

**Walworth County Board of Supervisors
Human Resources Committee Meeting Minutes
Wednesday, September 11, 2019
Walworth County Government Center, County Board Room 114
100 West Walworth Street, Elkhorn, Wisconsin**

Chair Tim Brellenthin called the meeting to order at 3:35 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 Norem

County staff: County Administrator David Bretl; Human Resources (HR) Director Kate Bishop; Finance Director Jessica Conley; Director-Public Works Richard Hough; Benefits Manager Lisa Henke; Director of Health and Human Services Elizabeth Aldred; Director of Information Technology (IT) John Orr; Lakeland Health Care Center Administrator Timothy Peek; Register of Deeds Donna Pruess; County Treasurer Valerie Etzel; County Clerk Kim Bushey; Finance Manager Stacie Johnson; Undersheriff Kevin Williams; Comptroller Todd Paprocki

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

Vice Chair Monroe made a motion, seconded by Supervisor Stacey, to approve the July 17, 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 said the County obtained an outside party to review the former policy and applicable Internal Revenue regulations. To be eligible for donated hours an employee has to meet the following criteria: be on approved medical leave due to a serious health condition of himself or herself, or the employee's spouse child or parent, and not covered by the County's short-term disability policy; the approved leave is occasioned by the serious health condition of the employee's spouse, child or parent; the employee has exhausted all of his or her available accrued benefits; and the employee's absence exceeds 60 consecutive calendar days. Human Resources Director Kate Bishop noted that the word "effective" would be added on line 14. **Vice Chair Monroe made a motion, seconded by Supervisor Stacey, to recommend approval of the ordinance as recommended relating to the accrued benefit donation program. Motion carried 5-0.**

- Correspondence from Supervisor Charlene Staples regarding Lakeland Health Care Center pay and benefits

Bishop said this issue was initially discussed at the July 17th committee meeting. She engaged Korn Ferry, the County's consultant, to conduct a market analysis of rates for CNAs, LPNs and RNs. Korn Ferry's research concurred with LHCC Administrator Tim Peek's study that Walworth County exceeds the average for low, mid-range and high pay for CNAs. Bishop acknowledged the crucial shortage in staffing; however, she does not think pay is the primary issue. More effective avenues of recruitment and retention are being investigated.

New Business

- Personnel Appeals to Administrator's Budget

Bretl reported two personnel appeals have been made to the preliminary budget. Supervisors will have the opportunity to present any other appeals by budget amendment until budget adoption in November.

Appeal B – Sponsored by Supervisor Monroe. Remove “Reclass and Reallocate of Children and Families Case Manager to CPS Ongoing Lead Worker 1” from Appendix A of the 2020 Administrator's Budget. The item was included in the Appendix in error, and no funds for the reclassification were included in the 2020 budget. **The appeal was seconded by Supervisor Ingersoll, and the motion carried 5-0.**

Appeal A – Sponsored by Supervisors Kilkenny and Brellenthin. Eliminate the July 1, 2020 transfer of the Property Lister position from the Register of Deeds Office to the Treasurer's Office and remove the LTE Administrative Clerk III in the Register of Deeds budget. Bretl said he has always tried to give deference to elected officials and it is important that they have the opportunity to present their cases. Both offices have differing opinions on where the Property Lister should be housed. Register of Deeds Donna Pruess distributed a memo to the Committee concerning her position to keep the Property Lister in her office. Pruess said she was the County's Property Lister for 25 years; in 2006, the position was placed in the Register of Deeds Office. Almost all documentation and resources utilized by the position are contained in the Deeds office. From August 28 through September 6, staff in her office tracked all incoming phone calls. Of the 126 calls received, 90 of them related to the Property Lister. Property Lister Sue Finster recently had several inquiries which involved doing extensive historical research, and all relative documents are in the Deeds office. Pruess said 90% of Finster's job is keeping ownership information; 10% is dedicated to assessments and tax bill processing. Finster files plots of survey, which require scanning into their system; the large scanner/plotter is housed in the Register of Deeds office. It would cost the Treasurer \$12,000 to purchase a similar scanner. Finster has 18 years of experience in the office; she performs back up to other staff on counter assistance, deposits, and vital records processing.

County Treasurer Val Etzel said as she started looking into the potential of transferring the Property Lister, it seems as though the responsibilities accrue more toward the Treasurer's office. She feels it would be less confusing for the taxpayers not to have to transfer back and forth between offices to obtain answers. Etzel claimed the Property Lister duties directly impact the Treasurer's office through the tax bill collection and assessment roll processes. Etzel emphasized that the majority of the duties are processed electronically through the tax system; and physical placement is not a significant issue. The Treasurer's Office would be assisted by the Property Lister's knowledge of REM foreclosures, GIS mapping, etc. Etzel did a survey of other counties to see in which departments their Property Listers are. Of the 72 counties, 28 of the Property Listers are in the Treasurer offices; 26 are in Land Information/IT/Zoning offices; 7 in Register of deeds; and 7 are stand-alone offices. Etzel understands the Register of Deeds' viewpoint, but feels moving the Property Lister would provide more efficient service to the public and provide for better succession planning.

