

**Walworth County Board of Supervisors  
Human Resources Committee Meeting Minutes  
Wednesday, January 19, 2022  
Walworth County Government Center, County Board Room 114  
100 West Walworth Street, Elkhorn, Wisconsin**

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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 Rick Stacey; and Supervisors Kathy Ingersoll, Kenneth Monroe, and Ryan Simons. A quorum was declared.

**Others in Attendance:**

County Staff: County Administrator Mark W. Luberdia; Human Resources Director Kate Bishop; and Captain Todd Neumann.

**On motion by Supervisor Simons, second by Supervisor Monroe, the agenda was approved.**

**On motion by Supervisor Simons, second by Supervisor Monroe, the December 15, 2021 Human Resources Committee meeting minutes were approved.**

**Public Comment** – There was none.

**Unfinished Business**

7a) Resolution No. \*-02/22 Setting Salaries for Sheriff and Clerk of Courts for 2023-2026  
Human Resources Director Kate Bishop requested this be tabled until next month. The data requested at last month's meeting was not gathered due to unforeseen circumstances. **Supervisor Monroe offered a motion, second by Supervisor Simons, to remove item and move it to next month's agenda. Motion carried 5-0.**

**New Business**

8a) Request for exception per Section 15-60 of the Walworth County Code of Ordinance for the Sheriff's Office-Communications Division

Bishop explained, a qualified candidate has been found for a part-time Communications Officer. However, the candidate is the brother of the current Communications Supervisor. Due to difficulty in recruiting for these positions, it is being requested that an exception be made per Ordinance 15-60(e) as it relates to nepotism. Captain Neumann elaborated that any managerial responsibilities in regards to this new candidate would fall on a different supervisor. Discussion followed. **Vice-Chair Stacey offered a motion, second by Supervisor Ingersoll, to approve the request for exception per Section 15-60 of the Walworth County Code of Ordinance for the Sheriff's Office-Communications Division. Motion carried 5-0.**

8b) Update on COVID-19 Vaccination and Testing for the County as an Employer; OSHA Emergency Temporary Standard (ETS) and Centers for Medicare and Medicaid Services (CMS) Vaccine Mandate  
Bishop noted, at the time of this meeting's packet preparation, documentation related to vaccination status collection was included (Pages 5-16), but a Supreme Court ruling was made on January 13, 2022 to place a hold on the OSHA Emergency Temporary Standard (ETS.) Therefore, Walworth County will not move forward with the collection of vaccination status at this time. A copy of the email sent on January 14, 2022 informing all employees of this decision was distributed at the meeting. The Centers for Medicare and Medicaid Services (CMS) vaccine mandate, which Lakeland Health Care Center (LHCC) falls under, has moved forward. Administrative Procedure 4-220-Mandatory COVID-19 Vaccination for Lakeland Health Care Center has been published and put in place.

## **Reports**

9a) Approved overfill of an Administrative Clerk II position in the Register of Deeds Office per Section 15-18 of the Walworth County Code of Ordinances

Per the recent change to Section 15-18 of the Walworth County Code of Ordinances, Bishop reported that approval was granted to overfill a position in the Register of Deeds office due to the fact that a long time employee was retiring. There was no overfill however, because the position was not filled prior to the retirement date of the current employee.

9b) Report & update on the impact of Health Care Reform as it relates to the definition of full-time employees

Bishop provided an overview of the annual report of employees with a .75 full-time employee (FTE) or higher who qualify to receive benefits as required by the Health Care Reform Act. Out of eight eligible employees, three decided to enroll in the health plan. Bishop noted, one of the three individuals was in the process of moving to a full-time position and would have been eligible to receive benefits regardless.

9c) 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 reported, an Economic Support Specialist in Health and Human Services was deployed for help with contact tracing.

**Reports/Announcements by Chairperson** – There were none.

**Confirmation of next meeting:** The next meeting was confirmed for Wednesday, February 16, 2022 at 3:30 p.m.

## **Adjournment**

**On motion and second by Supervisor Monroe and Supervisor Simons, Chair Pruessing adjourned the meeting at 3:41 p.m.**

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Submitted by Lindsey Ross, Administrative Assistant. Meeting minutes were approved by the Human Resources Committee at the February 16, 2022 meeting.