



Human Resources

Kate Bishop
Human Resources Director

Memorandum

To: Walworth County Human Resources Committee

Cc: Mark Lubberda, County Administrator

From: Kate Bishop, Human Resources Director

Date: May 13, 2022

RE: May 18, 2022 Human Resources Committee Meeting

New Business:

a.) **Resolution Authorizing the Creation of a Nutrition Site Worker Position and a Food and Nutrition Services Lead Position at Lakeland School.**

The long standing food service provider for Lakeland School will no longer be able to provide the service to the school. Ms. Tracy Moate, Lakeland School Administrator & Director of Special Education, has provided a detailed memorandum outlining the reason for these positions requests as the food service provider exits and Lakeland School supports the program in house. As you will see in the enclosed draft resolution, in 2022 the estimated cost is \$29,489 and will be funded through the vacant Deputy Director position. There is an anticipated annual cost of \$87,973. I look forward to your favorable recommendation of this item. Ms. Moate will be available at the meeting to answer any questions.

Reports:

Report on Ord. No. 1255-11/21 – Continuing Limited-Term, Human Resources-Related Special Authority to Enable Continued Response to and Management of Operations During the COVID-19 Pandemic by Extending Certain Authorization as Previously Approved.

It has been requested that we report back any items related to Sec. 15-11 (b) (4) and (9). There is no new information to report at this time.

Human Resources

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DRAFT

**Walworth County Board of Supervisors
Human Resources Committee Meeting Minutes
Wednesday, April 27, 2022
Walworth County Government Center, County Board Room 114
100 West Walworth Street, Elkhorn, Wisconsin**

Human Resources Director Kate Bishop called the meeting to order at 3:30 p.m.

Roll call was conducted and the following members were present, either in person or by remote attendance: Supervisors Kathy Ingersoll, Joanne Laufenberg, Kenneth Monroe, Susan Pruessing; and Ryan Simons. A quorum was declared.

Others in Attendance:

County Supervisors: Brian Holt

County Staff: County Administrator Mark W. Luberd; Human Resources Director Kate Bishop; Benefits Manager Josh Pollock; Treasurer Valerie Etzel; Director of Health and Human Services (HHS)/Superintendent of County Institutions Carlo Nevicosi; Director of IT Operations Jackie Giller; Finance Director Jessica Conley; Corporation Counsel/Director of Land Use Resource Management (LURM) Michael Cotter

Members of the Public: Mariellen Wodsedalek from M3 Insurance

Supervisor Simons offered a motion, second by Supervisor Ingersoll, to approve the agenda with one amendment, to move Item 8h) Labor Negotiations Related to the Walworth County Deputy Sheriff's Association after Item 11) Set/confirm next meeting date and time. The agenda was approved by voice vote with no withdrawals.

On motion by Supervisor Monroe, second by Supervisor Ingersoll, the March 16, 2022 Human Resources Committee meeting minutes were approved.

Public Comment – There was none.

Special Order of Business

7a) Election of Committee Chair

Bishop announced that nominations for the Human Resources Committee Chairperson were open.

Supervisor Monroe made a motion, second by Supervisor Simons, to nominate Susan Pruessing for Chair. Bishop asked for other nominations. Hearing none, **Supervisor Monroe made a motion, second by Supervisor Simons, to close nominations. Motion carried 5-0. Supervisor Monroe made a motion, second by Supervisor Ingersoll to elect Susan Pruessing as Chair. Motion carried 5-0.** Chair Pruessing presided over the remainder of the meeting.

7b) Election of Committee Vice-Chair

Chair Pruessing announced that nominations for the Human Resources Vice-Chairperson were open.

