

**Walworth County Board of Supervisors  
Executive Committee Meeting Minutes  
Monday, February 20, 2023  
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 10:02 a.m.

Roll call was conducted and the following members were present, either in person or by remote attendance: Chair Susan Pruessing; Supervisors Sheila T. Reiff, Rick Stacey, and Al Stanek. Vice-Chair Brian Holt was absent. A quorum was declared.

**Others in Attendance**

County Board Supervisors: Joanne Laufenberg

County Staff: Walworth County Administrator Mark W. Luberda; Corporation Counsel/Director-Land Use and Resource Management Michael Cotter; Haley Johnson Assistant Corporation Counsel II; Walworth County Undersheriff Tom Hausner; Walworth County Captain-Support Services Todd Neumann; Communications Coordinator Jenny Quill; and Director-Public Works Richard Hough.

Members of the Public: Sam Tapson

**On motion by Supervisor Stacey, second by Supervisor Reiff, the agenda was approved with no withdrawals.**

**On motion by Supervisor Stacey, second by Supervisor Stanek, the January 16, 2023 Executive Committee meeting minutes were approved.**

**Public Comment**

Sarah Hardison expressed her concerns with the selection process of committee and board appointments. As citizen positions become available, she asked that consideration be given for the inclusion of minority groups.

**Consent Items – expense/mileage reimbursement claims submitted by:**

7a. David Held, Board of Adjustment, in the amount of \$24.43

7b. Rose Smith-Miller, Board of Adjustment, in the amount of \$69.30

7c. Richard Kuhnke, Wisconsin River Rail Transit Commission, in the amount of \$132.60

7d. Allan Polyock, Wisconsin River Rail Transit Commission, in the amount of \$177.83

**Supervisor Stacey offered a motion, second by Supervisor Reiff, to approve the expense/mileage reimbursement claims submitted by David Held, Rose Smith-Miller, Richard Kuhnke, and Allan Polyock. Motion carried 4-0.**

**Appointments. Recommendations regarding County Administrator’s nominations:**

8a. Health & Human Services Board – appointment of Judith “Judy” R. Atkinson

Discussion ensued relative to how appointments are considered, recommended, and by whom. Supervisor Stacey requested the matter of appointments, recommendations, and nominations be brought back to the Executive Committee for further discussion. **Supervisor Stanek offered a motion, second by Supervisor Reiff, to approve the recommended appointment of Judith Atkinson to the Health & Human Services Board. Motion carried 4-0.**

8b. Fire & EMS Study Committee – appointment of Theresa Loomer, Village of Fontana Administrator as Fire/EMS Village Government Representative, moving from Local Government Alternate Representative

**Supervisor Stacey offered a motion, second by Supervisor Reiff, to approve the recommended appointment of Theresa Loomer to the Fire & EMS Study Committee. Motion carried 4-0**

8c. Walworth County Metropolitan Sewerage District (WalCoMet) Board of Commissioners – appointment of Sam Tapson

Chair Pruessing asked Mr. Tapson a series of questions regarding his qualifications, experience, desire to serve on the WalCoMet Board, and whether he had any conflicts of interest that would prohibit him from serving. Mr. Tapson retired with 21 years’ experience as the City Administrator of Elkhorn. He has resided in the district for 25+ years and stated his previous experience brings a city perspective to the WalCoMet Board. Tapson was appointed as an interim commissioner in April 2020, and this re-appointment is for a five-year term. **Supervisor Stanek offered a motion, second by**

**Supervisor Stacey, to approve the recommended appointment of Sam Tapson to the WalCoMet Board of Commissioners. Motion carried 4-0.**

**Unfinished Business**

9a. Amending Chapter 2 of the Walworth County Code of Ordinances Relating to County Board Supervisor Remote Attendance.

