

**Walworth County Board of Supervisors  
Human Resources Committee Meeting Minutes  
Wednesday, February 20, 2019  
Walworth County Government Center, County Board Room 114  
100 West Walworth Street, Elkhorn, Wisconsin**

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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 Susan Pruessing and Rick Stacey. Supervisor Kathy Ingersoll was absent. A quorum was declared.

**Others in Attendance**

County Board members: Supervisors William Norem, Charlene Staples and David Weber

County staff: County Administrator David Bretl; Human Resources (HR) Director Dale Wilson; Deputy County Administrator-Finance Nicki Andersen; Director-Public Works Richard Hough; Risk/Benefits Manager Lisa Henke; Undersheriff Kevin Williams; Deputy Director of LURM/County Conservationist Shannon Haydin; Public Works-Highway Division Patrolman Page Grandon

**Supervisor Stacey made a motion, seconded by Vice Chair Monroe, to move consideration of Unfinished Business (item 7.a) for consideration after item 8.a. under New Business, and to approve the agenda as amended. Motion carried 4-0.**

**New Business**

- Resolution Authorizing the Reclassification of an Urban Conservation Specialist Position to a Senior Urban Conservation Specialist Position in Land Use and Resource Management (LURM)  
Human Resources Director Dale Wilson said LURM reviewed the Urban Conservation Specialist position from an operations standpoint and revised the job description and title to accurately reflect the experience and qualifications the job requires. Human Resources reviewed the updated description and determined the new position should be in the 15M pay classification range. Wilson supports the reclassification, stating it falls into line with the rest of the County's lead worker positions. **Supervisor Stacey made a motion, seconded by Vice Chair Monroe, to approve the reclassification. Motion carried 4-0.**

**Public comment** – Page Grandon, Public Works Highway Division Patrolman, stated he recently applied for a Groundskeeper position in the Public Works Facilities Division and was not selected for an interview. Grandon stated he performed the job duties of maintaining county grounds and parks several years ago. He also applied for the Groundskeeper job four years ago when it was posted and would have been selected but he requested more money commensurate with his experience. Former Public Works Director Kevin Brunner sent a letter in favor of Grandon's selection to Human Resources at that time. Grandon said he asked Director-Public Works Richard Hough why he was not selected for an interview for the current position, and Hough informed him that Human Resources never forwarded Grandon's application to him for review. Grandon inquired with Human Resources and was told he did not meet the educational requirements for the position. Grandon indicated he met with Mr. Wilson, who informed him that County Administrative Procedures do at times allow substitution of a certain number of years of experience for years of education, and he believes he has the required experience. Wilson said he reviewed the Administrative Procedures and agreed Grandon did not meet the minimum requirements for the position by substituting years of experience for the required education of the position. Wilson reviewed all of the applications and the other applicants selected for interviews were more qualified on paper than Grandon. Grandon reiterated he feels he is qualified for the position [which was already hired] and was denied the opportunity of an interview by Human Resources.

### Unfinished Business

- Ordinance Amending Section 15-359 of the Walworth County Code of Ordinances Relating to Special Pay Premiums for Certain Public Works Employees

County Administrator Bretl said there have been lengthy discussions at the Public Works Committee meetings in January and this week about the proposed pay premiums for certain Public Works employees, including public comment from employees. A lengthy packet of information on the subject was forwarded to Supervisors before this meeting, and he had extra copies if anyone wished. The Public Works Committee voted 4-1 to eliminate the proposed shift differential and recommended time and one-half pay for any hours worked outside of the regular Monday-Friday, 7:00 a.m. to 3:30 p.m. schedule. Wilson distributed the revised ordinance draft prior to the meeting. He noted that if the ordinance is approved, the effective date will be May 26, 2019, the beginning of a pay period. The delayed implementation is to allow payroll personnel to do the necessary scheduling and coordination with Public Works software. Wilson noted that the fiscal impact statement is conservative, as weather and other operational factors are unpredictable. **Supervisor Stacey made a motion, seconded by Vice Chair Monroe, to approve the revised document as presented. Motion carried 4-0.**

### New Business

- Resolution Adopting a Pay Range for a Casual Administrative Clerk II Position

Wilson said due to a retirement of a long-term employee in the Finance Department, and newly hired staff helping with Lakeland Health Care Center's (LHCC) scheduling area, Administrator Bretl and he approved the recruitment of a Limited Term Position to bring back a former LHCC scheduler to help with the information transfer and training of a new employee. The creation of the pay range was authorized prior to Board approval to bring the person on board quickly due to the circumstances. **Vice Chair Monroe made a motion, seconded by Supervisor Stacey, to approve the resolution adopting the pay range for the Casual Administrative Clerk II position. Motion carried 4-0.**

- Request to overfill the Comptroller position in Finance per Section 15-18 of the Walworth County Code of Ordinances

Bretl noted he approves overfilling the Comptroller position to ensure a smooth transition and continuity of knowledge and operations in the Finance Department. **Supervisor Stacey made a motion, seconded by Vice Chair Monroe, to approve the request to overfill the Comptroller position. Motion carried 4-0.**

- Resolution Approving a Contract Settlement Agreement by and between Walworth County and the Deputy Sheriff's Association for the Period of January 1, 2019 to December 31, 2021

Wilson distributed an update to the resolution, which contained an error in the fiscal note. The Union has ratified the tentative agreement and the language as proposed fits within the parameters defined by the Committee. **Supervisor Stacey made a motion, seconded by Supervisor Pruessing, to recommend approval of the resolution approving a contract settlement by and between Walworth County and the Deputy Sheriff's Association for the period January 1, 2019 to December 31, 2021. Motion carried 4-0.**

### Reports

- Worker's Compensation & Training Report

Risk/Benefits Manager Lisa Henke summarized the Worker's Compensation and Training Report for November and December 2018 and January 2019. There were 33 reported incidents, 16 of which were report only; 16 required medical treatment as a result of the incident; and one incident required medical treatment and time away from work. Amounts paid by department for the incidents and the outstanding reserves were listed in the report. Exhibit A of the report shows the costs associated with claims that are

still open from previous years as of the end of January. As per request, the types of claims, body parts injured and causes of injuries were included. Henke included a list of department training with the topic, dates of training and staff attendance. Henke emphasized the department heads and/or their designees are responsible for completing safety training within their departments. Human Resources sent all employees educational topics to help prevent work related injuries and additional safety information.

**Reports/announcements by Chair** – Chair Brellenthin noted that it was Dale Wilson’s last meeting as Human Resources Director. He thanked him for his guidance to the Committee and accomplishments at the County. He wished him well in the future.

**Confirmation of next meeting:** Wednesday, March 20, 2019 at 3:30 p.m.

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

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Submitted by Becky Bechtel, Administrative Assistant. Meeting minutes were approved by the Committee at the March 12, 2019 special joint meeting.