Supervisor Monroe made a motion, second by Supervisor Ingersoll, to nominate Ryan Simons for Vice-Chair. Chair Pruessing asked for other nominations. Hearing none, **Supervisor Laufenberg made a motion, second by Supervisor Monroe, to close the nominations. Motion carried 5-0. Supervisor Monroe made a motion, second by Supervisor Laufenberg to elect Ryan Simons as Vice-Chair. Motion carried 5-0.**

7c) Role of the Human Resources Committee

Bishop provided an overview of the purpose of the Human Resources Committee as outlined on Pages 3-5 of the meeting packet. Administrator Mark W. Luberd elaborated by noting, departmental reorganizations and changes in positions may also be brought to the committee throughout the year. Typically these changes are

done during the budget process, however there are times when a vacancy occurs, which offers the opportunity to reevaluate staffing needs. The other time these staffing changes may occur outside of the budget process is when funding becomes available.

New Business

8a) Resolution No. **-05/22 Authorizing the Reclassification of a Vacant 1.00 FTE Children and Families Case Manager Position to a 1.00 FTE Birth to Three Service Coordinator Position at Health & Human Services

Bishop explained, there is a vacant Children and Families Case Manager position, which allowed Director of Health and Human Services (HHS)/Superintendent of County Institutions Carlo Nevicosi to reevaluate positions and programs within the Children and Families Division of HHS. This resolution was discussed and approved at the Health and Human Services Board Meeting. Nevicosi explained that there has been a decrease in case load for Child Protective Services (CPS) and an increase in referrals to the Birth to 3 program. Therefore, this change would allow for a better response to service demands. This is also a position downgrade, which would result in a \$23,700 savings for 2022 and a \$16,700 savings in 2023. Supervisor Laufenberg wished to go on record to state her son's developmental delays were due to vaccinations. **Vice-Chair Simons offered a motion, second by Supervisor Monroe, to approve the resolution Authorizing the Reclassification of a Vacant 1.00 FTE Children and Families Case Manager Position to a 1.00 FTE Birth to Three Service Coordinator Position at Health & Human Services. Motion carried 5-0.**

8b) Resolution No. **-05/22 Authorizing the Reclassification of a Vacant 1.00 FTE Purchasing Supervisor Position to a 1.00 FTE Senior Buyer Position in the Finance Department

Bishop stated, there was a promotion within the Purchasing Department which resulted in a vacancy of the Purchasing Supervisor position, and provided an opportunity to evaluate staffing needs. Finance Director Jessica Conley is now looking to downgrade the Purchasing Supervisor position to a Senior Buyer position to better assist with needs of the County. This will result in a \$27,871 savings for 2022 and an \$11,672 savings annually. Conley commented that during the budget process, the Purchasing Supervisor position was necessary but at this time, the Senior Buyer position is more appropriate. **Supervisor Laufenberg offered a motion, second by Vice-Chair Simons, to approve the resolution Authorizing the Reclassification of a Vacant 1.00 FTE Purchasing Supervisor Position to a 1.00 FTE Senior Buyer Position in the Finance Department. Motion carried 5-0.**

8c) Resolution No. **-05/22 Authorizing the Reclassification of a 1.00 FTE Administrative Clerk II Position to a 1.00 FTE Administrative Clerk III Position in the Treasurer's Office

Bishop noted, due to the upcoming vacancy of an Administrative Clerk III position, Treasurer Valerie Etzel is requesting a reclassification of an Administrative Clerk II position to be increased to an Administrative Clerk III. After evaluation, it was determined the skill set and job duties would be better aligned with an Administrative Clerk III position. There will be a savings of \$1,528 for 2022 and an annual cost of \$1,991 which will be built into the budget process. Etzel stated this change will allow for the perfect opportunity to cross train and create coverage within the department. **Supervisor Ingersoll offered a motion, second by Supervisor Monroe, to approve the resolution Authorizing the Reclassification of a 1.00 FTE Administrative Clerk II Position to a 1.00 FTE Administrative Clerk III Position in the Treasurer's Office. Motion carried 5-0.**

8d) Resolution No. **-05/22 Authorizing the Reduction of a Vacant 1.00 FTE Administrative Clerk III Position to a 0.60 FTE Administrative Clerk III Position in the Informational Technology Department

