

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

Chair Tim Brellenthin called the meeting to order at 3:31 p.m.

Roll call was conducted and the following members were present: Chair Tim Brellenthin, Vice Chair Ken Monroe, and Supervisor Rick Stacey. Supervisors Kathy Ingersoll and Susan Pruessing were absent. A quorum was declared.

Others in Attendance

County Board members: County Board Chair Nancy Russell

County staff: County Administrator David Bretl; Human Resources Manager Donna McIntyre; Comptroller Jessica Conley; Undersheriff Kevin Williams; Deputy County Administrator-Finance Nicki Andersen; Director-Public Works Richard Hough; Risk/Benefits Manager Lisa Henke

Supervisor Stacey made a motion, seconded by Vice Chair Monroe, to approve the agenda as presented. Motion carried by voice vote.

Vice Chair Monroe made a motion, seconded by Supervisor Stacey, to approve the March 12, 2019 special joint Public Works and Human Resources Committee meeting minutes. Motion carried by voice vote.

Public comment – There was none.

New Business

- Review of Annual Reports of Call-Outs pursuant to Section 15-634(h) of the Code – Public Works and Sheriff's Office

County Administrator David Bretl said County ordinance requires an annual review of call-out responses by those employees in the Public Works and Sheriff's Office who have take-home vehicles. When the previous reports were presented, Public Works reported there was a problem with the accuracy of their list. Director-Public Works Richard Hough is reviewing internal operations in his department, and there may be some changes made to the number of his staff authorized to take home County vehicles.

Supervisor Stacey made a motion, seconded by Vice Chair Monroe, to approve the annual reports of call-outs. Motion carried 3-0.

- Ordinance Amending Section 15-359 of the Walworth County Code of Ordinances Relating to a Facilities Lead Worker Differential

Bretl reported the Public Works Committee approved the ordinance. The differential for Facilities lead workers stepping up in management's absence creates pay equity with the Highway Division.

Supervisor Stacey made a motion, seconded by Vice Chair Monroe, to recommend approval of the ordinance as presented. Motion carried 3-0.

- Resolution Revising 2019 Pay Ranges for Certain Casual Public Works Classifications

The Public Works Committee approved the resolution. Bretl recommended approval, stating he agrees with Hough that the existing pay scale is not sufficient to attract qualified workers. Vice Chair Monroe commented that if the age limit was lowered to 16, it would be easier to fill the casual positions. Hough said there are regulations against minors using certain power equipment, and one of the job duties of the casual workers is to supervise jail inmates performing groundskeeping. **Vice Chair Monroe made a**

motion, seconded by Supervisor Stacey, to approve the increase in the pay range for certain casual Public Works classifications. Motion carried 3-0.

- Ordinance Repealing Section 15-366 of the Walworth County Code of Ordinances Relating to Safety Shoes for Certain LHCC Employees

Human Resources Manager Donna McIntyre said the ordinance is to remove the language concerning safety shoes for Lakeland Health Care Center (LHCC) employees. Those individuals requiring safety shoes have been transferred to the Public Works department and will be reimbursed through their policy. **Supervisor Stacey made a motion, seconded by Vice Chair Monroe, to recommend approval of the repeal relating to safety shoes for LHCC employees. Motion carried 3-0.**

- Request to Overfill the Administrative Clerk III position in Human Resources per Section 15-18 of the Walworth County Code of Ordinances

Bretl reported a long-term employee is retiring in May. Currently, there is no Human Resources Director, one employee is out on maternity leave, and the department is recruiting for a new intern. Given the department shortages and the need to transfer a great deal of knowledge from the incumbent to the new Clerk, he approves the position overfill request. **Vice Chair Monroe made a motion, seconded by Supervisor Stacey, to approve the request to overfill the Administrative Clerk III position in Human Resources. Motion carried 3-0.**

- Resolution Authorizing the Reclassification of a Finance Supervisor Position to a Senior Accountant Position in the Finance Department

Bretl said there is a vacant Finance Supervisor position due to the incumbent taking a promotion within the department. Management staff is requesting to reclassify the position down a step to a Senior Accountant. Staff may come back in the future requesting an upgrade if the Senior Accountant transitions to a supervisory role. **Supervisor Stacey made a motion, seconded by Vice Chair Monroe, to approve the reclassification request. Motion carried 3-0.**

Reports

- Worker's Compensation & Training Report – reporting periods and timelines
- McIntyre asked the Committee if they would agree to wait under the July committee meeting for the next worker's compensation and training report, when there will be more data available for review. She noted the report for January was presented at the regular February committee meeting. **Vice Chair Monroe made a motion, seconded by Supervisor Stacey, to direct staff to provide the worker's compensation and training report at the July 2019 committee meeting. Motion carried 3-0.**

Reports/announcements by Chair – There were none.

Confirmation of next meeting: Wednesday, April 24, 2019 at 3:30 p.m.

On motion by Vice Chair Monroe, seconded by Supervisor Stacey, Chair Brellenthin adjourned the meeting at 3:45 p.m.