

**Walworth County Board of Supervisors
Human Resources Committee Meeting Minutes
Wednesday, February 22, 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 Staff: Walworth County Administrator Mark W. Luberda; Director-Human Resources Kate Bishop; Undersheriff Tom Hausner; Captain Todd Neumann; and Director- Special Education Matthew Huettl

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

On motion by Supervisor Laufenberg, second by Supervisor Ingersoll, the January 18, 2023 Human Resources Committee meeting minutes were approved.

Public Comment – There was none.

New Business

7a) Ord. No. ****-03/23 Amending Section 15-359 of the Walworth County Code of Ordinances Relating to Crisis Intervention Shift Premiums for Hourly HHS Employees

Director-Human Resources Kate Bishop reported this is an update to the ordinance by striking the word, “scheduled” from the language as it has created confusion. All parties involved agreed this clean-up of the language would ensure the premium is paid as it was intended. **Supervisor Ingersoll offered a motion, second by Vice-Chair Simons, to accept the ordinance Amending Section 15-359 of the Walworth County Code of Ordinances Relating to Crisis Intervention Shift Premiums for Hourly HHS Employees. Motion carried 5-0.**

7b) Res. No. *-03/23 Authorizing the Creation of an Operations Manager Position and a Training & Quality Assurance Manager Position and the Reallocation of the Existing Communications Supervisor Positions at the Sheriff’s Office
Bishop explained, while the population and therefore need for service of Walworth County has increased over the years, the staffing within the Communications Center of the Sheriff’s Office has not changed. The addition of an Operations Manager will assist Captain Todd Neumann in handling the day to day operations and staffing, allowing him to focus on the other complexities involved with running the Communications Division. The Training & Quality Assurance Manager will be responsible for ongoing training and development of both new staff and existing staff. Undersheriff Tom Hausner and Neumann elaborated on the logistics of these additions and the requirements they will seek when recruiting for these positions. The request to reallocate the existing salaried Communications Supervisors to hourly Shift Supervisors will alleviate shift coverage gaps and provide on shift supervision. Discussion ensued. Administrator Mark W. Luberda spoke regarding the funding relative to positions in the Communications Center. Bishop also noted there are currently seven vacant positions in that department, and a rigorous marketing campaign has been conducted to fill them, which resulted in 44 applicants invited to interview. **Supervisor Laufenberg offered a motion, second by Supervisor Ingersoll, to approve the resolution Authorizing the Creation of an 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 5-0.**

7c) Discussion Regarding One-Time Lakeland School Educator Retention Bonus

Director- Special Education Matthew Huettl provided a detailed overview of his Memorandum, DRAFT Memorandum, and Budget Amendment (Pages 14-20) relative to a one-time retention bonus for Lakeland School employees using a portion of the Elementary and Secondary School Emergency Relief (ESSER) III Grant funds. Huettl highlighted the parameters required by the grant in order to utilize these funds for a one-time bonus along with employee eligibility. He noted this will be offered to Lakeland School employees only. Staff working in multiple departments outside of Lakeland School will not be eligible for this bonus. Discussion followed. **Supervisor Laufenberg offered a motion, second by Chair Pruessing, to support, Lakeland School in going forward to establish the one-time educator retention bonus for all eligible CDEB employees through a 2023 Budget Adjustment. Motion carried 5-0.**

7d) 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 21-35 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 Human Resources (HR) 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 as Appendix C.

Reports

9a) Personal Time Off Utilization for 2022

Bishop reported on Personal Time Off (PTO) utilization for 2022 (Pages 36-39), highlighting figures relative to PTO payouts, transfers, and utilization.

9b) Information on Compensation Study- Request for Proposal Scope

Bishop provided an update on the Compensation Study which was approved in the 2023 budget. A Request to Initiate Purchase (RTIP) was submitted to Purchasing and was approved, and a Request for Purchase (RFP) has been submitted and is currently under review. This process is estimated to take around 18 months which is consistent with other counties that have recently performed a compensation study. Vendor selection and research will begin in 2023 with implementation to be included, at the earliest, in the 2025 budget. Bishop highlighted the scope of the request and a tentative timeline of vendor selection, detailed on Pages 40-41 of the packet.

9c) List of Sections of the Walworth County Code of Ordinances – Chapter 15 Human Resources is considering revising Bishop explained, the chart on Pages 42-45 of the packet provides a listing of various topics included in Chapter 15 of the Walworth County Code of Ordinances relative to recruitment and retention. These topics are being reviewed for any potential changes that would aid in recruitment and retention. Some have already been brought forward and approved by the County Board. The last column of the chart indicates the status of each item. Discussion followed.

Reports/announcements by Chairperson – There were none.

Confirmation of next meeting date and time: The next meeting was confirmed for Wednesday, March 22, 2023 at 3:30 p.m.

Adjournment

On motion and second by Vice-Chair Simons and Supervisor Laufenberg, Chair Susan Pruessing adjourned the meeting at 4:16 p.m.