

**Walworth County Board of Supervisors  
Human Resources Committee Meeting Minutes  
Wednesday, February 17, 2021 at 3:30 PM  
Walworth County Government Center, County Board Room 114  
100 West Walworth Street, Elkhorn, Wisconsin**

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Chair 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 Supervisors: Brian Holt and Nancy Russell

County Staff: County Administrator Mark W. Luberdia; Human Resources Director Kate Bishop; Benefits Manager Lisa Henke; Acting Director of Health and Human Services (HHS) Carlo Nevicosi; Finance Director Jessica Conley; Clerk of Circuit Court Kristina Secord

**On motion by Supervisor Simons, second by Vice-Chair Stacey, the agenda was approved with no withdrawals.**

**On motion by Supervisor Simons, second by Vice-Chair Stacey, the January 20, 2021 Human Resources Committee Meeting minutes were approved.**

**Public Comment** – There was none.

**New Business**

7a) Request to overfill a Felony Calendar Clerk position in the Clerk of Courts per Section 15-18 of the Walworth County Code of Ordinances

Human Resources Director Kate Bishop explained, due to the retirement of a long time employee, it would be beneficial to overfill this specialized position to ensure proper training. **Vice Chair Stacey offered a motion, second by Supervisor Simons, to approve the request to overfill a Felony Calendar Clerk position in the Clerk of Courts per Section 15-18 of the Walworth County Code of Ordinances. Motion carried 5-0.**

7b) Ordinance No. \*\*-03/21 Amending Section 15-359 of the Walworth County Code of Ordinances Relating to Standby Pay for Certain Clerk of Courts Employees

Bishop explained, if a juvenile gets taken into custody it is required a hearing be held within 24 hours. Since the State has a different holiday calendar than the County, occasionally an employee may be required to be on standby. Though it would be a rare occurrence, Clerk of Circuit Court Kristina Secord requests “Hourly Clerk of Courts employee, as assigned by their supervisor” be added to the standby pay table.

**Vice Chair Stacey offered a motion, second by Supervisor Monroe, to approve the proposed Ordinance Amending Section 15-359 of the Walworth County Code of Ordinances Relating to Standby Pay for Certain Clerk of Courts Employees. Motion carried 5-0.**

7c) Resolution No. \*\*-03/21 Authorizing the Reclassification of an AODA Service Coordinator—Substance Abuse Counselor Position to a Behavioral Health Clinician Position at Health and Human Services  
Bishop noted this is coming to committee outside of the budget process because it is now a vacant position. Historically, as the Substance Abuse Counselor Positions have become vacant, they are then reclassified as a Behavioral Health Clinician Position because a broader range of services can be offered. Though this reclassification would require a higher rate of pay, it will result in a 2021 savings of \$28,746 and an annual savings of \$979 due to its ability to generate higher revenue. Discussion followed. **Supervisor Monroe offered a motion, second by Supervisor Simons, to approve the proposed Resolution Authorizing the Reclassification of an AODA Service Coordinator—Substance Abuse Counselor Position to a Behavioral Health Clinician Position at Health and Human Services. Motion carried 5-0.**

7d) Resolution No. \*\*-03/21 Authorizing the Reclassification of the HS Supervisor – WIC Position to an HS Supervisor – Early Childhood Health Position at Health & Human Services  
Bishop stated, a copy of Acting Director of Health and Human Services (HHS) Carlo Nevicosi’s memo, along with the draft resolution is included in the packet, which provides further detail to the current Public Health leadership structure and the proposed leadership work structure. This change will result in a balance of workload and create efficiencies within the division. This does result in a savings for 2021 of \$6,117 and future annual costs will be offset by underspent Women, Infants, and Children (WIC) grant money and an annual increase in the allocation of funds for the Birth to Three Program. **Supervisor Monroe offered a motion, second by Supervisor Simons, to approve the proposed Resolution Authorizing the Reclassification of the HS Supervisor – WIC Position to an HS Supervisor – Early Childhood Health Position at Health and Human Services. Motion carried 5-0.**

7e) Resolution No. \*\*-03/21 Authorizing the Increase of One Part-Time Crisis Intervention Specialist Position to Full-Time and the Elimination of One Part-Time Crisis Intervention Specialist Position at Health & Human Services  
Bishop explained, both of these part time positions are vacant and filling these positions has been a challenge. Eliminating one part time position and increasing the other to full time would assist in the retention rate and would improve the recruitment process. This will result in a cost of \$2,817 in 2021 and an annual cost of \$16,380. **Supervisor Simons offered a motion, second by Vice Chair Stacey, to approve the proposed Resolution Authorizing the Increase of One Part-Time Crisis Intervention Specialist Position to Full-Time and the Elimination of One Part-Time Crisis Intervention Specialist Position at Health & Human Services. Motion carried 5-0.**

## **Reports**

### 8a) Personal Time Off Utilization for 2020

Bishop provided an overview of the personal time off program. She also outlined a departmental breakdown of the number of hours used, transferred, and paid out in 2020 along with the monetary figures associated with those hours. Bishop spoke of the goals of the program and discussed whether those goals have been achieved. Though some of the goals are difficult to quantify, she stated most goals have been met and there has been positive feedback from department heads along with promotion of the program during the recruitment process.

### 8b) Worker’s Compensation & Training Report

Benefits Manager Lisa Henke provided a walkthrough of the Worker’s Compensation & Training Report, which covered July through December of 2020. Discussion followed.

8c) Update on staffing related to COVID-19

Bishop provided an update on the hiring process for various pandemic related positions in Health and Human Services (HHS) and Lakeland Health Care Center (LHCC). In addition, she discussed the recruitment strategies and tactics being used to encourage candidates to apply for these open positions.

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

**Confirmation of next meeting:** The next meeting was confirmed for Wednesday, March 17, 2021 at 3:30 p.m.

**Adjournment**

**On motion by Supervisor Monroe, second by Vice-Chair Stacey, Chair Pruessing adjourned the meeting at 4:01 p.m.**

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Submitted by Lindsey Ross, Administrative Assistant. Meeting minutes were approved at the March 17, 2021 Human Resources Committee meeting.