

**Walworth County Board of Supervisors
Human Resources Committee Meeting Minutes
Wednesday, April 29, 2020
Walworth County Government Center, County Board Room 114
100 West Walworth Street, Elkhorn, Wisconsin**

County Administrator Mark Luberda called the meeting to order at 3:51 p.m.

Roll call was conducted and the following members were present either in person or by remote attendance: Supervisors Ken Monroe, Kathy Ingersoll, Rick Stacey, Susan Pruessing, and Ryan Simons. A quorum was declared.

County staff present, either in person or by remote attendance:

County Administrator Mark Luberda; HR Director Kate Bishop; Corporation Counsel/Director of Land Use Resource Management (LURM) Michael Cotter; Treasurer Val Etzel; Undersheriff Dave Gerber; Finance Manager Jessica Conley

Special Order of Business

a) Nominations/Election of Chair of Human Resources Committee

Luberda accepted nominations for chair. **Supervisor Rick Stacey made a motion, second by Supervisor Kathy Ingersoll, to nominate Supervisor Susan Pruessing for Chair.** Luberda asked three times for other nominations. **Supervisor Stacey made a motion, second by Supervisor Ingersoll, to close nominations and cast a unanimous ballot for Supervisor Pruessing as Chair. Motion carried 5-0.** Chair Pruessing presided over the remainder of the meeting.

b) Nominations/Election of Vice Chair of Human Resources Committee

Supervisor Ingersoll made a motion, second by Supervisor Ken Monroe, to nominate Supervisor Stacey for Vice Chair. Chair Pruessing asked three times for other nominations. **Supervisor Monroe made a motion, second by Supervisor Stacey, to close the nominations and cast a unanimous ballot for Supervisor Stacey as Vice Chair. Motion carried 5-0.**

c) Role of the Human Resources Committee

HR Director Kate Bishop noted this is included in the meeting packet and provided an overview.

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

On motion by Supervisor Monroe, second by Vice Chair Stacey, the March 18, 2020 Human Resources Committee meeting minutes were approved.

Public Comment – There was none.

New Business

- Resolution **-05/20 Authorizing the Early Implementation of the Assistant Buyer Position in the Finance Department

Bishop noted the position was originally set to be implemented July 1st, but Finance Director Jessica Conley is requesting early implementation and authorization to begin early recruitment. **Supervisor Monroe made a motion, second by Vice Chair Stacey, to approve the resolution authorizing the early implementation of the Assistant Buyer position in the Finance Department. Motion carried 5-0.**

- Resolution **-05/20 Authorizing the Early Transition of the Property Lister Position from the Register of Deeds Office to the Treasurer's Office

Bishop noted Treasurer Val Etzel has requested this transition to occur earlier than originally planned, as per the included memo. **Supervisor Monroe made a motion, second by Vice Chair Stacey, to approve the resolution**

authorizing the early transition of the Property Lister position from the Register of Deeds Office to the Treasurer's Office. Motion carried 5-0.

- Resolution **-05/20 Authorizing the Addition of a Driver Position at Health and Human Services
Bishop said this was discussed and approved at the Health and Human Services (HHS) Committee meeting earlier and is necessary to accommodate additional routes. **Supervisor Ingersoll made a motion, second by Supervisor Monroe, to approve the resolution authorizing the addition of a Driver position at Health and Human Services. Motion carried 5-0.**

- Resolution **-05/20 Authorizing the Reclassification of the Assistant Nurse Manager Position to a Nurse Manager Position, the Reclassification of a CNA Position to a Nurse Manager Position, and the Elimination of a CNA Position at the Lakeland Health Care Center

Bishop noted this was approved at the LHCC Board of Trustees meeting earlier and discussed the memo included in the meeting packet. **Supervisor Monroe made a motion, second by Supervisor Ingersoll, to approve the resolution authorizing the reclassification of the Assistant Nurse Manager position to a Nurse Manager position, the reclassification of a CNA position to a Nurse Manager position, and the elimination of a CNA position at the Lakeland Health Care Center. Motion carried 5-0.**

- Resolution **-05/20 Authorizing the Reclassification of an Administrative Clerk III Position to an Accounting Clerk Position at Health and Human Services

Bishop noted this was approved at the HHS Committee meeting earlier and discussed the memo included in the meeting packet. **Vice Chair Stacey made a motion, second by Supervisor Ingersoll, to approve the resolution authorizing the reclassification of an Administrative Clerk III position to an Accounting Clerk position at Health and Human Services. Motion carried 5-0.**

- Discussion of State, Federal, or other consideration for COVID-related hazard or premium pay
Chair Pruessing directed the Committee members' attention to the memo from Sheriff Kurt Picknell, which was distributed at the meeting. Luberda noted that as there has been little direction from the Federal and State government how to proceed in this matter, the County is attempting to do so. The County already has other premium pay levels for different positions throughout the County to recognize distinctions from regular work. The memo regarding premium pay is similar to these, in relation to if a resident were to test positive for COVID-19. He noted the memo indicated a range, but at the LHCC Board meeting earlier, a \$2.00 per hour premium was approved. He also recommended that this amount and item be evaluated again in the future if the situation arises. Vice Chair Stacey inquired how the hazard pay end date would be decided and Luberda said he believes this hazard pay would only apply when there was a resident who was testing positive for COVID-19, and only for those staff who were responsible for said patient(s). Luberda also added this would be presented as an ordinance to the County Board to expedite the process. **Supervisor Monroe made a motion, second by Vice Chair Stacey, to approve a \$2.00/hour premium pay, with the possibility to reevaluate if the situation arises. Motion carried 5-0.**

Reports/announcements by Chair – There were none.

Confirmation of next meeting: The next meeting was confirmed for Wednesday May 20, 2020 at 3:30 p.m.

Adjournment

On motion by Supervisor Monroe, second by Vice Chair Stacey, Chair Pruessing adjourned the meeting at 4:19 p.m.