020) for filing nomination papers for any elective office. The compensation may not be increased nor diminished during the officer’s term and must remain for ensuing terms unless changed by the board. The Board is restricted by law from adopting a salary plan for elected county officers related to the experience of the officeholder.

The Human Resources Committee recommends that salaries be set with consideration given to salaries paid to other management employees within Walworth County and the salaries paid to elected officers in those counties considered to be comparable for the purpose of establishing compensation for other County Employees.

<table>
<thead>
<tr>
<th></th>
<th>2020 Salary</th>
<th>2021 Salary</th>
<th>2022 Salary</th>
<th>2023 Salary</th>
<th>2024 Salary</th>
</tr>
</thead>
<tbody>
<tr>
<td>Register of Deeds</td>
<td>$74,344</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>County Treasurer</td>
<td>$74,344</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>County Clerk</td>
<td>$74,344</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

III. **Budget and Fiscal Impact:** The proposed salaries would become effective the first Monday of January 2021, the first Monday of January 2022, the first Monday of January 2023 and the first Monday of January 2024. Funding for salaries and fringe benefits would be included in future years’ budgets.

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

   Committee: Human Resources  
   Meeting Date: December 11, 2019

   Vote:

   County Board Meeting Date: January 14, 2020

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.

<table>
<thead>
<tr>
<th>David A. Bretl</th>
<th>Date</th>
<th>Jessica Conley</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>County Administrator/Corporation Counsel</td>
<td></td>
<td>Finance Director</td>
<td></td>
</tr>
</tbody>
</table>
WALWORTH COUNTY EMPLOYEE HEALTH CENTER SHARED CLINIC OPPORTUNITY

On January 2, 2019, the Walworth County Employee Health Center began accepting patients at the Advocate Aurora Health Lakeland Medical Center. Currently, the Employee Health Center is open to patients 5 days a week for a total of 20 hours per week.

To be eligible to receive services at the Employee Health Center a patient must be enrolled in the Walworth County health plan and be at least two (2) years of age. In addition to the location and hour convenience for patients, there is a reduced cost to see our provider over a primary care provider, Urgent Care or Emergency Room.

Clinic Utilization January through September 2019 indicated that the Walworth County Employee Health Center was trending at 34% utilization. This percentage is based on the number of hours that the clinic is open compared to the number of visits for the first 9 months of operation. 30% to 50% utilization is average for the first 12 months of a new clinic. We would expect utilization to increase as time goes on and with continual communication to employees. Estimated health plan savings to Walworth County by members utilizing services at the clinic vs going to see their primary care physician is $66,124 for the first 9 months. There are additional cost savings to be had with continued improved engagement that will reduce the overall spend on acute care needs, while also improving the engagement of Walworth County insureds in wellness initiatives and chronic disease management. Patient feedback on their experience at the health center has been extremely favorable. That being said the most common request from members was for the clinic to be open additional hours.

FREEDOM TO MOVE FORWARD
In September of this year Walworth County was contacted by Bill Trewyn, Business Manager of Elkhorn Area School District to engage in discussions on partnering with the near site clinic solution and sharing the already established space. This meeting took place in October with M3 Insurance, Elkhorn Area School District, Walworth County and Advocate Aurora. Much discussion took place around philosophy, logistics, and considerations that would need to be made by both parties. This potential partnership was positioned to potentially become effective July 1, 2020 when the school districts health plan renews. Below outlines some of the agreed upon considerations that both parties felt would need to be finalized before moving forward:

+ Anticipated increased clinic utilization achieved through expanded hours by adding to the eligible patient population.
+ Additional stake holders in this venture requires alignment of objective and goals between the two entities.
+ Both parties will need to share in the appropriate cost of the clinic based on the number of hours that each employee group is utilizing the center.
+ Both parties will need to align on how to “grow” the clinic and how to move forward once clinic hours have reached capacity.
+ Currently the clinic is named Walworth County Employee Health Center. Both parties would need to agree on a mutual or divided name to the Health Center that would be recognizable to both group of employees and their families.

