

**Walworth County Board of Supervisors  
Human Resources Committee Meeting Minutes  
Wednesday, June 22, 2022  
Walworth County Government Center, County Board Room 114  
100 West Walworth Street, Elkhorn, Wisconsin**

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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; Supervisors Kathy Ingersoll, Joanne Laufenberg, and Kenneth Monroe. A quorum was declared.

**Others in Attendance:**

County Staff: County Administrator Mark W. Luberda; Director-Human Resources (HR) Kate Bishop; Director-Public Works Richard Hough; Director-Health and Human Services/Superintendent of County Institutions Carlo Nevicosi; HR Generalists Tammy Werblow, Lisa Pohl, and Abby Knutson; Benefits Specialists Michelle Brazitis and Doreen Raebel; HR Manager Donna McIntyre; Benefits Manager Josh Pollock; and Recruitment Marketing Specialist Chris Palmer.

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

**On motion by Supervisor Ingersoll, second by Vice-Chair Simons, the May 18, 2022 Human Resources Committee meeting minutes were approved.**

**Public Comment** – There was none.

**New Business**

7a) Human Resource Team Introduction

Director-Human Resources (HR) Kate Bishop introduced the HR Department staff members reflected in the packet (Page 3.) Each member briefly introduced themselves sharing their tenure with the county, and duties included with their position.

7b) Expiration of Special authority to enable continued response to and management of Human Resources operations during the COVID-19 pandemic

County Administrator Mark W. Luberda referenced his Memorandum included in the packet (Pages 4-6); identifying he believes it is time for this special authority to expire. Discussion ensued relative to work from home and management of data collected from employees, relative to vaccination status, earlier in the year. Chair Pruessing requested data collection information be reported at the July meeting.

7c) Res. No. \*\*-07/22 Authorizing the Increase of one Part-Time Administrative Clerk II Position to Full-Time and the Elimination of one Part-Time Administrative Clerk II Position in the Register of Deeds Office

Bishop reported that this change will create a savings for this year of \$14,575, but there will be a cost next year due to the fringe benefits included in a full-time position. **Vice-Chair Simons offered a motion, second by Supervisor Laufenberg, to approve the resolution Authorizing the Increase of one Part-Time Administrative Clerk II Position to Full-Time and the Elimination of one Part-Time Administrative Clerk II Position in the Register of Deeds Office. Motion carried 5-0.**

7d. Res. No. \*\*-07/22 Revising 2022 Pay Ranges for Certain Casual Public Works Classifications

Bishop stated the proposed increase in pay ranges will align more closely with other municipalities and private sector pay ranges. Director Public Works Richard Hough spoke in reference to the hiring effort; stating the department has been unable to fill these positions. Discussion then focused on types of employees being hired and work schedule. **Supervisor Monroe offered a motion, second by Supervisor Laufenberg,**

**to approve the resolution Revising 2022 Pay Ranges for Certain Casual Public Works Classifications. Motion carried 5-0.**

7e. Ord. No. \*\*-07/22 Amending Sec. 15-359 of the Walworth County Code of Ordinances Relating to Special Pay Premiums at Lakeland Health Care Center  
Bishop referenced Nursing Home Administrator Denise Johnson's Memorandum included on Page 13 of the packet; explaining the program and its benefits to staffing at the nursing home staffing. **Supervisor Monroe offered a motion, second by Supervisor Ingersoll, to approve the ordinance Amending Sec. 15-359 of the Walworth County Code of Ordinances Relating to Special Pay Premiums at Lakeland Health Care Center.** Vice-Chair Simons reiterated there is no fiscal impact incurred from this extension due to the Provider Relief Fund Phase 4 funding. **Motion carried 5-0.**

7f. Contract award recommendation for the County's Deferred Compensation Plan Consulting Services  
Bishop stated the Request for Proposal (RFP) resulted in the county remaining with the incumbent service provider. **Supervisor Laufenberg offered a motion, second by Vice-Chair Simons, to approve the contract award recommendation for the County's Deferred Compensation Plan Consulting Services. Motion carried 5-0.**

7g. Proposed updates to the 2023 Health and Prescription Plans  
Benefits Manager Josh Pollock detailed the proposed plan design changes for next year; including:

- Implementation of the MRx Select Savings Program through Paver Matrix
- Implementation of the Voluntary International Prescription Service through CanaRx
- Increase to Tier 1 Emergency Room Copay
- Increase to Tier 1 Non Preferred and Specialty Prescription Copays

Discussion then focused on the fiscal impact incurred with the changes and the 2023 budget. **Supervisor Simons offered a motion, second by Supervisor Monroe, to approve the mentioned changes as detailed in the Memorandum included on Pages 21-22 of the packet. Motion carried 5-0.**

## **Reports**

8a) Report on Ord. No. 1255-11/21 – 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  
Bishop stated there is nothing to report; noting this report will no longer be included after July as the ordinance is being retired.

**Reports/Announcements by Chairperson** – There were none.

**Confirmation of next meeting:** The next meeting was confirmed for Wednesday, July 20, 2022 at 3:30 p.m.

## **Adjournment**

**On motion and second by Supervisor Monroe and Vice-Chair Simons, Chair Pruessing adjourned the meeting at 4:17 p.m.**