

**Walworth County Board of Supervisors  
Human Resources Committee Meeting Minutes  
Wednesday, March 18, 2020  
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 Supervisors: Supervisor William Norem; Supervisor Charlene Staples

County staff: County Administrator Mark Luberdia; Human Resources (HR) Director Kate Bishop; Benefits Manager Lisa Henke; Superintendent of County Institutions Elizabeth Aldred; HR Generalist Tammy Werblow; Benefits Specialist Becky Kligora

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

**On motion by Supervisor Pruessing, second by Supervisor Stacey, the February 19, 2020 Human Resources Committee meeting minutes were approved.**

**Public comment** – There was none.

**Unfinished Business**

- Update on research of fully-insured health plans

HR Director Kate Bishop discussed the information included in the meeting packet and noted the representatives from M3 did not come to the meeting due to the current health situation. Benefits Specialist Lisa Henke presented the report in the meeting packet and provided an overview of the proposals listed in the attachment for each carrier that was included in the research. Discussion ensued. **Supervisor Stacey made a motion, second by Vice Chair Monroe, to continue with a self-funded plan. Motion carried 4-0.**

**New Business**

- Review of Annual Reports of Call-outs Pursuant to Section 15-634(i) of the Code-Public Works and Sheriff's Office

Bishop directed the Committee's attention to the reports included in the meeting packet.

- Ordinance \*\*-04/20 Amending Sections 15-4 and 15-6 of the Walworth County Code of Ordinances Relating to Definitions and Employment Contracts

**Supervisor Stacey made a motion, second by Vice Chair Monroe, to recommend approval of the ordinance amending sections 15-4 and 15-6 of the Walworth County Code of Ordinances Relating to Definitions and Employment Contracts. Motion carried 4-0.**

- Resolution \*\*-04/20 Authorizing the Restatement of the Walworth County 457 Deferred Compensation Plan

Bishop said it has been recommended Walworth County restate their 457 plan. The changes will create a hierarchy of beneficiaries, as well as converting the plan to a trust from variable annuity.

**Vice Chair Monroe made a motion, second by Supervisor Stacey, to recommend approval of the resolution authorizing the restatement of the Walworth County 457 Deferred Compensation Plan. Motion carried 4-0.**

- Ordinance \*\*-04/20 Amending Section 15-555 of the Walworth County Code of Ordinances Relating to Tax Sheltered Annuities

**Supervisor Stacey made a motion, second by Supervisor Pruessing, to recommend approval of the ordinance amending section 15-555 of the Walworth County Code of Ordinances relating to tax sheltered annuities. Motion carried 4-0.**

- Discussion on policy changes to allow Human Resources flexibility in relation to COVID-19 and a potential declaration of a state of emergency.

County Administrator Mark Lubberda discussed the COVID-19 Response Plan distributed at the meeting and noted there will be a special County Board meeting tomorrow related to this. The Wisconsin Counties Association (WCA) recommends that each County create their own Response Plans. He said he has been working with the department heads this week, including using the telephone system. Lubberda said this plan is important because it deals with Chapter 15 of the Code of Ordinances. His intent is to roll the components of the document into a resolution that will be approved by the County Board at the meeting tomorrow and noted it is written to allow for flexibility. He noted department heads will be important in the implementation of any changes, as they know their departments best, but he will remain in contact with them to ensure there is understanding of the details. He emphasized that he wrote the plan with a view to be as realistic and fair as possible. He covered the following topics in the Response Plan:

- Modifying work schedules;
- Remote working/telecommuting;
- Special considerations related to Lakeland School;
- Reassignments;
- Temporary changes to access leave benefits;
- Medical health care plan.

Lubberda expressed his gratitude to the IT department for working on enhancing telecommunication options. Supervisor Charlene Staples asked if the current insurance package covers virtual medical visits and Henke said Aurora offers a virtual telehealth option, although our current plan does not include that. Supervisor Stacey expressed concern over a lack of sanitizing dispensers in the buildings and keeping the first responders with the Sheriff's Office safe and healthy. Discussion ensued. **Supervisor Stacey made a motion, second by Vice Chair Monroe, to approve the Response Plan as presented. Motion carried 4-0.**

### **Report**

- Walworth County Employee Health Clinic Annual Report

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

**Confirmation of next meeting:** The next meeting was confirmed for Wednesday, April 29, 2020 at 3:30 p.m.

### **Adjournment**

**On motion by Vice Chair Monroe, second by Supervisor Stacey, Chair Brellenthin adjourned the meeting at 4:42 p.m.**