Next Steps:

The initial discussion with Elkhorn Area School District was positive and as identified the biggest advantage to Walworth County and the health plan employees is the expanded hours of operation that would be required to accommodate the additional patients. The expectation would be that expanded hours will increase participation therefore increasing savings to the Walworth County Health Plan. With an appropriate proposed clinic cost share with Elkhorn Area School District there would not be additional cost to Walworth County outside of the additional hours used by County employees which had previously been anticipated upon the initial proposal of the health care center.
Memorandum

To: Walworth County Human Resources Committee
Cc: David Bretl, County Administrator / Kate Bishop, Human Resources Director
From: Valerie Etzel, County Treasurer
Date: December 10, 2019
RE: Resolution Setting Salaries for Register of Deeds, County Treasurer and County Clerk for 2021-2024

The purpose of this memo is to ask the committee to consider setting the County Treasurer salary for 2021-2024 independently from that of the County Clerk and Register of Deeds, similarly to the pay range of (Resolution No. 51-02/18) for the Clerk of Circuit Court and Sheriff. The County Board is restricted by law from adopting a salary plan for elected county officers related to the experience of the officeholder, keeping that in mind outlined below is my line of reasoning for this request.

The duties of the Walworth County Treasurer are numerous per the WI Statute: Receiving all money from all sources belonging to the County, Receipting of Tax Payments, Settlement of Taxes, Collection of Delinquent Taxes, Issuance of Tax Certificates, Lottery Credit Certification, In Rem Tax Foreclosures, Ag Use Conversion Fee, and Submitting State Monthly & Quarterly Reports.

The responsibility of the Walworth County Treasurer includes conducting daily banking transactions and monitoring to keep a watchful eye on the County’s incoming and outgoing money to ensure that the County’s general fund meets the weekly AP and Payroll requirements. The County Treasurer is also the central point of receipt processing and bank deposits for departmental funds.

The duties of the Treasurer have greatly expanded in the last seven years, well beyond the responsibilities as outlined by WI Statute:

In 2015 one FTE was added when Walworth County absorbed print shop services previously provided by a vendor into a new position, Printing Coordinator. This new position was not similar to any tasks engaged in by the treasurer’s staff and remains a department itself under the responsibility of the County Treasurer. In 2016 a county courier feature was added to the Print Shop/Mailroom related to departmental deposits & payroll. In late 2019 the office further expanded the courier to include pickup and delivery of Inter-Departmental and local post offices services. These changes have created substantial savings & efficiencies for the County.

In 2015 & 2016 the entire process of In Rem County Owned Property sales was transitioned from the Purchasing Department to the Treasurer’s Office. The streamlining of the process has consistently increased our County Owned Property sales to as a minimum break even annually after expenses.
In 2017 the Treasurer’s Office transitioned from Finance the county-wide maintenance in MUNIS for departments of: MUNIS Receipt Training, Charge Codes, General Billing Invoices and Account Receivable customers. The Unclaimed Funds process was transitioned from Finance and creation of a County Procedure related to the process was completed. We continue to oversee the entire Unclaimed Funds process for the county departments, Clerk of Court and 26 municipalities.

In 2018 & 2019 we successfully implemented and continue to administer State of WI Debt Collection services for the following departments: Sheriff, Public Works and HR.

Additionally, the Hay Consulting Group determined in 2016 that the salary of the Deputy Treasurer position should be increased due to the responsibility and the number of staff supervised under that position. That change has resulted in the Deputy Treasurer having a higher salary than the Walworth County Treasurer since 2019.