Discussion ensued and questions were addressed related to the document recording process, monitoring for error, potential duplication of effort concerning transfers of property, etc. Pruess noted that hiring a Limited Term employee to help with the transition of the Property Lister would not be adequate; she would be losing 18 years of knowledge and experience in her department and customer service would be impacted. Staffing in her office includes one Deputy, a vital records clerk, two FTEs and one part-time clerk. Bretl noted from a public service perspective, he feels the transfer to the Treasurer would be beneficial. Vice Chair Monroe stated he feels a study of the move should be conducted, and questioned the advantage of transferring the position and having to add less experienced staff in the Register of Deeds office. Supervisor Stacey feels since the majority of Property Listers in the state are located in the Treasurers' offices, and if it makes it easier for the public, the position should be transferred. Supervisor Ingersoll stated it is difficult to make a

decision; Supervisors are not involved in daily business operations and she requested more information. Bretl said a decision needs to be made today and submitted to the Finance Committee for decision on the preliminary budget on September 12. Chair Brellenthin stated he worked with both offices during his career, and feels the Register of Deeds' argument for keeping the Property Lister outweighs the Treasurer's rationale. **Supervisor Pruessing seconded the appeal to keep the Property Lister in the Register of Deeds office. Motion carried 4-1. Supervisor Stacey opposed the motion.**

- Request for early implementation of the following changes:

- a) Specific Health and Human Services (HHS) personnel changes

Director of HHS Elizabeth Aldred requested early implementation of the reclassification of the vacant Maternal Child and Family Lead Worker to a Public Health Specialist. The lead worker position has been vacant since July, and as part of the budget process it was decided to reallocate the duties to the WIC Supervisor. The Specialist would be able to take on responsibilities for the Community Health Assessment and Community Health Improvement plan. This is a downgrade in position and funds are available within the HHS budget to accomplish the transfer and reclassification. **Vice Chair Monroe made a motion, seconded by Supervisor Pruessing, to approve the reclassification and authorize early implementation. Motion carried 5-0.**

- Resolution Adopting Insurance Premium Equivalents for 2020

Bretl said Human Resources staff met with M3, the County's benefit consultant, concerning 2020 health insurance premium equivalents. Based on their recommendations and after discussions among Administration, Human Resources and Finance staff, the following monthly premiums are recommended for the dental plan, Tier 1 and Tier 2 Health Plans. Tier 1: Single-\$913; Family, \$2,256; Medicare, \$640; Tier 2: Single-\$837; Family-\$2,020; Medicare-\$587; Dental: Single-\$39; Family-\$103. **Supervisor Ingersoll made a motion, seconded by Supervisor Stacey, to recommend adoption of the Insurance Premium Equivalents for 2020 as proposed. Motion carried 5-0.**

- Resolution Authorizing the Reclassification of an Administrative Clerk III Position to an IT Specialist Position in the Information Technology (IT) Department

Bishop said this reclassification is the second part of the Information Technology (IT) department reorganization. IT Director John Orr said the reclassification of an Administrative Clerk III to an IT Specialist will assist with the increased need for technical assistance to all departments. This will result in an annual increase of \$14,920. The portion of the reclassification approved in June resulted in an annual savings of \$27,183, which amounts to an overall savings of \$12,263 annually. **Vice Chair Monroe made a motion, seconded by Supervisor Stacey, to recommend approval of the reclassification. Motion carried 5-0.**

- Amending Sections of Chapter 15 of the Walworth County Code or Ordinances Relating to a Title Update to Patrolman/Woman Positions for the Department of Public Works

Bishop said the ordinance amendment changes the title of the Patrolman/Woman position to Highway Maintenance Worker. There is no budget impact as a result of the change. **Supervisor Stacey made a motion, seconded by Supervisor Ingersoll, to recommend approval of the title update. Motion carried 5-0.**

- Amending Section 15-362 of the Walworth County Code of Ordinances Relating to Exceptions for Law Enforcement

Bishop said the ordinance amendment brings the uniform allowance and protective vest reimbursement in alignment with the reimbursements received by non-represented sworn officers. **Supervisor Stacey made a**

motion, seconded by Vice Chair Monroe, to approve the ordinance relating to exceptions for Law Enforcement. Motion carried 5-0.

- Amending Section 15-546 of the Walworth County Code of Ordinances Relating to Short Term Disability

Bishop reported 2019 was the first year of providing short term disability to employees and the transition from sick time to Personal Time Off (PTO), as well as the transition of vacation time to Scheduled Time Off (STO). STO accrues, and PTO hours are given in a lump sum at the beginning of the year, with unused hours paid out at the end of the year. The ordinance amendment states if the annual PTO allocation occurs when an employee is on an approved short term disability claim, the employee is not required to exhaust the new allocation while on pre-approved short term disability. If the employee continues to be on an approved FMLA (Family Medical Leave of Absence) once short term benefits end, then the rules for using paid leave per FMLA apply. **Supervisor Stacey made a motion, seconded by Supervisor Pruessing, to approve the ordinance amendment relating to short term disability. Motion carried 5-0.**

Reports

- Near Site Clinic Update

Benefits Manager Lisa Henke reported the clinic has been open for approximately nine months. To be eligible for services at the Employee Health Center, a patient must be enrolled in the County's health plan, and be at least two years of age. The clinic is open five days a week, 20 hours per week. There is a reduced cost to see the County's provider over a user's primary care physician. Of the 169 visitors to the clinic, 88% of visitors were employees, 8% were spouses, and 4% were dependent children. The clinic is trending at 34% utilization through the first six months of operation, which is typical for Aurora near site sponsored clinics in the early stages. Expenses to the County for the first six months were \$45,930; estimated plan amount savings from patients using the service is \$32,457. Henke said additional education will be provided to eligible members of the plan, emphasizing that those who use non-Aurora providers are eligible for services at the near site clinic. Emails and flyers have been sent to plan members encouraging them to consider utilizing the clinic for non-emergency issues. Employee feedback revealed that they enjoy the ease of access and are very positive with respect to the provider at the clinic. M3, the County's consultant, has offered to assist in ways to promote the services.

Reports/announcements by Chair – There were none.

Confirmation of next meeting: Wednesday, October 16, 2019 at 3:30 p.m.

Adjournment

On motion by Vice Chair Monroe, seconded by Supervisor Stacey, Chair Brellenthin adjourned the meeting at 4:28 p.m.