

**Walworth County Board of Supervisors
Human Resources Committee Meeting Minutes
Wednesday, September 16, 2020
Walworth County Government Center, County Board Room 114
100 West Walworth Street, Elkhorn, Wisconsin**

Chair Susan Pruessing called the meeting to order at 3:38 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 Kenneth Monroe, Kathy Ingersoll, and Ryan Simons. A quorum was declared.

Others in Attendance:

County Board Supervisors: Nancy Russell, David Weber, and Brian Holt.

County Staff: County Administrator Mark W. Luberda; Human Resources Director Kate Bishop; Benefits Manager Lisa Henke; Superintendent of Institutions Elizabeth Aldred; Corporation Counsel and Director of Land Use Resource Management (LURM) Michael Cotter; Finance Director Jessica Conley; Finance Manager Stacie Johnson; and Director of Information Technology John Orr.

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

On motion by Supervisor Monroe, second by Vice Chair Stacey, the July 22, 2020 Human Resources Committee meeting minutes were approved.

Public Comment – There was none.

New Business

7a. Personnel Appeals to Administrator's Budget

Chair Pruessing read Appeal A and Appeal B into record, which were distributed at the meeting.

Appeal A – Treatment Court Coordinator Position Transfer

Supervisor Simons verified if Appeal A is merely a transfer. Administrator Mark W. Luberda confirmed that Appeal A will transfer the position to operate out of Health and Human Services, but funding will remain with the Clerk of Courts. Staff generated this request so they could take advantage of a current vacancy that became available after the budget was prepared. Human Resource director Kate Bishop agreed this made sense.

Supervisor Monroe offered a motion, second by Supervisor Simons, to approve Appeal A. Motion carried 5-0.

Appeal B – Limited term employee (LTE) Request to Assist the Development of Improving Water Quality

Supervisor Holt spoke in support of Appeal B. He feels there is a significant amount of money in grants the County could receive and this LTE position will help get us started. Any associated costs are anticipated to be recouped in the future from the funds received while participating in these programs.

Administrator Luberda provided his perspective on Appeal B stating after discussion with Supervisor Holt and Land Use Resource Management (LURM) staff, had he been aware of this opportunity ahead of time, he would have placed this in his original submission. He felt there is potential here that would greatly benefit watershed protection efforts and farmers. For the low amount of money suggested, he believes there will be a long time benefit. The hope is the County will fund this for a year or two before there could be revenue to keep it funded. He felt the LURM budget is conservative enough in revenue estimates that he was comfortable funding this through anticipated increased revenue and supports this program as it was brought forward.

At the inquiry of Supervisor Stacey, Administrator Luberda confirmed that the revenue estimates for erosion control and zoning permits will be increased. Vice Chair Stacey also asked for clarification from Supervisor Holt on the program, as he has been in this program and has mixed conceptions.

Supervisor Holt further explained, the idea is this employee would lead the program and perform website creation. This technology would allow farmers to put in their address and they could see a read out of all the programs that they would be eligible to participate in. This individual could also go out and find additional resources to bring back that would increase participation. As the group was forming in February, there were 50 participants interested in joining throughout the county. There was a lot of interest in participating, but not necessarily someone to lead it. Right now we are missing possible funding so it is important to get something set up next year. Holt said that this would provide a more cohesive compilation of opportunities offered by private companies, companies run by different counties, states, and federal programs in one location. The primary purpose is to find and provide resources for additional funding options that would support watershed protection.

Supervisor Simons offered a motion, second by Supervisor Monroe, to approve Appeal B. Motion carried 5-0.

- 7b. Request for Early Implementation of the following changes:
- a. Specific Administration personnel changes

Bishop and Administrator Luberda collaboratively gave a brief overview of the proposed resolution found on pages 4-8 of the packet.

Vice Chair Stacey offered a motion, second by Supervisor Ingersoll, to approve the request for early implementation of specific Administration personnel changes. Motion carried 5-0

- 7c. Resolution No. **-10/20 Adopting Insurance Premium Equivalents for 2021

Bishop briefly explained that the County will not be changing premiums for health insurance and that the premium for dental will be going down, which will result in fiscal savings. They felt it was important to provide stability for employees due to COVID. Moving forward, they will need to do some analytics for future changes in 2022. It was noted correspondence has been sent to eligible full time employees to make them aware of these changes.

Supervisor Simons offered a motion, second by Supervisor Monroe, to adopt the Insurance Premium Equivalents for 2021. Motion carried 5-0.

7d. Request to overfill a Support Specialist position in the Child Support Division of Corporation Counsel per Section 15-18 of the Walworth County Code of Ordinances

Bishop explained that this is a request for a two week overfill of a Support Specialist position, as the result of an employee who is retiring. It is valuable to have that overfill for a certain period of time to allow transfer of knowledge and for a successful onboarding for the new employee.

Supervisor Ingersoll offered a motion, second by Supervisor Simons, to accept the request to overfill a Support Specialist position in the Child Support Division of Corporation Counsel per Section 15-18 of the Walworth County Code of Ordinances. Motion carried 5-0.

Reports

8a. Worker's Compensation & Training Report

Benefits Manager Lisa Henke gave a brief overview of the biannual Worker's Compensation & Training Report, which details work related incidents that occurred in the last 6 months. Supervisor Russell expressed that she is pleased to see this report and thinks Human Resources is doing a great job setting up training and identifying any issues that need to be addressed. Russell expressed concern with regard to the number of slip and fall incidents as it pertains to snow removal from public areas.

8b. Authority to Defer Payroll Tax Obligations in Light of the Ongoing COVID-19 Disaster

Bishop referred to her memorandum (Page 19) and stated Walworth County does not intend to take the payroll tax deferral unless the Human Resources Committee were to provide further guidance or direction.

Reports/Announcements by Chair – There were none.

Confirmation of next meeting: The next meeting was confirmed for Wednesday, October 21, 2020 at 3:30 p.m.

Adjournment

On motion by Supervisor Monroe, second by Vice Chair Stacey, Chair Pruessing adjourned the meeting at 4:13 p.m.
