

**Walworth County Board of Supervisors
Human Resources Committee Meeting Minutes
Wednesday, April 28, 2021 at 3:30 PM
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 Rick Stacey; and Supervisors Kathy Ingersoll, Kenneth Monroe and Ryan Simons. A quorum was declared.

Others in Attendance:

County Supervisors: Brian Holt and David Weber

County Staff: County Administrator Mark W. Luberda; Human Resources Director Kate Bishop; Benefits Manager Lisa Henke; Finance Director Jessica Conley; Director-Public Works Richard Hough; Undersheriff Dave Gerber; Lieutenant Jason Rowland; and Captain Todd Neumann

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

On motion by Supervisor Monroe, second by Supervisor Ingersoll, the March 17, 2021 Human Resources Committee meeting minutes were approved.

Public Comment – There was none.

New Business

7a) Resolution No. **-05/21 Authorizing the Creation of a Recovery Manager Position, an Accountant – Recovery Grants Position and an Emergency Management Program Assistant Position
Human Resources Director Kate Bishop referenced the memo from Finance Director Jessica Conley in pages 3-4 of the packet, which details the request for the creation of these three positions. Bishop noted these positions will have an estimated cost of \$141,393 in 2021 and \$235,897 annually. The primary funding source will be from the American Rescue Plan Act (ARPA) Grant. Conley and County Administrator Mark W. Luberda collaboratively explained the responsibilities of the Recovery Manager Position which will mainly entail assisting in developing and administering the program. All three positions will expire either when the grant expires in 2024 or when the funds are gone. If guidance does not allow for administrative costs to be covered by grant funds, then the Accountant – Recover Grants Position will be funded by the pandemic reserves. Undersheriff Dave Gerber explained how beneficial the Emergency Management Program Assistant Position is for the Emergency Management Director and requested the position be maintained. **Supervisor Monroe offered a motion, second by Supervisor Simons, to approve the proposed Resolution Authorizing the Creation of a Recovery Manager Position, an Accountant – Recovery Grants Position and an Emergency Management Program Assistant Position. Motion carried 5-0.**

7b) Ordinance No. ** -05/21 Amending Sections of Chapter 15 of the Walworth County Code of Ordinances
Relating to CDEB Professional Employees

Bishop explained the purpose of this amendment is to clean up old language. The amendments have already been approved by the Children with Disabilities Education Board (CDEB). **Supervisor Ingersoll offered a motion, second by Vice-Chair Stacey, to approve the proposed Ordinance Amending Sections of Chapter 15 of the Walworth County Code of Ordinances Relating to CDEB Professional Employees. Motion carried 5-0.**

Reports

8a) American Rescue Plan Act (ARPA)

Bishop highlighted three areas pertaining to Human Resources (HR) as it relates to the American Rescue Plan Act. The plan mandates Walworth County provide a Consolidated Omnibus Budget Reconciliation Act of 1986 (COBRA) subsidy. Bishop spoke of eligibility and explained there have been letters mailed to all eligible individuals providing further information. The other two items Bishop addressed are not mandated but could be offered to employees. ARPA is increasing Dependent Care Flexible Savings Account (FSA) maximums from \$5,000 to \$10,500 for married couples filing jointly. Due to limited participation, this will not be opened for enrollment until the usual time next year. Additionally, ARPA is allowing employers the option to offer paid sick leave and family leave as an extension of the Emergency Paid Sick Leave Act (EPSLA) and the Emergency FMLA Expansion Act (EFMLEA). As mentioned, guidance has not been provided yet, therefore, it will need to be determined if Walworth County is eligible to receive a tax credit prior to offering this additional time.

8b) Update on staffing related to COVID-19

Bishop provided a staffing update as it pertains to Health and Human Services (HHS) and Lakeland Health Care Center (LHCC) pandemic related positions. She noted a video was produced which features Interim Director of Health and Human Services Carlo Nevicosi where he spoke of the importance of these available positions. Bishop also discussed various recruitment techniques being utilized.

8c) Continuing Limited-Term, Human Resources-Related Special Authority to Enable Continued Response to and Management of Operations During the COVID-19 Pandemic by Extending Certain Authorization as Previously Approved within the 2020 Resolution for a Declaration of Emergency and Ordinances 1215-06/20, 1224-09/20, and 1230-12/20

Bishop reported changes associated with pandemic related positions. She noted the HR hiring intern has been assigned to assist one day a week at the COVID-19 test site. In addition, three Limited Term Employee (LTE) nurses have been hired for Public Health.

Reports/Announcements by Chairperson – There were none.

Confirmation of next meeting: The next meeting was confirmed for Wednesday, May 19, 2021 at 3:30 p.m.

Adjournment

On motion by Supervisor Monroe, second by Vice-Chair Stacey, Chair Pruessing adjourned the meeting at 3:57 p.m.