

**Walworth County Board of Supervisors
Human Resources Committee Meeting Minutes
Wednesday, July 22, 2020
Walworth County Government Center, County Board Room 114
100 West Walworth Street, Elkhorn, Wisconsin**

Chair Susan Pruessing called the meeting to order at 4:25 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: Nancy Russell, Brian Holt, David Weber, and Joseph Schaefer

County Staff: County Administrator Mark Lubberda; Human Resources Director Kate Bishop; Benefits Manager Lisa Henke; Superintendent of Institutions Elizabeth Aldred; Director of Walworth County Children with Disabilities Education Board Tracy Moate; Corporation Counsel and Director of Land Use Resource management (LURM) Michael Cotter; and Finance Director Jessica Conley

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

On motion by Supervisor Monroe, second by Supervisor Ingersoll, the June 17, 2020 Human Resources Committee meeting minutes were approved.

Public Comment – There was none.

New Business

- Ordinance **-09/20 Amending Section 15-11 of the Walworth County Code of Ordinances Related to Management of Human Resources During the COVID-19 Pandemic to Create a Special Variation to Override Portions of Section 15-533 Premium Contributions

Human Resources Director Kate Bishop referenced her memo included in the committee packet. She said, Section 15-11 of the Walworth County Code of Ordinances requires annual health screenings for employees and spouses who participate in the health plan. Due to COVID-19, health screenings were postponed. The vendor who typically performs the screening announced bankruptcy. Subsequently, Aurora was selected to perform the screenings on August 26th and 27th at Health and Human Services. She said, because of the unique situation this year, they cannot accommodate all members of the health plan for screenings. Bishop asked that this year participation in the screening be made voluntary under our emergency ordinance. She added screenings can be made available to any participant who requests one. She noted the screening determines their contribution tier for next year. She explained anyone at the lowest tier (7%) would remain at that tier. Those employees at the middle (10%) or high tier (12%) have the option to participate in the screening and go down one level. County Administrator Lubberda clarified, this does not pertain to the emergency ordinance. He said, as our prior emergency ordinance expired, an ordinance was adopted that cited some exceptions and provided some additional flexibility in the human resources policies until the end of the year. This is being added to the ordinance as an exception for the year.

Bishop also noted the 16 Chem Panel now includes a nicotine test. The results of the test cannot be omitted from the reports that are provided directly to the employee. She said, employees will not be accustomed to

seeing nicotine results on their reports. She added, Walworth County does not receive any of this information.

Supervisor Monroe made a motion, second by Supervisor Simons, to recommend approval of the proposed Ordinance Amending Section 15-11 of the Walworth County Code of Ordinances, Related to Management of Human Resources During the COVID-19 Pandemic to Create a Special Variation to Override Portions of Section 15-533 Premium Contributions. Motion carried 5-0.

- Request to Overfill Payroll Systems Coordinator Position in the Finance Department per Section 15-18 of the Walworth County Code of Ordinances

Bishop explained Finance was requesting a 45 day overfill for a payroll position, due to the upcoming retirement of a long time payroll staff person. Overfill will afford the new staff person the opportunity to work with the retiring staff person to pass along key information.

A motion was made by Supervisor Ingersoll, second by Vice Chair Stacey, to accept the request for overfill of the Payroll Systems Coordinator position in the Finance Department. Motion carried 5-0.

- Resolution **-09/20 Authorizing the Creation of a 0.50 FTE Administrative Clerk II Position in the Register of Deeds Office

Bishop referenced a memo from Register of Deeds Cairie Virrueta that was included in the committee packet. She said, earlier in the year the Property Lister was transferred from the Register of Deeds Office to the Treasurer's office. This new requested 0.5 FTE position will provide needed administrative support to the Register of Deeds office. She also noted the funding for this was built into the current year budget.

A motion was made by Supervisor Monroe, second by Supervisor Simons, to recommend approval of the Resolution Authorizing the Creation of a 0.50 FTE Administrative Clerk II Position in the Register of Deeds Office. Motion carried 5-0.

- Ordinance **-09/20 Amending Sections of Chapter 15 of the Walworth County Code of Ordinances Relating to Pool Staff Evaluations and Title Updates at the Lakeland Health Care Center

Human Resources Director Kate Bishop and Superintendent of Institutions Elizabeth Aldred provided a summary of the ordinance amendment, as well as an overview of the current and historical use of Pool Staff at Lakeland Health Care Center.

A motion was made by Supervisor Ingersoll, second by Supervisor Monroe, to recommend the proposed Ordinance Amending Sections of Chapter 15 of the Walworth County Code of Ordinances Relating to Pool Staff Evaluations and Title Updates at the Lakeland Health Care Center. Motion carried 5-0.

- Resolution **-07/20 Authorizing the Reclassification of a Special Education Aide Position to a Special Education Teacher Position and the Elimination of a Special Education Aide Position at Lakeland School
- Bishop said, this resolution proposes the elimination of a Special Education Aide position and reclassification of a Special Education Aide position to a Special Education Teacher position. A revised resolution was distributed at the meeting updating the fiscal impact. The revised version shows a savings of \$17,649 for 2020, and annual savings of \$47,889 in the Policy and Fiscal Note.

Luberda said, there is a requirement that the Administrative Procedures list FTE's by position. Luberda said, this resolution was structured differently due to COVID-19, to afford additional flexibility to Lakeland School. He noted in the "Be It Further Resolved" section of the resolution, two scenarios for the distribution of the FTE's are provided to be documented in the Administrative Procedures.

A motion was made by Supervisor Monroe, second by Supervisor Simons, to recommend the proposed Resolution Authorizing the Reclassification of a Special Education Aide Position to a Special Education Teacher Position and the Elimination of a Special Education Aide Position at the Lakeland School. Motion carried 5-0.

- Contract award recommendation for the County's life insurance policies

Bishop said National Insurance Services had solicited bids for renewal of the life insurance policies and referenced the memo and attachments included in the packet. She said, they recommended we stay with the current provider Madison National Life. Discussion then focused on the bidding processes, which have been approved by both Purchasing and Corporation Counsel.

Vice Chair Stacey made a motion, second by Supervisor Ingersoll, to approve the recommendation to award the contract for life insurance to Madison National Life. Motion carried 5-0.

- Adoption of the Walworth County's Employee Wellness Council 2020-2021 Operation Plan and Event Schedule

Benefits Manager Lisa Henke said, the Walworth County Employee Wellness Council is in their 11th year of operation. She explained the Wellness Council is a volunteer organization, composed of 12 Walworth County employees. Henke provided an overview of the Wellness Council past activities/accomplishments and reviewed 2020-2021 Employee Wellness Council Operating Plan and the Wellness Events Plan. She added, for the tenth consecutive year, we have received the Healthiest Companies in America award from Interactive Health based on 2019 results.

Supervisor Simons made a motion, second by Supervisor Monroe, to adopt the Walworth County Employee Wellness Council 2020-2021 Operation Plan and Event Schedule. Motion carried 5-0.

Reports/Announcements by Chair – There were none.

Confirmation of next meeting: The next meeting was confirmed for Wednesday, September 16, 2020 at 3:30 p.m.

Adjournment

On motion Supervisor Monroe, second by Supervisor Simons, Chair Pruessing adjourned the meeting at 4:53 p.m.