Walworth County Administrator Mark W. Luberda provided a brief overview and explained the purpose for the proposed ordinance, which incorporates the items as directed by the Committee at their January meeting relative to quasi-judicial proceedings at the Committee level. **Supervisor Stacey offered a motion, second by Supervisor Reiff, to table Item 9a, Amending Chapter 2 of the Walworth County Code of Ordinances Relating to County Board Supervisor Remote Attendance, until the March Executive Committee meeting allowing for Vice-Chair Holt's input. Motion carried 4-0.**

**New Business**

10a. Resolution No. \*\*-03/23 Authorizing the Creation of Operations Manager Position and a Training & Quality Assurance Manager Position and the Reallocation of the Existing Communications Supervisor Positions at the Sheriff's Office

Walworth County Undersheriff Tom Hausner and Captain-Support Services Todd Neumann collaboratively gave an overview of the January 30, 2023 Memorandum and proposed resolution found on Pages 21-28 of the packet. Discussion then focused on the wages of individuals moving from salaried supervisory positions to hourly employees; instituting a program establishing career options; recruiting methods; continued education and training; and employee retention. Luberda stated he views the request to reorganize the communications center organizational structure as a priority and recommended approval. He noted the resolution identifies the use of American Rescue Plan Act (ARPA) funding to cover the added costs. Appropriation for funding these positions in 2025 and beyond will be determined when creating the fiscal budget. **Supervisor Reiff offered a motion, second by Supervisor Stanek, to approve the proposed resolution Authorizing the Creation of Operations Manager Position and a Training & Quality Assurance Manager Position and the Reallocation of the Existing Communications Supervisor Positions at the Sheriff's Office. Motion carried 4-0.**

10b. County Communications & Social Media Update

Communications Manager Jenny Quill gave a brief presentation entitled "Walworth County Communications – 2022 Year-In-Review & 2023 Preview" (Pages 30-38) and noted the presentation was for informational purposes only. She also distributed and summarized the DRAFT Guidelines for County Board Supervisors Using Social Media and a Quick Guide-Social Media for Public Officials 101 published by 1 Knight First Amendment Institute at Columbia University. Quill concluded by asking for feedback and guidance moving forward. Discussion ensued. Quill reminded the Committee to use caution when using social media. Quill will continue to work with Haley Johnson Assistant Corporation Counsel II relative to social media platforms.

10c. SWOT Analysis Review as Part of the 2023 Walworth County Strategic Planning Process

Walworth County Administrator Mark W. Luberda referred to and provided a brief overview of his Memorandum and supporting documentation (Pages 39-53 of the packet) relative to committee input for the SWOT Analysis Review as Part of the 2023 Walworth County Strategic Planning Process. Luberda asked the committee members to review the existing SWOT analysis document that appears in the 2023 Adopted Budget document (Pages 38-47) and for this matter to be placed on the March Executive Committee agenda, where the committee will be asked to approve a motion with any suggestions for additions, subtractions, expansions, etc. to the current document referred to Appendix C.

10d. Review of a proposed slate of goals for the County Administrator during 2023

Luberda summarized the Proposed Slate of Goals for the County Administrator During 2023 found on Page 54 of the packet. **Supervisor Reiff offered a motion, second by Supervisor Stanek, to table Item 10d, Review of proposed slate of goals for the County Administrator during 2023, until the March Executive Committee meeting allowing for Vice-Chair Holt's input. Motion carried 4-0.**

**Reports/announcements by Chairperson** – There was none.

**Confirmation of next meeting date and time:** The next meeting was confirmed for Monday, March 20, 2023 at 10:00 a.m.

**Claims and Litigation**

13. Annual evaluation of the County Administrator. The committee will convene in closed session pursuant to the exemption contained in Section 19.85 (1)(c) of the Wisconsin Statutes, “Considering employment, promotion, compensation or performance evaluation data of any public employee over which the government body has jurisdiction or exercises responsibility.”

The committee will reconvene in open session and may discuss and/or take action on the above-referenced agenda item(s).

The committee convened in closed session **at approximately 11:37 a.m. on motion and second by Supervisor Reiff and Supervisor Stacey** pursuant to the exemption contained in Section 19.85 (1)(c) of the Wisconsin Statutes, “Considering employment, promotion, compensation or performance evaluation data of any public employee over which the government body has jurisdiction or exercises responsibility” relative to the items listed above. A roll call vote was conducted and all members present voted “aye.” County Administrator Mark W. Luberdia; Corporation Counsel/Director-LURM Michael Cotter; and County Board Supervisor Joanne Laufenberg remained in closed session.

**The committee reconvened in open session at 12:17 p.m. on motion and second by Supervisors Reiff and Stanek.**

**Supervisor Stanek offered a motion, second by Supervisor Reiff, to proceed as discussed in closed session on Item #13, above herein. Motion carried 4-0.**

**Adjournment**

**On motion and second by Supervisor Reiff and Supervisor Stanek, Chair Pruessing adjourned the meeting at 12:18 p.m.**