Thank you for your consideration of my request. I will be present at the HR Committee on December 11th, 2019 to discuss this further.
<table>
<thead>
<tr>
<th>County Name</th>
<th>Population</th>
<th>Reg. of Deeds</th>
<th>Treasurer</th>
<th>County Clerk</th>
</tr>
</thead>
<tbody>
<tr>
<td>Milwaukee County</td>
<td>948,201</td>
<td>$87,964.75</td>
<td>$87,964.75</td>
<td>$87,964.75</td>
</tr>
<tr>
<td>Dane County</td>
<td>542,364</td>
<td>$102,104</td>
<td>$102,104</td>
<td>$102,104</td>
</tr>
<tr>
<td>Waukesha County</td>
<td>403,072</td>
<td>$78,936</td>
<td>$77,887</td>
<td>$77,887</td>
</tr>
<tr>
<td>Brown County</td>
<td>263,378</td>
<td>$75,700</td>
<td>$75,700</td>
<td>$75,700</td>
</tr>
<tr>
<td>Racine County</td>
<td>196,584</td>
<td>$80,157</td>
<td>$80,157</td>
<td>$80,157</td>
</tr>
<tr>
<td>Outagamie County</td>
<td>187,365</td>
<td>$76,178.31</td>
<td>$76,178.31</td>
<td>lower than WalCo</td>
</tr>
<tr>
<td>Winnebago County</td>
<td>171,020</td>
<td>$77,120</td>
<td>$77,120</td>
<td>$77,120</td>
</tr>
<tr>
<td>Kenosha County</td>
<td>169,290</td>
<td>$84,244</td>
<td>$84,244</td>
<td>$84,244</td>
</tr>
<tr>
<td>Rock County</td>
<td>163,129</td>
<td>$78,791.99</td>
<td>$78,791.99</td>
<td>$78,791.99</td>
</tr>
<tr>
<td>Washington County</td>
<td>135,693</td>
<td>$77,602</td>
<td>$77,602</td>
<td>$77,602</td>
</tr>
<tr>
<td>Marathon County</td>
<td>135,428</td>
<td>lower than WalCo</td>
<td>lower than WalCo</td>
<td>$83,422</td>
</tr>
<tr>
<td>La Crosse County</td>
<td>118,230</td>
<td>$80,999.88</td>
<td>$80,999.88</td>
<td>$80,999.88</td>
</tr>
<tr>
<td>Sheboygan County</td>
<td>115,456</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Eau Claire County</td>
<td>104,534</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Walworth County</td>
<td>103,718</td>
<td>$74,363.61</td>
<td>$74,363.61</td>
<td>$74,363.61</td>
</tr>
<tr>
<td>Fond du Lac County</td>
<td>103,066</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>St. Croix County</td>
<td>89,694</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Ozaukee County</td>
<td>89,147</td>
<td>$77,877.20</td>
<td>$77,877.20</td>
<td>$77,877.20</td>
</tr>
<tr>
<td>Dodge County</td>
<td>87,847</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Jefferson County</td>
<td>85,129</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Manitowoc County</td>
<td>79,074</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Wood County</td>
<td>73,055</td>
<td>$78,312</td>
<td>$78,312</td>
<td>$78,312</td>
</tr>
<tr>
<td>Portage County</td>
<td>70,942</td>
<td>$75,920</td>
<td>lower than WalCo</td>
<td>$75,920</td>
</tr>
<tr>
<td>Sauk County</td>
<td>64,249</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Chippewa County</td>
<td>64,135</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Columbia County</td>
<td>57,358</td>
<td>$80,019.68</td>
<td>$81,848</td>
<td>$80,019.68</td>
</tr>
<tr>
<td>Grant County</td>
<td>51,554</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Waupaca County</td>
<td>51,128</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Calumet County</td>
<td>50,159</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Monroe County</td>
<td>46,051</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Note: This document has counties listed in order of population. Salaries are only listed if higher than that of Walworth County current salaries for the three positions.
<table>
<thead>
<tr>
<th>County Name</th>
<th>Population</th>
<th>Reg. of Deeds</th>
<th>Treasurer</th>
<th>County Clerk</th>
</tr>
</thead>
<tbody>
<tr>
<td>5 Racine County</td>
<td>196,584</td>
<td>$80,157</td>
<td>$80,157</td>
<td>$80,157</td>
</tr>
<tr>
<td>8 Kenosha County</td>
<td>169,290</td>
<td>$84,244</td>
<td>$84,244</td>
<td>$84,244</td>
</tr>
<tr>
<td>9 Rock County</td>
<td>163,129</td>
<td>$78,791.99</td>
<td>$78,791.99</td>
<td>$78,791.99</td>
</tr>
<tr>
<td>10 Washington County</td>
<td>135,693</td>
<td>$77,602</td>
<td>$77,602</td>
<td>$77,602</td>
</tr>
<tr>
<td>13 Sheboygan County</td>
<td>115,456</td>
<td>$70,107</td>
<td>$70,327</td>
<td>$71,716</td>
</tr>
<tr>
<td>15 Walworth County</td>
<td>103,718</td>
<td>$74,363.61</td>
<td>$74,363.61</td>
<td>$74,363.61</td>
</tr>
<tr>
<td>16 Fond du Lac County</td>
<td>103,066</td>
<td>$73,642</td>
<td>$73,642</td>
<td>$73,642</td>
</tr>
<tr>
<td>18 Ozaukee County</td>
<td>89,147</td>
<td>$77,877.20</td>
<td>$77,877.20</td>
<td>$77,877.20</td>
</tr>
<tr>
<td>20 Jefferson County</td>
<td>85,129</td>
<td>$70,928</td>
<td>$70,928</td>
<td>$79,913.60</td>
</tr>
</tbody>
</table>

