

**Walworth County Board of Supervisors
Human Resources Committee Meeting Minutes
Wednesday, October 21, 2020 at 3:30 PM
Walworth County Government Center, County Board Room 114
100 West Walworth Street, Elkhorn, Wisconsin**

Chair Susan Pruessing called the meeting to order at 3:32 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 Kathy Ingersoll, Kenneth Monroe, and Ryan Simons. A quorum was declared.

Others in Attendance:

County Staff: County Administrator Mark W. Luberdia; Human Resources Director Kate Bishop; Benefits Manager Lisa Henke; Superintendent of Institutions Elizabeth Aldred; Finance Director Jessica Conley; Clerk of Circuit Court Kristina Secord

Members of the Public: Nicole Dahl from M3 Insurance

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

On motion by Supervisor Monroe, second by Supervisor Simons, the September 16, 2020 Human Resources Committee meeting minutes were approved.

Public Comment – There was none.

New Business

7a. Contract award recommendation for the County's Stop Loss Insurance for Health Insurance Fund
Nicole Dahl from M3 insurance provided a walkthrough of the information in the packet provided to the committee. She explained the process and analysis performed to determine the best Stop Loss Insurance for the County. Bishop agrees with the recommendation from M3 to move forward with Voya and keep the \$125,000 deductible. **Supervisor Monroe offered a motion, second by Supervisor Simons, to approve contract award recommendation for the County's Stop Loss Insurance for Health Insurance Fund. Motion carried 5-0.**

7b. Contract award recommendation for the County's Third Party Administration for the Worker's Compensation Claims

Supervisor Ingersoll offered a motion, second by Supervisor Simons, to approve contract award recommendation for the County's Third Party Administration for the Worker's Compensation Claims. Motion carried 5-0.

7c. 457 Plan Benefit Design recommendation

Human Resource Director Kate Bishop and Benefits Manager Lisa Henke gave a brief overview of the memo included in the Committee's packet pertaining to the 457 Deferred Compensation Plan. Resolution **-11/20 Authorizing the Amended Walworth County 457 Deferred Compensation Plan was distributed at the meeting for the Committee's review and a request that it be moved forward with recommended approval.

Supervisor Monroe offered a motion, second by Vice Chair Stacey, to move the 457 Plan Benefit Design forward with recommended approval. Motion carried 5-0.

7d. Resolution No. **-11/20 Authorizing the Creation of a Public Health Nurse position at Health and Human Services

Supervisor Monroe offered a motion, second by Supervisor Ingersoll, to approve Resolution No. **-11/20 Authorizing the Creation of a Public Health Nurse position at Health and Human Services. Motion carried 5-0.

7e. Ordinance No. **-11/20 Amending Section 15-359 of the Walworth County Code of Ordinances Relating to Special Pay Premiums at Lakeland Health Care Center

Bishop referred to the revised Ordinance No. **-11/20 Amending Section 15-359 of the Walworth County Code of Ordinances Relating to Special Pay Premiums at Lakeland Health Care Center that was distributed at the meeting and noted that the only revision was the effective date listed in Part II of the Ordinance. **Supervisor Monroe offered a motion, second by Supervisor Ingersoll, to approve Ordinance No. **-11/20 Amending Section 15-359 of the Walworth County Code of Ordinances Relating to Special Pay Premiums at Lakeland Health Care Center. Motion carried 5-0.**

7f. Resolution No. **-11/20 Authorizing Position Changes by Department Based on the 2021 Budget

Supervisor Ingersoll offered a motion, second by Supervisor Simons, to approve Resolution No. **-11/20 Authorizing Position Changes by Department Based on the 2021 Budget. Motion carried 5-0.

7g. Resolution No. **-11/20 Adopting 2021 Pay Ranges for Certain Non-Represented Hourly Employees and Salaried Exempt Employees

Bishop stated that this resolution will approve the pay premium tables with a 1.5% cost of living increase. Bishop conducted research by reaching out to surrounding counties that are comparable to Walworth County to gain insight on what those counties are doing for increases. **Supervisor Monroe offered a motion, second by Supervisor Simons, to approve Resolution No. **-11/20 Adopting 2021 Pay Ranges for Certain Non-Represented Hourly Employees and Salaried Exempt Employees. Motion carried 5-0.**

7h. Resolution No. **-11/20 Adopting 2021 Pay Ranges for Certain Casual Employees

Clerk of Circuit Court Kristina Secord referred to the memo (page 103) provided in the packet. She elaborated by stating there has been difficulty retaining jury bailiffs due to the extensive requirements relating to juries, as a result of COVID along with COVID related concerns. She feels this increase is appropriate because there has not been a pay increase in a few years and she hopes this will help to retain and recruit quality candidates. Bishop noted that the 2021 budget impact is incorrect on the resolution so if adopted, that will be corrected.

Supervisor Monroe offered a motion, second by Vice Chair Stacey, to approve Resolution No. **-11/20 Adopting 2021 Pay Ranges for Certain Casual Employees. Motion carried 5-0.

Reports/Announcements by Chair – There were none.

Confirmation of next meeting: The next meeting was confirmed for Wednesday, November 18, 2020 at 3:30 p.m.

Adjournment

On motion by Supervisor Monroe, second by Vice Chair Stacey, Chair Pruessing adjourned the meeting at 3:58 p.m.

Submitted by Lindsey Ross, Administrative Assistant. Meeting minutes were approved at the November 10, 2020 Human Resources Committee meeting.