Bishop explained, there is a vacant Administrative Clerk III position in the Information Technology (IT) Department and Director of IT Operations Jackie Giller has determined there is no need for this to be a full-time position. This will result in a savings of \$28,113 for 2022 and an annual savings of \$30,503. Giller

stated she has been evaluating this position for a long time and due to efficiencies within the department, it is not feasible to consider the position as full-time anymore and would prefer to use the cost savings for other purposes in the department. **Supervisor Laufenberg offered a motion, second by Vice-Chair Simons, to approve the resolution Authorizing the Reduction of a Vacant 1.00 FTE Administrative Clerk III Position to a 0.60 FTE Administrative Clerk III Position in the Informational Technology Department. Motion carried 5-0.**

8e) Contract award recommendation for the County's Prescription Drug Plan/Pharmacy Benefits Manager (PBM)

Bishop stated, the Pharmacy Benefits Manager (PBM) contract expires at the end of this year. Therefore, a Request for Proposal (RFP) was put out in collaboration with Walworth County's employee benefits consultant, M3 Insurance. Included in the packet on Pages 18-21 is a Memorandum detailing the process, findings, and recommendation. Mariellen Wodsedalek from M3 insurance provided an overview of the process utilized to determine the recommendation of Magellan for the PBM. Discussion followed. **Supervisor Laufenberg offered a motion, second by Vice-Chair Simons, to approve the Contract award recommendation of Magellan for the County's Prescription Drug Plan/Pharmacy Benefits Manager (PBM). Motion carried 5-0.**

8f) Contract award recommendation for Employee Benefits Consulting Services

Bishop explained, the contract with Walworth County's current Employee Benefits Consulting Firm, M3 Insurance, is set to expire this year. Human Resources and the Purchasing Department conducted an RFP in which six vendors, one being the incumbent M3 insurance, submitted proposals. Of those six, three provided presentations and after consideration, the recommendation is to go with Hausmann Group for the contract award. The official start of the contract would be July 1, 2022, however there is a request for an early start of May 9, 2022 to ensure a smooth transition. The current year cost commitment would be \$21,833.82 and the three year contract cost would be \$195,000. Discussion followed. **Supervisor Monroe offered a motion, second by Supervisor Ingersoll, to approve the contract award recommendation of Hausmann for Employee Benefits Consulting Services. Motion carried 5-0.**

8g) Contract award Learning Management System

Bishop provided an overview of the new Learning Management System (LMS) offered by NeoGov. Walworth County currently uses NeoGov for applications for employment and employee reviews. This new online learning program will be utilized for annual training and provide managers the opportunity to use other trainings applicable to their office with tracking capabilities.

Reports

9a) Report of Approved Overfill of an Administrative Clerk III position in the UW-Extension Office per Section 15-18 of the Walworth County Code of Ordinances

Bishop reported, Area UW-Extension Director Christine Wen had requested an overfill of an Administrative Clerk III position for four weeks due to a retirement and it was approved by Administrator Luberda.

9b) Report on Ord. No. 1255-11/21 – Continuing Limited-Term, Human Resources-Related Special Authority to Enable Continued Response to and Management of Operations During the COVID-19 Pandemic by Extending Certain Authorization as Previously Approved

Bishop stated there was nothing to report as there was no need for any employees to work outside the scope of their job duties to help with COVID related tasks.

Reports/Announcements by Chairperson – There were none.

Confirmation of next meeting: The next meeting was confirmed for Wednesday, May 18, 2022 at 3:30 p.m.

8h) Labor Negotiations Related to the Walworth County Deputy Sheriff's Association – Closed Session. The committee may discuss the following topic(s) in open session. **The committee convened in closed session at approximately 4:10 pm on motion and second by Supervisor Ingersoll and Supervisor Monroe** pursuant to the exemption contained in Section 19.85(1)(e) of the Wisconsin Statutes, "deliberating or negotiating...or conducting other specified public business, whenever competitive or bargaining reasons require a closed session," specifically to caucus and develop negotiation strategies for collective bargaining with the Walworth County Deputy Sheriff's Association related to a subsequent labor contract. A roll call vote was conducted and all members present voted "aye." Administrator Mark W. Luberda, Human Resources Director Kate Bishop, and Benefits Manager Josh Pollock remained in closed session.