These are current salaries for the three positions for counties in our area and/or of similar size. If the salary is **BOLD** it indicates that the salary is **HIGHER** than that of Walworth County.
<table>
<thead>
<tr>
<th>County Name</th>
<th>Population</th>
<th>Reg. of Deeds</th>
<th>Treasurer</th>
<th>County Clerk</th>
</tr>
</thead>
<tbody>
<tr>
<td>3  Waukesha County</td>
<td>403,072</td>
<td>$78,936</td>
<td>$77,887</td>
<td>$77,887</td>
</tr>
<tr>
<td>6  Outagamie County</td>
<td>187,365</td>
<td>$76,178.31</td>
<td>$76,178.31</td>
<td>$73,960.06</td>
</tr>
<tr>
<td>11 Marathon County</td>
<td>135,428</td>
<td>$68,772</td>
<td>$73,351</td>
<td>$83,422</td>
</tr>
<tr>
<td>13 Sheboygan County</td>
<td>115,456</td>
<td>$70,107</td>
<td>$70,327</td>
<td>$71,716</td>
</tr>
<tr>
<td>15 Walworth County</td>
<td>103,718</td>
<td>$74,363.61</td>
<td>$74,363.61</td>
<td>$74,363.61</td>
</tr>
<tr>
<td>20 Jefferson County</td>
<td>85,129</td>
<td>$70,928</td>
<td>$70,928</td>
<td>$79,913.60</td>
</tr>
<tr>
<td>23 Portage County</td>
<td>70,942</td>
<td>$75,920</td>
<td>$68,878</td>
<td>$75,920</td>
</tr>
<tr>
<td>24 Sauk County</td>
<td>89,694</td>
<td>$65,836</td>
<td>$75,994</td>
<td>$70,456</td>
</tr>
<tr>
<td>26 Columbia County</td>
<td>57,358</td>
<td>$80,019.68</td>
<td>$81,848</td>
<td>$80,019.68</td>
</tr>
<tr>
<td>30 Monroe County</td>
<td>46,051</td>
<td>$59,354</td>
<td>$59,354</td>
<td>$63,821</td>
</tr>
<tr>
<td>35 Pierce County</td>
<td>42,555</td>
<td>$60,350</td>
<td>$60,350</td>
<td>$61,104</td>
</tr>
<tr>
<td>41 Clark County</td>
<td>34,709</td>
<td>$56,743.30</td>
<td>$55,224.14</td>
<td>$60,883.68</td>
</tr>
<tr>
<td>42 Vernon County</td>
<td>30,785</td>
<td>$56,433.54</td>
<td>$56,433.54</td>
<td>$64,611.90</td>
</tr>
<tr>
<td>43 Trempealeau County</td>
<td>29,442</td>
<td>$66,856.10</td>
<td>$66,856.10</td>
<td>$68,978.52</td>
</tr>
</tbody>
</table>

Note: This document has counties listed that DO NOT have the same salary for all three elected positions. The higher rate(s) are in bold.
<table>
<thead>
<tr>
<th></th>
<th>County</th>
<th>Pop.</th>
<th>Admin</th>
<th>1st Assessor</th>
<th>2nd Assessor</th>
</tr>
</thead>
<tbody>
<tr>
<td>47</td>
<td>Waushara County</td>
<td>24,263</td>
<td>$61,543.82</td>
<td>$63,528.34</td>
<td>$63,528.34</td>
</tr>
<tr>
<td>50</td>
<td>Jackson County</td>
<td>20,478</td>
<td>$59,526</td>
<td>$59,526</td>
<td>$62,535</td>
</tr>
<tr>
<td>60</td>
<td>Washburn County</td>
<td>15,878</td>
<td>$56,669.65</td>
<td>$60,578</td>
<td>$56,669.65</td>
</tr>
<tr>
<td>64</td>
<td>Bayfield County</td>
<td>15,042</td>
<td>$62,115.50</td>
<td>$62,115.50</td>
<td>$69,985.75</td>
</tr>
<tr>
<td>71</td>
<td>Menominee County</td>
<td>4,658</td>
<td>$24,485.76</td>
<td>$24,485.76</td>
<td>$53,495.86</td>
</tr>
<tr>
<td>72</td>
<td>Florence County</td>
<td>4,321</td>
<td>$44,250.18</td>
<td>$42,807.94</td>
<td>$52,995.92</td>
</tr>
</tbody>
</table>

Note: This document has counties listed that DO NOT have the same salary for all three elected positions. The higher rate(s) are in bold.