

**Walworth County Board of Supervisors
Human Resources Committee Meeting Minutes
Wednesday, May 17, 2023
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: Chair Susan Pruessing; Vice-Chair Ryan Simons; and Supervisors Kathy Ingersoll, Joanne Laufenberg, and Kenneth Monroe. A quorum was declared.

Others in Attendance

County Staff: Walworth County Administrator Mark W. Luberda; Director-Human Resources Kate Bishop; Corporation Counsel/Director of Land Use and Resource Management Michael Cotter; Human Resources Manager Donna McIntyre; Director-Special Education Matthew Huettl; Director- Public Works Richard Hough; Sheriff Dave Gerber; and Undersheriff Tom Hausner

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

On motion by Supervisor Monroe, second by Vice-Chair Simons, the April 26, 2023 Human Resources Committee meeting minutes were approved.

Public Comment – There was none.

Unfinished Business

7a) Discussion on Amending Section 15-333(h) of the Walworth County Code of Ordinances Relating to Pay Plan Administration-Promotion

Director-Human Resources (HR) Kate Bishop apprised the Committee of the discussion at last month's meeting relative to pay plan promotions and provided an overview of her Memorandum and supporting documentation (Pages 3-9). Bishop noted, after review she has changed her recommendation to adopt a simplified policy which would provide at least a 5% increase for all promotions. Once this base change has been set, she can then look further into addressing hourly positions that work a large amount of overtime and therefore, individuals do not apply for salaried positions due to the significant loss in pay that would result from no longer receiving overtime. Distributed at the meeting was a revised version of the chart on Page 6, which excludes the green boxes. Walworth County Administrator Mark W. Luberda provided an overview of the distributed chart in addition to a chart in the packet which lists hourly positions which can be promoted to salaried (Page 5). He noted, positions highlighted in bright yellow are those which see a significant loss in overtime by moving from hourly to salary. He reiterated, once a base increase across the board has been established, a more detailed analysis may then be performed in order to address the issue relative to the significant loss in overtime certain hourly positions see when moving to salaried positions. Discussion ensued with Director-Public Works Richard Hough, Sheriff Dave Gerber, and Undersheriff Tom Hausner speaking to how this would impact their respective departments. Discussion then focused on the flexibility Luberda has as the County Administrator to authorize above minimum pay relative to promotions per existing ordinance, which is outlined in the document titled, *Greater Wage and Salary Flexibility Notes* which was distributed at the meeting. **Supervisor Monroe offered a motion, second by Supervisor Laufenberg, to approve an increase of 5%.** Vice-Chair Simons clarified the motion should read as listed in Bishop's Memorandum (Page 4). **Supervisor Monroe and Supervisor Laufenberg agreed, the motion shall be to approve a regular employee permanently reassigned to a different position in a higher pay range shall be advanced to the pay step/rate in the higher pay range that provides at least a 5% increase.** Chair Pruessing verified with Luberda that he will work with department heads when resolving the issues relative to promotions as it relates to hourly positions which receive a high amount of overtime. Discussion followed. It was further clarified that the motion shall be, **to approve an amendment to the Walworth County Code of Ordinances Section 15-333(h)(1)(2)(3) Relating to Pay Plan Administration- Promotion, which removes the current language and replaces it with: A regular employee permanently reassigned to a different position in a higher pay range shall be advanced to the pay step/rate in the higher pay range that provides at least a 5% increase. The paragraph which follows Section 15-333(h)(1)(2)(3) will remain with no changes.** Bishop explained, the amendments will be drafted and presented at the next County Board meeting. **Motion carried 5-0.**

New Business

8a) Ord. No. ****-06/23 Amending Sections of Chapter 15 of the Walworth County Code of Ordinances Relating to the Civil Service Board

Bishop explained, in an effort to expedite the hiring process of new deputies and enhance the process for deputy promotions, it is being requested to change the Civil Service process. Gerber provided a brief overview of his Memorandum (Page 10), noting this will allow for a quicker hiring and onboarding process to be more competitive with other agencies.

8b) Ord. No. ****-06/23 Amending Sections 15-359 and 30-286 of the Walworth County Code of Ordinances Relating Lakeland School Lunch Duty Pay and Lunch Fees

Bishop referenced Director-Special Education Matthew Huettl's Memorandum (Page 11), and stated this change will update the ordinance to align with current practice relative to lunch duty pay for certain staff members. Huettl added, in collaboration with Administration, Finance, and HR, language and amendments have been crafted to accurately reflect current practices at Lakeland School. **Supervisor Laufenberg offered a motion, second by Vice-Chair Simons, to approve the ordinance Amending Sections 15-359 and 30-286 of the Walworth County Code of Ordinances Relating Lakeland School Lunch Duty Pay and Lunch Fees. Motion carried 5-0.**

8c) Res. No. **-06/23 Approving an Affirmative Action Plan for Walworth County for Plan Year July 1, 2023 to June 30, 2025

Human Resources Manager Donna McIntyre provided a detailed overview of her Memorandum and shared the data analysis found within the Affirmative Action Plan (Pages 17-54). Analysis found, the largest problem is a decrease in applicants, not just in Walworth County, but across the public sector in general. She explained, in order to mitigating this, Walworth County will need to continue implementing marketing and advertisement strategies to encourage applicants to apply. McIntyre elaborated on current strategies and HR's role in responding to applicants quickly. **Vice-Chair Simons offered a motion, second by Supervisor Monroe, to approve the resolution Approving an Affirmative Action Plan for Walworth County for Plan Year July 1, 2023 to June 30, 2025. Motion carried 4-1. Supervisor Laufenberg requested her vote be recorded as "No."**

Reports/announcements by Chairperson – There were none.

Confirmation of next meeting date and time: The next meeting was confirmed for Wednesday, June 21, 2023 at 3:30 p.m.

Adjournment

On motion and second by Supervisor Monroe and Vice-Chair Simons, Chair Susan Pruessing adjourned the meeting at 4:36 p.m.