Walworth County Board of Supervisors  
Human Resources Committee Meeting Minutes  
Wednesday, November 20, 2019  
Walworth County Government Center, County Board Room 114  
100 West Walworth Street, Elkhorn, Wisconsin

Chair Tim Brelle called the meeting to order at 3:30 p.m.

Roll call was conducted and the following members were present: Chair Tim Brelle, 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  
County staff: County Administrator David Bretl; Human Resources (HR) Director Kate Bishop; Finance Director Jessica Conley; Benefits Manager Lisa Henke; Sheriff Kurt Picknell; Captain of Patrol Dave Gerber; Director-Public Works Richard Hough  
Members of the public: Katheryn Ott and Nicole Dahl, M3 Insurance

Vice Chair Monroe 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 Ingersoll, to approve the October 29, 2019 special Human Resources Committee meeting minutes. Motion carried by voice vote.

Public comment – There was none.

New Business
- Resolution Authorizing the Elimination of Certain Positions at Lakeland Health Care Center  
County Administrator David Bretl said the Lakeland Health Care Center Board of Trustees voted to create a Superintendent of Institutions position. Health and Human Services Director Elizabeth Aldred will be appointed Superintendent, and Bretl recommended holding a decision on this item until Aldred has had an opportunity to review the resolution and provide her recommendations. Vice Chair Monroe made a motion, seconded by Supervisor Stacey, to hold consideration of the resolution until Aldred is ready to make a recommendation. Motion carried 5-0.

- Ordinance Amending Sections of Chapter 15 of the Walworth County Code of Ordinances Relating to Position Title Updates Based on the 2020 Budget  
Human Resources Director Kate Bishop said the purpose of the amendment is to adjust position title changes based on the adopted 2020 budget. Supervisor Stacey made a motion, seconded by Supervisor Ingersoll, to recommend approval of the ordinance relating to position title updates. Motion carried 5-0.

- Discussion and possible action regarding a contract award recommendation for the County’s life insurance policies  
Bishop recommended award of the contract to the current vendor, Madison National Life, who has agreed to hold premiums at the same rate as 2017-2019. Supervisor Stacey made a motion, seconded by Supervisor Ingersoll, to recommend approval of the contract award to Madison National Life, contingent upon Finance Committee approval. Motion carried 5-0.
• Discussion and possible action regarding a contract award recommendation for the County’s long-term disability policies
Bishop recommended award to Madison National Life. The premium rate will stay the same as in 2017-2019. **Supervisor Ingersoll made a motion, seconded by Supervisor Stacey, to recommend approval of the contract award for long-term disability insurance to Madison National Life, contingent upon Finance Committee approval. Motion carried 5-0.**

• Information regarding the possible implementation of voluntary benefits
Bishop referred to the memo from M3 Insurance in the packet relating to voluntary worksite benefits for Walworth County eligible employees. Katheryn Ott and Nicole Dahl from M3 Insurance discussed added benefit policies, which include Accident, Critical Illness, Hospital Indemnity and Permanent Life. These plans help protect employees and their families from the financial distress arising from an unexpected medical expense and/or loss of income to the family. Ott reported that these products also provide an opportunity for the employer to deliver education and engagement through enrollment and communication. There are no hard costs borne by the employer to offer the policies, but there would be soft costs for data and implementation requirements. If employees elected to take advantage of the voluntary benefits, it would assist to preserve their Health Savings Account dollars. Ott said employees would be able to meet with a benefits educator one-on-one to learn about the policies and make informed decisions for themselves. Bishop said the major hurdle in promoting implementing the voluntary benefits would be the effective provision of information to the employees regarding the policies. Dahl said there are reimbursement incentives in the voluntary benefits to employees to participate in wellness screenings and engage in wellness programs. Bretl said staff will provide additional information on the optional programs and how they would interface with current County ordinances.

• Request to overfill Undersheriff position at the Sheriff’s Office
Bretl reported that Undersheriff Kevin Williams will retire on January 5, 2020. Captain Dave Gerber will become Undersheriff, and staff is requesting to overfill the position to ensure a smooth transition of duties. **Supervisor Stacey made a motion, seconded by Supervisor Ingersoll, to approve the request. Motion carried 5-0.**

• Resolution Granting a Leave of Absence for Dave Gerber to Serve as Undersheriff
**Supervisor Ingersoll made a motion, seconded by Vice Chair Monroe, to approve leave of absence request for Dave Gerber. Motion carried 5-0.**

**Reports/announcements by Chair** – There were none.

**Confirmation of next meeting:** Wednesday, December 11, 2019 at 3:30 p.m.

**Adjournment**
On motion by Vice Chair Monroe, seconded by Supervisor Stacey, Chair Brellenthin adjourned the meeting at 3:50 p.m.

Submitted by Becky Bechtel, Administrative Assistant. Meeting minutes were approved by the Committee on December 11, 2019.