The Committee reconvened in open session at 4:48 p.m. on motion and second by Supervisor Monroe and Supervisor Ingersoll. Motion carried 5-0.

Adjournment

On motion and second by Supervisor Monroe and Vice-Chair Simons, Chair Pruessing adjourned the meeting at 4:48 p.m.

Submitted by Lindsey Ross, Administrative Assistant. Meeting minutes are not considered final until approved by the Human Resources Committee at the next regularly scheduled meeting.

Memorandum

To: Finance and Human Resources Committee Members

Cc: Mark Luberda, County Administrator

From: Tracy L. Moate, Lakeland School Administrator/ Director of Special Education

Date: May 12, 2022

Re: Resolution No. **-06/22 Authorizing the Creation of a Nutrition site Work Position and a Food and Nutrition Services Lead Position at Lakeland School

In April, 2022, Lakeland School received notice from SMIGO (our food services vendor), that they would not renew their contract for the upcoming 2022-23 school year. With this short notice, and the difficulty in attracting interested vendors, I am respectfully requesting your consideration to move to a self-operating lunch program. This will require the addition of two staff to manage the lunch program at the school with the support and assistance from of School Business Office Supervisor. We have been in contact with the Department of Public Instruction and have requested an extension in submitting our food service plan upon your consideration. Conversations have also included dialogue with the Lakeland Health Care Center and Purchasing to join the vendor contract for food and supplies.

Enclosed with your agenda is the resolution and fiscal note to outline the intentions of this request. I will be available at both of your meetings to answer any additional questions you may have on this topic.

Thank you for your consideration.

Resolution No. xx-06/22
Authorizing the Creation of a Nutrition Site Worker Position and a Food and Nutrition Services Lead Position at Lakeland School

1 Moved/Sponsored by: Human Resources Committee and Finance Committee
2

3 **WHEREAS**, the management staff of Lakeland School seeks to create a 1.00 FTE Nutrition Site
4 Worker position and a 1.00 FTE Nutrition Services Lead position to support the school’s food
5 service program in the absence of a contracted vendor; and,
6

7 **WHEREAS**, the Human Resources Committee and the Finance Committee have considered the
8 creation of a 1.00 FTE Nutrition Site Worker position and a 1.00 FTE Nutrition Services Lead
9 position and hereby recommend the creations; and,
10

11 **WHEREAS**, available budget has been identified from position vacancies within the department
12 to cover the cost of these new positions in 2022.
13

14 **NOW, THEREFORE, BE IT RESOLVED** by the Walworth County Board of Supervisors that
15 the creation of a 1.00 FTE Nutrition Site Worker position and a 1.00 FTE Nutrition Services Lead
16 position be and the same are hereby approved effective as of June 14, 2022.
17

18 **BE IT FURTHER RESOLVED** that the County Administrator shall update the appropriate
19 Administrative Procedure to create a 1.00 FTE Nutrition Site Worker position and a 1.00 FTE
20 Nutrition Services Lead position and reflect 105.25 Total Children with Disabilities Education
21 Board FTEs, with the grand total being adjusted accordingly for the 2.00 FTE increase.
22
23
24

25 _____
26 Rick Stacey
27 County Board Chair
28

Susi Pike
County Clerk

29 County Board Meeting Date: June 14, 2022
30

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

| | |
|--|---|
| Policy and Fiscal Note is attached. Reviewed and approved pursuant to Section 2-91 of the Walworth County Code of Ordinances: | |
| _____ Michael P. Cotter Date Corporation Counsel | _____ Jessica Conley Date Finance Director |
| _____ Mark W. Luberd Date County Administrator | |
| If unsigned, exceptions shall be so noted by the County Administrator. | |

