

**Walworth County Board of Supervisors
Human Resources Committee Meeting Minutes
Wednesday, May 20, 2020
Walworth County Government Center, County Board Room 114
100 West Walworth Street, Elkhorn, Wisconsin**

Chair Susan Pruessing called the meeting to order at 3:44 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 Ken Monroe, Kathy Ingersoll, and Ryan Simons. A quorum was declared.

Others present, either in person or by remote attendance:

County Board Supervisors: Chair Nancy Russell; Supervisor Brian Holt

County Staff: County Administrator Mark Luberda; HR Director Kate Bishop; Corporation

Counsel/Director of Land Use Resource Management (LURM) Michael Cotter; Public Works Director

Richard Hough; Undersheriff Dave Gerber; Finance Manager Jessica Conley; Benefits Manager Lisa Henke

Members of the Public: Ryan Barbieri and Nicole Dahl, M3 Insurance

On motion by Supervisor Kathy Ingersoll, second by Supervisor Ken Monroe, the agenda was approved with no withdrawals.

On motion by Vice Chair Rick Stacey, second by Supervisor Monroe, the April 29, 2020 Human Resources Committee meeting minutes were approved.

Public Comment – There was none.

New Business

• 2021 Health Benefit Design Recommendations

HR Director Kate Bishop said the recommendations are included in the meeting packet and noted we may need to make changes in the future as the effects of COVID-19 become apparent. Ryan Barbieri, M3 Insurance, presented the information included in the meeting packet. He emphasized changes that have allowed for telemedicine for members and recommended continuing it as an option for participants moving forward. County Administrator Mark Luberda said most of the information is adjustments rather than big changes, and said he hopes we will be able to provide some stability for employees in our health plan. He added that he cannot promise there will be no big changes when the budget is looked into further, and said there is the possibility of a shortfall of a million dollars from a lack of sales tax. He said the fund balances from last year and this year are doing pretty well, and staff will look to see if they can use that to provide some stability for employees who are allowing us to remain successful. He said the Committee should recognize these are recommendations and changes may need to be made in order to keep the budget within the tax levy limit further along in the budget process. **Supervisor Monroe made a motion, second by Supervisor Ryan Simons, to approve the recommendations for Pharmacy CAAP Rx and Telemedicine. Motion carried 5-0.** Barbieri spoke to the design changes relative to the Dental Plan, included in the meeting packet and noted the cost of dental services increases annually. Supervisor Ingersoll asked Barbieri why the increase from 1 to 5 years for full-mouth x-rays as she is concerned that is a large span of time between x-rays. Barbieri said this change is bringing the guidelines closer to the American Dental Association (ADA) guidelines and in line with how Delta Dental applies those guidelines. Benefits Manager Lisa Henke said she believes Delta Dental feels doing the yearly bite-wing x-rays is sufficient to notice changes and exposes patients to less radiation than a full-mouth x-ray. **Supervisor Monroe made a motion, second by Supervisor Simons, to approve the recommended changes for the Dental Plan. Motion carried 5-0.**

- Request to overfill an Administrative Clerk II position at the Sheriff's Office per Section 15-18 of the Walworth County Code of Ordinances

Bishop noted the memo in the meeting packet. Undersheriff Dave Gerber said the current employee will come off FMLA and stay for two weeks to train the newly-hired employee. **Supervisor Ingersoll made a motion, second by Supervisor Monroe, to approve the request to overfill an Administrative Clerk II position at the Sheriff's Office per Section 15-18 of the Walworth County Code of Ordinances. Motion carried 5-0.**

- Contract Award Recommendation for the Vision Contract for Walworth County Employees

Bishop said this benefit is fully-funded by employees and the contract is up for renewal January 1, 2021. Henke presented the information included in the meeting packet and said this will need to be approved at the Finance Committee meeting tomorrow, as well. She noted the two carriers who would provide the highest level of savings for employees would be Delta Dental and National Vision Administrators. M3 has worked with National Vision Administrators and were not impressed with the service provided, so staff is recommending Delta Dental. **Supervisor Ingersoll made a motion, second by Supervisor Monroe, to approve the contract award recommendation for the Vision Contract for Walworth County Employees. Motion carried 5-0.**

- Resolution **-06/20 Authorizing Certain FTE Reductions and Increases at Lakeland Health Care Center

Bishop noted this was discussed and approved at the Lakeland Health Care Center Board of Directors meeting earlier. **Supervisor Ingersoll made a motion, second by Supervisor Simons, to approve the resolution authorizing certain FTE reductions and increases at Lakeland Health Care Center. Motion carried 5-0.**

- Ordinance **-06/20 Confirming Special Authority for 2020 to Enable Continued Response to and Management of Operations During the COVID-19 Pandemic by Extending Certain Authorization as Approved within the Resolution for a Declaration of Emergency as Approved March 19, 2020.

Luberda noted this item is being discussed at multiple meetings this week. He said the last County Board meeting that will take place before the expiration date of the original declaration is the June meeting and he would like approval by committees prior to that. He said there are no certainties as far as the impacts of COVID-19 on our community, and said it is unlikely that the impacts will be fully resolved by June 19th. He believes the best option is to make some changes to the ordinance already passed. He noted that Part I and Part IV were addressed by the Executive Committee earlier this week, and Part III will be discussed by the Finance Committee, so this committee should focus mainly on Part II, as it affects Section 15 of the ordinances. He said he expects some of these pieces to come back after 2020, as COVID-19 could have impacts that continue after that time, and changes could be made later in the year. Luberda covered the changes included in the recommended ordinance change and said he believes the County will continue to attempt to lessen face-to-face contact between employees and the public to prevent the spread of COVID-19. He said he is working on updated guidelines with Public Health to help employees be prepared. He said the STO cap increase section will have changes as noted in the ordinance. Luberda added that he plans to include more information related to the financial side of COVID-19 moving forward in his weekly Report and Update, and to continue to include discussion of COVID-19 on each County Board meeting agenda. **Supervisor Monroe made a motion, second by Supervisor Simons, to approve the Ordinance confirming special authority for 2020 to enable continued response to and management of operations during the COVID-19 pandemic by extending certain authorization as approved within the Resolution for a Declaration of Emergency as approved March 19, 2020. Motion carried 5-0.**

- Discussion regarding essential employees and essential operations
Luberda discussed the actions taken by the State and Federal Governments and how they relate to County essential operations. He noted the governor will have 2.3 billion dollars that he will have discretion over, and the Wisconsin Counties Association (WCA) has been attempting to have a portion of that money allocated to Counties. He said that based on the way the State defined essential employees, it included the majority of our organization.

Reports/Announcements by Chair – There were none.

Confirmation of next meeting: The next meeting was confirmed for Wednesday June 17, 2020 at 3:30 p.m.

Adjournment

On motion and second by Supervisors Monroe and Ingersoll, Chair Pruessing adjourned the meeting at 5:01 p.m.