

**Walworth County Board of Supervisors
Human Resources Committee Meeting Minutes
Wednesday, January 18, 2023
Walworth County Government Center, County Board Room 114
100 West Walworth Street, Elkhorn, Wisconsin**

Chair Susan Pruessing 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: Chair Susan Pruessing; Vice-Chair Ryan Simons; and Supervisors Kathy Ingersoll, Joanne Laufenberg, and Kenneth Monroe. A quorum was declared.

Others in Attendance:

County Board Supervisors: Brian Holt.

County Staff: Walworth County County Administrator Mark W. Luberd; Director-Human Resources Kate Bishop; Corporation Counsel/Director of Land Use and Resource Management Michael Cotter; Human Resources Manager Donna McIntyre; Director-Special Education Matthew Huettl; and Director-Finance Jessica Conley.

On motion by Supervisor Ingersoll, second by Supervisor Monroe, the agenda was approved with no withdrawals.

On motion by Supervisor Laufenberg, second by Chair Pruessing, the December 14, 2022 Human Resources Committee and December 27, 2022 Special Human Resources Committee meeting minutes were approved.

Public Comment – There was none.

Unfinished Business

7a) Ord. No. ****-02/23 Amending Sections of Chapter 15 and 30 of the Walworth County Code of Ordinances Relating to the Employee Recognition Program

Director-Human Resources Kate Bishop advised that the Human Resources Department budget would retain retirement plaques and years of service recognition gifts. This ordinance amendment adds additional budgetary dollars that departments may use towards small recognition items. Bishop noted the list of five possible options in utilizing the dollars (Page 1). Walworth County Administrator Mark W. Luberd inquired as to whether the Committee would like to make changes to the listed items. Hearing none, Luberd shared that the “NOTE” box directly above the list would be removed in the final version of the ordinance. **Supervisor Monroe offered a motion, second by Supervisor Laufenberg, to approve the ordinance Amending Sections of Chapter 15 and 30 of the Walworth County Code of Ordinances Relating to the Employee Recognition Program. Motion carried 5-0.**

7b) Res. No. *-02/23 Authorizing the Funding for the Revision to the Employee Recognition Program

Bishop stated that the resolution authorizes the funding for the aforementioned ordinance amendment, as the funds were not included in the 2023 budget. **Supervisor Ingersoll offered a motion, second by Supervisor Monroe, to approve the resolution Authorizing the Funding for the Revision to the Employee Recognition Program. Motion carried 5-0.**

New Business

8a) Ord. No. ****-02/23 Amending Section 15-359 of the Walworth County Code of Ordinances Relating to Special Pay Premiums-Facilities Lead Worker Differential

Bishop stated the amendment specifically references positions allowed to earn the Facilities Lead Worker Differential based on title changes in the 2023 budget process. **Supervisor Laufenberg offered a motion, second by Supervisor Ingersoll, to approve the ordinance Amending Section 15-359 of the Walworth County Code of Ordinances Relating to Special Pay Premiums-Facilities Lead Worker Differential. Motion carried 5-0.**

8b) Ord. No. ****-02/23 Amending Section 15-359 of the Walworth County Code of Ordinances Relating to Special Pay Premiums-Substitute Aide and Substitute Teacher Pay

Bishop referred to Director-Special Education Matthew Huettl’s Memorandum included on Pages 14-15 of the packet; noting data included relative to daily pay rates for substitutes in other school districts. Bishop stated the increase from \$135 to \$150 per day will result in an approximate budget impact of \$6,460 annually. Huettl stated the intent of the

increase is to retain current substitutes and attract new. **Supervisor Laufenberg offered a motion, second by Vice-Chair Simons, to approve the ordinance Amending Section 15-359 of the Walworth County Code of Ordinances Relating to Special Pay Premiums-Substitute Aide and Substitute Teacher pay. Motion carried 5-0.**

8c) Ord. No. ****-02/23 Amending Sections 15-359 and 15-1045 of the Walworth County Code of Ordinances Relating to Pay for Onsite Orientation for Certain CDEB Employees
Bishop stated the intent of the amendment is to provide a two day orientation period, for new staff, prior to in-service days where all staff are present. Bishop shared the approximate budget impact annually is \$4,693. **Supervisor Monroe offered a motion, second by Supervisor Ingersoll, to approve the ordinance Amending Section 15-359 and 15-1045 of the Walworth County Code of Ordinances Relating to Pay for Onsite Orientation for Certain CDEB Employees. Motion carried 5-0.**

8d) Ord. No. ****-02/23 Amending Section 15-584 of the Walworth County Code of Ordinances Relating to Reimbursement of Educational Expenses
Bishop referred to her memorandum included in the packet (Pages 23-24); highlighting changes to minimum Full-time Equivalent (FTE) eligibility; increased reimbursement amounts; the addition of preparation training programs; and the addition of waiver of eligibility requirement when employees are participating in a county-sponsored program. Bishop stated there is zero fiscal impact with this amendment, as additional funds were included in the 2023 budget. **Supervisor Laufenberg offered a motion, second by Supervisor Monroe, to approve the ordinance Amending Section 15-584 of the Walworth County Code of Ordinances Relating to Reimbursement of Educational Expenses.** Supervisor Laufenberg inquired as to the process in place when funds are depleted for a given year. Human Resources Manager Donna McIntyre explained that reimbursements are approved on a first come first serve basis, but that she maintains a waitlist for individuals that apply after allotted funds are awarded. McIntyre stated that many times cost reflected in an individual's application are higher than when receipts are provided for disbursement of funds. At that time McIntyre would work through the waitlist, keeping with the first come first serve basis, to approve additional applications as funds allow.

Discussion then focused on the possibility of expanding recruitment efforts, to include a job fair for entry level employment opportunities through the County, held for individuals receiving economic support benefits through Health and Human Services.

Motion carried 5-0.

Reports

9a) Workers Compensation & Training Report – 2022 in Review
Risk Manager Megan Rogers provided a detailed summation of the Worker's Compensation & Training Report – 2022 in Review (Pages 29-38); detailing the number of incidents and claims; missed work; and cost for the entire year. Rogers shared cause, frequency, and severity of incidents; and actions being taken to mitigate worker's compensation claims and encourage safety culture within Walworth County.

Reports/Announcements by Chairperson – There were none.

Confirmation of next meeting: The next meeting was confirmed for Wednesday, February 22, 2023 at 3:30 p.m.

Adjournment

On motion and second by Supervisors Monroe and Laufenberg, Chair Pruessing adjourned the meeting at 4:12 p.m.