

**Walworth County Board of Supervisors
Human Resources Committee Meeting Minutes
Wednesday, April 24, 2019
Walworth County Government Center, County Board Room 114
100 West Walworth Street, Elkhorn, Wisconsin**

Chair Tim Brellenthin called the meeting to order at 3:30 p.m.

Roll call was conducted and all members were present: Chair Tim Brellenthin, Vice Chair Ken Monroe, and Supervisors Kathy Ingersoll, Susan Pruessing and Rick Stacey.

Others in Attendance

County Board members: County Board Chair Nancy Russell, and Supervisors William Norem and David Weber

County staff: County Administrator David Bretl; Human Resources Manager Donna McIntyre; Deputy County Administrator-Finance Nicki Andersen; Director-Public Works Richard Hough; Director of Health and Human Services (HHS) Elizabeth Aldred; Deputy Director of HHS Carlo Nevicosi; Risk/Benefits Manager Lisa Henke

Others present: Nicole Dahl, M3 Insurance

Supervisor Stacey made a motion, seconded by Supervisor Ingersoll, to approve the agenda as amended. Motion carried by voice vote.

Vice Chair Monroe made a motion, seconded by Supervisor Stacey, to approve the April 16, 2019 special Human Resources Committee meeting minutes. Motion carried by voice vote.

Public comment – There was none.

Appointments

- Kathryn Bishop as the Human Resources Director

County Administrator David Bretl introduced Kathryn Bishop. He said there was strong interest in the position, and the interview process was fairly rigorous. The unanimous consensus among the panel of Board members and department heads was to nominate Ms. Bishop for the position. Bishop grew up in Walworth, and attended college in Milwaukee. She has worked in human resources for the hospitality industry, including 14 years at Miller Park, and is looking forward to the opportunity at Walworth County. **Supervisor Pruessing made a motion, seconded by Supervisor Stacey, to recommend the appointment of Kathryn Bishop as Human Resources Director. Motion carried 5-0.**

New Business

- Resolution Authorizing the Creation of a Children's Long Term Services Coordinator Position in the Health and Human Services Department

Bretl said Health and Human Services (HHS) is requesting four positions, and he supports a favorable recommendation. Director of HHS Elizabeth Aldred said a Limited Term Employee (LTE) has been performing the long term services coordinator duties for the past six months. A division manager formerly held the position before retirement. The Children's Long Term Services division is supported by grant funding, which will pay for the position. **Supervisor Ingersoll made a motion, seconded by Vice Chair Monroe, to approve the Long Term Services Coordinator position. Motion carried 5-0.**

- Resolution Authorizing the Addition of a Behavioral Health Community Case Manager in the Health and Human Services Department

Aldred said the Case Manager would work within the Comprehensive Community Services (CCS) Program. The position is 100% reimbursable through Medicaid, and the costs of the position are offset by revenue generated by staff. Because of new State mandation and an increase in program referrals as a result of the reorganization at HHS, additional staff is needed to manage the caseload. **Vice Chair Monroe made a motion, seconded by Supervisor Ingersoll, to approve the addition of the Behavioral Health Community Case Manager. Motion carried 5-0.**

- Resolution Revising 2019 Pay Ranges for Certain Casual Public Works Classifications
- Bretl gave a summary of the Public Works requests. The first one is to increase the pay range for LTEs working the winter night shift. Because of the low unemployment rate, it has been difficult to recruit and retain experienced part-time personnel. Public Works management requests the starting wage be increased from \$20.91 to \$24.38 per hour. LTEs are not eligible for benefits. Director-Public Works Richard Hough added that only \$22,000 of the \$100,000 allocated for LTEs was spent this year, and the goal is to have at least four LTEs on staff for winter operations. The Public Works Committee approved the pay range increase at its meeting on April 22. **Supervisor Stacey made a motion, seconded by Vice Chair Monroe, to approve the increase in pay ranges for the LTEs. Motion carried 5-0.**

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

Bretl said this was discussed and approved by the Public Works Committee. The purpose of the ordinance is to provide a shift premium for Acting Crew Leaders working night shifts to supervise the LTEs. Previously, the night crew was working independently, and supervision of the less experienced crew is critical for safety and productivity. **Supervisor Stacey made a motion, seconded by Supervisor Ingersoll, to approve the special pay premiums. Motion carried 5-0.**

- Correspondence from Nicki Andersen, Deputy County Administrator-Finance, regarding the 2020 Budget Calendar

Bretl noted the key dates in the proposed 2020 Budget Calendar. Personnel appeals will be heard by this Committee on September 11, 2019. There were no requested revisions to the draft calendar.

- Contract Award Recommendation for Third Party Administration Services for Self Insured Dental Plan

Risk/Benefits Manager Lisa Henke reported the contract with Delta Dental expires December 31, 2019. Nicole Dahl, M3 Insurance consultant, gave a summary of the quotes received from six providers. The County is proposing a 60-month contract with the dental insurance provider. Proposers submitted a three-year administrative fee proposal with the ability to extend for two 12-month periods; performed a network re-pricing analysis based upon 2018 claims; and identified any potential provider access issues and network gaps. Based upon analysis of 2018 claims, Delta Dental can provide superior discounts. Delta has the broadest network access and the majority of the market share in Wisconsin, and employer groups report exceptional customer care. Administrative fees would include a \$3.85 per employee a month rate (a \$.10 increase), with a 36-month rate guarantee. Awarding the proposal to Delta will produce no benefit changes to employees. **Supervisor Ingersoll made a motion, seconded by Supervisor Pruessing, to recommend the contract award for third party administration services for the self-insured dental plan to Delta Dental. Motion carried 5-0.**

- Resolution Creating New Positions at Health and Human Services as a result of a major grant award Aldred reported that HHS just received news of a five-year grant award for additional substance abuse and mental health services for Family Drug Court. Two positions will be fully funded from grant funds. Staff has not had an opportunity to develop job descriptions for the therapist and coordinator positions. Aldred asked for approval of the positions for the duration of the five-year grant, with the option to renew if the grant is awarded for a second period. Aldred said the timing is critical; the grant has to be formally accepted within 30 days, and staff has to be hired and in place within four months. The Committee congratulated staff for their successful efforts in procuring the grant. **Vice Chair Monroe made a motion, seconded by Supervisor Stacey, to approve the new positions created by the grant award. Motion carried 5-0.**

Reports

- Interactive Health's Healthiest Company Award
Henke reported because of staff participation in health initiatives, Walworth County has received Interactive Health's Healthiest Company award for the ninth consecutive year. Health screenings revealed that 72% of County staff and insureds are in the low-risk category; 41% who were previously in the high-risk category transitioned to low or moderate risk in 2018. The Committee directed placing a Special Order of Business on the May 14 County Board agenda to recognize the achievement. Bretl thanked the Human Resources Department for stepping up and keeping the department running smoothly in the absence of a director.

Reports/announcements by Chair – There were none.

Confirmation of next meeting: Wednesday, May 22, 2019 at 3:30 p.m.

On motion by Vice Chair Monroe, seconded by Supervisor Stacey, Chair Brellenthin adjourned the meeting at 4:02 p.m.