

**Walworth County Board of Supervisors
Human Resources Committee Meeting Minutes
Wednesday, July 17, 2019
Walworth County Government Center, County Board Room 114
100 West Walworth Street, Elkhorn, Wisconsin**

Chair Tim Brellenthin called the meeting to order at 3:30 p.m.

Roll call was conducted and all members were present: Chair Tim Brellenthin, Vice Chair Ken Monroe, and Supervisors Kathy Ingersoll, Susan Pruessing and Rick Stacey. A quorum was declared.

Others in Attendance

County Board Supervisors: County Board Chair Nancy Russell; Supervisor Charlene Staples

County staff: County Administrator David Bretl; Human Resources (HR) Director Kate Bishop; County Clerk Kim Bushey; Director of Special Education Tracy Moate; Finance Director Jessica Conley; Director-Public Works Richard Hough; Benefits Manager Lisa Henke; Lakeland Health Care Center Administrator Timothy Peek; Director of Health and Human Services Elizabeth Aldred

Supervisor Stacey made a motion, seconded by Supervisor Pruessing, to approve the agenda as presented. Motion carried by voice vote.

Supervisor Pruessing made a motion, seconded by Vice Chair Monroe, to approve the June 19, 2019 Human Resources Committee meeting minutes. Motion carried by voice vote.

Public comment – There was none.

Unfinished Business

• Employee Donor Program

County Administrator David Bretl reminded the Committee that the review of the current donor program was generated by a request from an employee to waive the waiting period to receive donated time. When he examined the existing donor program, he developed concerns about Internal Revenue Service (IRS) rules and potential discrimination. Bretl sought an opinion from outside legal counsel. The Employee Donor Program has existed since the early 1990s. Employees on extended absences whose leave time was exhausted could ask for donations of leave time from other employees after a 60-day waiting period. Departments would receive the donation request, which included the employee's name and health condition, and employees could donate their own vacation time. Since inception of the program, there have been numerous changes in IRS opinions, letter rulings and interpretation. In addition, the County now provides short-term disability insurance to eligible employees, which pays 66-2/3rds percent of an employee's wage while on leave. Disability payments commence within seven days of application. The IRS defines a donor program as "ongoing," and not just for specific individuals. The current plan risks being discriminatory because employees requesting donations are identified and an employee could choose whether or not to give to a specific individual. Bretl said a better program would be to establish a voluntary donor bank whereby applicants could apply for donations at their individual rate of pay. Applicants would remain anonymous. Individuals would not be eligible for donated hours if they were eligible for short-term disability because of their own serious medical condition. If the leave is for a spouse, parent or child, short-term disability would not apply; however, the employee could request donated hours in that case. The current direct donor program would be eliminated. Bretl distributed a copy of the draft ordinance. The amended ordinance removes IRS audit risks and follows FMLA guidelines. He said since the draft was distributed at the meeting, the Committee might want to hold discussion and action at the September 11th committee meeting. **Supervisor Pruessing made a motion, seconded by Supervisor Ingersoll, to postpone action on the item until the September meeting. Motion carried 5-0.**

New Business

- Resolution Authorizing the Reclassification of an Administrative Clerk II to an Administrative Assistant Position in the County Clerk's Office

Human Resources Director Kate Bishop said County Clerk Kim Bushey requested to reclassify the position in her office due to a change in job duties related to the increase in the number of county committees and requests for minute-taking services. The fiscal impact of the reclassification would be an increase of \$880 in 2019 and an annual impact of \$3,443. Bushey said the scope of the Administrative Assistant duties has expanded since the County Clerk's Office assumed the responsibility five years ago. The Clerk's office currently takes minutes for 18 County committees, 13 of which Becky Bechtel is responsible for. Because of the increased workload, the Administrative Clerk II has taken on two committees, and there may be additional ones needing support in the future. Bishop recommended approval of the reclassification.

Supervisor Stacey made a motion, seconded by Supervisor Ingersoll, to recommend the reclassification of an Administrative Clerk II to an Administrative Assistant in the County Clerk's office. Motion carried 5-0.

