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, and Supervisors William Norem and David Weber
County staff: County Administrator David Bretl; Human Resources (HR) Director Kate Bishop; Finance Director Jessica Conley; Lead Medical Investigator Gina Carver; Clerk of Circuit Court Kristina Secord; Director-Public Works Richard Hough; Benefits Manager Lisa Henke; Director of Health and Human Services Elizabeth Aldred; Deputy Corporation Counsel/Director of LURM Michael Cotter

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

Vice Chair Monroe made a motion, seconded by Supervisor Ingersoll, to approve the September 11, 2019 Human Resources Committee meeting minutes. Motion carried by voice vote.

Public comment – There was none.

New Business

- Request to overfill the Deputy Register in Probate Position in the Clerk of Courts per Section 15-18 of the Walworth County Code of Ordinances
  Human Resources Director Kate Bishop said the current Deputy Register in Probate will retire on January 3, 2020, and Clerk of Circuit Court Kristina Secord requested the position overfill to ensure a smooth transition of duties. Supervisor Stacey made a motion, seconded by Supervisor Ingersoll, to recommend approval of the overfill request. Motion carried 5-0.

- Request for early recruitment for the Deputy Corporation Counsel position
  Bishop said Michael Cotter has been nominated to become Corporation Counsel, and the Deputy Corporation Counsel position will be vacant. Staff is requesting early recruitment for the Deputy position, and will not hire a candidate until the appointment of Cotter is approved. Supervisor Stacey made a motion, seconded by Vice Chair Monroe, to recommend approval of the early recruitment. Motion carried 5-0.

- Ordinance Amending Sections of Chapter 15 of the Walworth County Code of Ordinances Relating to the Medical Examiner
  Bishop said with the transition from Waukesha County, the Medical Examiner will be the department head, and multiple sections of the ordinance will need to be updated to reflect the title. Gina Carver, Lead Medical Investigator, has been nominated for the Medical Examiner position. Supervisor Ingersoll made a motion, seconded by Supervisor Stacey, to recommend approval of the ordinance relating to the Medical Examiner. Motion carried 5-0.
• Ordinance Amending Section 15-359 of the Walworth County Code of Ordinances Relating to Special Pay Premiums for Deputy Medical Examiners
Bishop said the request is to change the stand-by pay for Deputy Medical Examiners to $3.00/hour for non-holidays, and $4.50/hour for holiday call-outs. The change aligns with Health and Human Services pay policy. **Supervisor Stacey made a motion, seconded by Supervisor Ingersoll, to recommend approval of the pay premium changes. Motion carried 5-0.**

• Ordinance Amending Section 15-359 of the Walworth County Code of Ordinances Relating to Special Pay Premiums for Certain Public Works Employees
The Public Works Committee recommended approval of the pay premiums 5-0. Bishop said funds for the restructure and reorganization are included in the 2020 Public Works budget. **Supervisor Stacey made a motion, seconded by Vice Chair Monroe, to recommend the pay premium changes. Motion carried 5-0.**

• Ordinance Amending Section 15-516(h) of the Walworth County Code of Ordinances Relating to Personal Time Off (PTO)
Bishop reported that PTO replaced sick time at the beginning of this year. The ordinance incorrectly stated that unused PTO would be paid out at the end of the year. The payout will occur on the first pay period of the next year. **Supervisor Ingersoll made a motion, seconded by Vice Chair Monroe, to approve the change in the ordinance. Motion carried 5-0.** Supervisor Stacey asked about PTO and vacation accruals. County Administrator David Bretl suggested Human Resources give the Committee a presentation on the program in February 2020, to include an overview of 2019.

• Ordinance Amending Sections of Chapter 15 of the Walworth County Code of Ordinances Relating to Short-Term Absences and Use of Benefit Time for Family Members
Bishop said the ordinance amendment is to align with current practice. **Supervisor Stacey made a motion, seconded by Vice Chair Monroe, to recommend approval of the amendment. Motion carried 5-0.**

• Resolution Authorizing the Reclassification of a Human Resources Generalist Position to a Recruitment Specialist Position in the Human Resources Department
Bishop said the Human Resources Generalists conduct recruitment for their three assigned County departments. One of the Generalists has left and, after review, staff recommends reclassifying the position to a Recruitment Specialist. The revised position will be assigned to only one County department, and will have time to be the expert recruiter, which involves connecting within the community, and being more creative with recruitment tactics and trends. This position is a one-step downgrade from the Generalist position, and will result in a $16,569 savings in 2019, and $2,692 annually. **Vice Chair Monroe made a motion, seconded by Supervisor Ingersoll, to recommend approval of the reclassification. Motion carried 5-0.**

• Resolution Authorizing Position Changes by Department Based on the 2020 Budget
Bishop said the Board needs to adopt the position changes as part of the approval of the 2020 budget. **Supervisor Stacey made a motion, seconded by Supervisor Ingersoll, to recommend approval of the position changes by department for 2020. Motion carried 5-0.**

• Resolution Adopting 2020 Pay Ranges for Certain Non-Represented Hourly Employees and Salaried Exempt Employees
Bishop said non-represented hourly employees and salaried exempt employees will receive a 2% cost of living adjustment in 2020. **Vice Chair Monroe made a motion, seconded by Supervisor Stacey, to recommend approval of the 2020 pay ranges as presented. Motion carried 5-0.**
• Resolution Adopting 2020 Pay Ranges for Certain Casual Employees

Supervisor Ingersoll made a motion, seconded by Supervisor Stacey, to recommend approval of the 2020 pay ranges for certain casual positions. Motion carried 5-0.

Reports/announcements by Chair – There were none.

Confirmation of next meeting: Wednesday, November 20, 2019 at 3:30 p.m.

Adjournment

On motion by Vice Chair Monroe, seconded by Supervisor Stacey, Chair Brellenthin adjourned the meeting at 3:48 p.m.

Submitted by Becky Bechtel, Administrative Assistant. Meeting minutes were approved by the Committee on October 29, 2019.