

**Walworth County Board of Supervisors  
Human Resources Committee Meeting Minutes  
Wednesday, December 16, 2020 at 3:30 PM  
Walworth County Government Center, County Board Room 114  
100 West Walworth Street, Elkhorn, Wisconsin**

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Chair Pruessing called the meeting to order at 3:58 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. Luberda; Human Resources Director Kate Bishop; Finance Director Jessica Conley; Superintendent of Institutions Elizabeth Aldred; Undersheriff Dave Gerber; Sergeant Jason Rowland; Lieutenant John Ennis; Directors of HHS Carlo Nevicosi and Trista Piccola  
Members of the Public: Citizen Representative for Health and Human Services Committee William Wucherer

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

**On motion by Supervisor Monroe, second by Supervisor Ingersoll, the November 18, 2020 Human Resources Committee Meeting minutes were approved.**

**Public Comment** – There was none.

**New Business**

7a. Request to overfill a Lieutenant position at the Sheriff's Office per Section 15-18 of the Walworth County Code of Ordinances

Undersheriff Dave Gerber provided explanation regarding the need to overfill this position. He said this will allow time for Sergeant Rowland to train for his new position as well as being beneficial for payroll purposes. Undersheriff Gerber and Chair Pruessing thanked Lieutenant Ennis for his years of service and congratulated Sergeant Rowland on his new position. **Supervisor Ingersoll offered a motion, second by Vice-Chair Stacey, to approve request to overfill a Lieutenant position at the Sheriff's Office per Section 15-18 of the Walworth County Code of Ordinances. Motion carried 5-0.**

7b. COVID-19 Recovery Presentation regarding temporary staffing and county operational response  
Superintendent of Institutions Elizabeth Aldred shared a presentation entitled Shared Vision and Shared Responsibility: Creating a Sustainable Approach for Pandemic Recovery. The presentation outlines a plan for addressing the pandemic now and into the future. Aldred explained a component of that plan is to bring in Limited Term Employees (LTE) to serve in the different functions of the pandemic recovery process. This would allow for the return of portions of public health programming that was put on hold in 2020. The presentation focused on the current status of various public health programs; current public health pandemic response; priorities within the community for recovery; a strategic approach to addressing the pandemic to move forward; critical elements for a successful recovery; support that will be required from other departments within the County; LTE Health and Human Services (HHS) pandemic recovery staff required for the plan including the costs associated with those potential positions; a phased hiring approach for those

positions; supplies, contracts, equipment, and software needed to implement this plan; existing and potential funding options; and policy and funding support needed in addition to state level advocacy.

Finance Director Jessica Conley spoke on the funding portion of the plan and recommended keeping the remaining balance of the HHS Fund for 2020 in place for pandemic related spending through 2021 rather than transferring those funds to the General Fund. Any unused funds would then be returned to the General Fund at the end of 2022.

Discussion followed regarding the anticipated difficulty of hiring for these LTE positions. Human Resources director Kate Bishop and Aldred collaboratively responded by explaining how they intend to recruit for these positions; possible motivations for candidates to apply; the flexibility of hours; the benefits associated with these positions; and the importance of getting the hiring process started now.

County Administrator Mark W. Lubberda commented by explaining the costs associated with these positions would be covered by potential state and federal funding, which would be in addition to the grant funds Walworth County has already received. Furthermore, funding would also be available through the fund balance source Conley mentioned. He emphasized the importance of hiring these LTEs so current employees can get back to working in their original roles.

7c. Resolution No. \*\*-01/21 Authorizing the Creation of Temporary Positions at Health and Human Services Supervisor Ryan Simons requested the wording be changed on Page 1 at line 22 (Page 19) of the body of the resolution to reflect the definitive wording listed in the fiscal note. Lubberda recommended replacing “, with the intent that” with a period and capitalizing “The”. **Supervisor Simons offered a motion, second by Vice-Chair Stacey, to approve proposed resolution Authorizing the Creation of Temporary Positions at Health and Human Services with amendment to line 22. Motion carried 5-0.**

## **Reports**

8a. Report and update on the impact of health care reform as it relates to the definition of full-time employees

Bishop summarized the memo from Benefits Manager Lisa Henke by stating, of the six eligible employees, only one elected for tier one coverage in the health care plan for 2021.

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

**Confirmation of next meeting:** The next meeting was confirmed for Wednesday, January 20, 2021 at 3:30 p.m.

## **Adjournment**

**On motion by Supervisor Monroe, second by Vice-Chair Stacey, Chair Pruessing adjourned the meeting at 4:49 p.m.**

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Submitted by Lindsey Ross, Administrative Assistant. Meeting minutes were approved at the January 20, 2021 Human Resources Committee meeting.