- Amending Sections 15-4, 15-6, 15-359 and 15-1000 of the Walworth County Code of Ordinances Relating to a Title Update to Speech Correctionist Positions at Lakeland School

Bishop said the purpose of the amendment is to update the title for positions at Lakeland School to match the industry standard. **Supervisor Ingersoll made a motion, seconded by Supervisor Stacey, to recommend approval of the ordinance amendment. Motion carried 5-0.**

- Contract Award Recommendation for Section 125

Bishop explained this is the renewal of the contract for services related to the County's flexible spending and Health Savings Accounts. Three proposals were submitted, and staff recommends award to the incumbent, who will reduce their fees from the current contract. **Supervisor Stacey made a motion, seconded by Vice Chair Monroe, to recommend the award of the proposal to Employee Benefits Corporation, contingent upon Finance Committee approval. Motion carried 5-0.**

- Adoption of Walworth County's Employee Wellness Council 2019-2020 Operation Plan and Event Schedule

Benefits Manager Lisa Henke said the Wellness Council is in its 10th year of operations. The County has received the Healthiest Company Award for nine consecutive years. There is a 93% employee participation in the program. Last year, the Council conducted a blood drive, and 132 people were helped by the donations. There was a decrease in participation in some of the programs offered, and an interest survey was sent to all employees. The survey results revealed that the principal reason for non-participation is time conflicts with the scheduled class periods. Henke said the Council is now offering online programs that employees can access anytime. Henke gave an overview of all of the upcoming classes and challenges. This year, the Council will actively promote the services available through the Employee Assistance Program (EAP). **Vice Chair Monroe made a motion, seconded by Supervisor Stacey to approve the 2019-2020 Wellness Council Operation Plan and Event Schedule. Motion carried 5-0.**

- Correspondence from Supervisor Charlene Staples regarding Lakeland Health Care Center (LHCC) Pay and Benefits

Bishop distributed selected slides from LHCC Administrator Timothy Peek's presentation at the LHCC Board of Trustees meeting. Supervisor Charlene Staples sent correspondence to both committees asking the Board to recommend a benefit/wage increase or some other program to assist in recruiting and retaining nursing staff. At the recent Department Head meeting, Bishop presented new recruitment strategies. One option was to hold open houses at LHCC and the Sheriff's Office and invite students and those working in those professions to come and tour the facilities and talk to employees. Because there is a 2.6% unemployment rate in Walworth County, Bishop said targeting people already employed is important. In

addition, she and staff are planning to update promotional brochures and develop videos to present at job fairs. Peek gave an overview of the presentation, which included Certified Nursing Assistant (CNA) pay scales and pay ranges throughout the region. LHCC's pay ranges are well above average. A Zip Recruiter study shows that Wisconsin's base pay for CNAs is in the lowest third of the nation. The job search engine Indeed.com shows comparative wages for nursing staff in the County. Peek said the last page shows the pay steps in the pay range for CNAs; it can take potentially 13 years to attain the top of the wage scale. Supervisor Ingersoll asked if a candidate turns down a job offer whether staff ask for a reason why the position is not acceptable. Peek said that when an offer is refused, Human Resources follows-up with the applicant. He added that the private sector often offers sign-on bonuses and other perks. Often candidates accept positions and leave shortly after hire because they find the job too demanding. Peek explained the wage scales for nursing staff; the median range in the scale is \$16.56. If candidates are experienced, they are often hired at the median range (Step 7). The wages do not include overtime rates or shift differentials. Supervisor Staples expressed concern about the number of steps in the pay plan. The plan is merit based, and if employees do not get an above average performance evaluation they cannot advance to the next step until their next annual evaluation. If the County's pay and benefits are at the top of the region, Supervisor Staples asked why recruitment is so difficult. Bretl said he and Human Resources staff will research the history of the pay range establishment and evaluation criteria, and develop some other options for consideration. **Supervisor Ingersoll made a motion, seconded by Vice Chair Monroe, to direct staff to evaluate the pay plan at LHCC and bring the findings and recommendations to the September Committee meeting. Motion carried 5-0.**

Reports

- Worker's Compensation and Training Report

Henke reminded the Committee that the report is now being provided every three months, and gave a summary of reported claims and departmental training. Actual incidents reported have decreased from 16 to 8 and there were no lost time injuries. The downside of reporting every three months is that it provides a limited snapshot of costs. If the report were compiled over a lengthier time period, it would give actual claims dollars. The reporting period was initially requested by the Finance Committee because of training concerns, which are documented by department in the current report. Supervisor Stacey asked if the training is uniform throughout the County. Henke replied that individual departments are responsible for their own training, which is tailored to fit their specific job duties. **Supervisor Ingersoll made a motion, seconded by Vice Chair Monroe, to direct staff to provide the Worker's Compensation and Training Report every six (6) months. Motion carried 5-0.**

Reports/announcements by Chair – There were none.

Confirmation of next meeting: Wednesday, September 11, 2019 at 3:30 p.m. – *Personnel Appeals and Regular Meeting*

Adjournment

On motion by Vice Chair Monroe, seconded by Supervisor Stacey, Chair Brellenthin adjourned the meeting at 4:36 p.m.