

**Walworth County Board of Supervisors
Human Resources Committee Meeting Minutes
Wednesday, July 20, 2022
Walworth County Government Center, County Board Room 114
100 West Walworth Street, Elkhorn, Wisconsin**

Supervisor Ken Monroe called the meeting to order at 3:41p.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; Corporation Counsel/Director of Land Use Resource Management (LURM) Michael Cotter; Director-Human Resources (HR) Kate Bishop; Benefits Manager Josh Pollock; Director-Health and Human Services/Superintendent of County Institutions Carlo Nevicosi; and Risk Manager Megan Rogers.

On motion by Supervisor Ingersoll, second by Supervisor Laufenberg, the agenda was approved with no withdrawals.

On motion by Chair Pruessing, second by Supervisor Ingersoll, the June 22, 2022 Human Resources Committee meeting minutes were approved.

Public Comment – There was none.

New Business

7a) Res. No. **-08/22 Authorizing the Reclassification of a Vacant 1.00 FTE Crisis Intervention Lead Worker Position to a 1.00 FTE APS/Court Services Lead Worker at Health & Human Services
Human Resources (HR) Director Kate Bishop explained, due to the additional resources provided by the Crisis Law Enforcement Liaison pilot, Director-Health and Human Services/Superintendent of County Institutions Carlo Nevicosi determined a reclassification of the vacant Crisis Intervention Lead Worker position to an Adult Protective Services (APS)/Court Services Lead Worker would be a beneficial redirection of resources. This would result in a projected savings of \$38,368 for 2022 and \$11,704 in 2023. **Supervisor Ingersoll offered a motion, second by Supervisor Laufenberg, to approve the Resolution Authorizing the Reclassification of a Vacant 1.00 FTE Crisis Intervention Lead Worker Position to a 1.00 FTE APS/Court Services Lead Worker at Health & Human Services.** Nevicosi referenced his Memorandum (Pages 3-4), which explains that APS has seen an increase in elder abuse with more sophisticated methods. This position reclassification would support investigative efforts into these referrals, particularly those related to financial exploitation. **Motion carried 5-0.**

7b) Ord. No. ****-08/22 Amending Sections of Chapter 15 of the Walworth County Code of Ordinances Relating to Certain Hourly Positions at Lakeland School
Bishop stated, with the recent addition of two nutrition site workers at Lakeland School, language within the ordinance needed to be updated to include these new positions. **Supervisor Laufenberg offered a motion, second by Supervisor Ingersoll, to approve the Ordinance Amending Sections of Chapter 15 of the Walworth County Code of Ordinances Relating to Certain Hourly Positions at Lakeland School. Motion carried 5-0.**

7c) Ord. No. ****-08/22 Amending Section 15-546 of the Walworth County Code of Ordinances Relating to Short Term Disability

Bishop noted, this is a small change to the ordinance to include two benefit banks; comp bank and holiday bank, which had not been included previously due to an oversight when the ordinance was originally written. This amendment will accurately reflect the short term disability plan and how the plan is administered.

Supervisor Ingersoll offered a motion, second by Supervisor Laufenberg, to accept the Ordinance Amending Section 15-546 of the Walworth County Code of Ordinances Relating to Short Term Disability. Motion carried 5-0.

7d) Discussion on Projected Employer and Employee Contribution Rates for Walworth County Self-funded Insurance plans

Benefits Manager Josh Pollock provided an overview of his Memorandum (Pages 15-16) regarding the projected employer and employee contribution rates for the Walworth County self-funded insurance plans. He noted, there are no proposed changes to health insurance premium rates and also no change to the dental insurance premiums. **Supervisor Ingersoll offered a motion, second by Chair Pruessing, to accept the report on the Projected Employer and Employee Contribution Rates for Walworth County Self-Funded Insurance plans.** Supervisor Laufenberg expressed concerns regarding the tiered approach in connection with wellness assessments. Administrator Mark Lubberda explained, this method is utilized to encourage employees with financial incentives to care for their own well-being. He also noted this modern health plan is in line with other public and private sector health insurance plans. Discussion followed.

Motion carried 4-1.

7e) Adoption of Walworth County's Employee Wellness Council 2022-2023 Operating Plan and Event Plan
Pollock highlighted Walworth County's Employee Wellness Council 2022-2023 Operating Plan and Event Plan (Pages 17-26). He discussed events and challenges offered to employees through the year, the goals of the Wellness Council, promotional strategies, and responsibilities of the Wellness Council members. He also noted that funding for this council comes primarily from vending machines and the annual Mind Over Miles 5k event. **Supervisor Monroe made a motion, second by Supervisor Ingersoll to approve the adoption of Walworth County's Employee Wellness Council 2022-2023 Operating Plan and Event.** Discussion followed. **Motion carried 5-0.**

7f) Contract Award Recommendation for the County's Recruitment Video and Photography Services

Bishop explained this is informational only, as the dollar amount for this award is not above the threshold that would require it to be brought to committee for approval. Parthe, Inc. has been awarded to create a new recruitment video which includes a County-wide video, along with videos pertaining to individual departments.

7g) Waiver of Competition Psychological Services-Employment

The current contract for psychological services is expiring and Bishop explained this is a request for approval of a Waiver of Competition for Psychological Services to remain with the current provider. She noted the current provider has worked with Walworth County for many years and the primary user of this service, the Sheriff's Office, is very happy with his service. **Supervisor Ingersoll offered a motion, second by Chair Pruessing, to accept the Waiver of Competition Psychological Services-Employment report.** Discussion ensued. **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 new to report and this item will no longer be on the agenda moving forward.

8b) Worker’s Compensation & Training Report January 2022-June 2022

Risk Manager Megan Rogers provided an overview of the workers compensation report (Pages 36-40).

8c) Request on Status of COVID Vaccination Records Collected by County Employees Not Covered by the Centers for Medicare and Medicaid Services (CMS)

Bishop reported that in collaboration with Corporation Counsel, it was determined that any electronic or physical records regarding vaccinations status of employees not covered by the Centers for Medicare and Medicaid Services (CMS) do not need to be retained, and therefore the records have been destroyed.

Discussion followed.

Reports/Announcements by Chairperson – There were none.

Confirmation of next meeting: The next meeting was confirmed for Wednesday, September 21, 2022 at 3:30 p.m.

Adjournment

On motion and second by Chair Pruessing and Supervisor Ingersoll, Chair Pruessing adjourned the meeting at 4:33 p.m.

Submitted by Lindsey Ross, Administrative Assistant. Meeting minutes were approved by the Human Resources Committee at the September 21, 2022 meeting.