

1. November 16, 2022 Human Resources Committee Agenda

Documents:

[NOVEMBER 16, 2022 HR AGENDA.PDF](#)

2. November 16, 2022 Human Resources Committee Packet

Documents:

[NOVEMBER 16, 2022 HR PACKET.PDF](#)



Rick Stacey,
County Board Chair

Ryan Simons,
County Board Vice-Chair

**County Board Human Resources Committee
MEETING NOTICE**

**Wednesday, November 16, 2022
3:30 PM**

**County Board Room 114
Walworth County Government Center
100 W. Walworth St., Elkhorn, Wisconsin**

Susan Pruessing, Chair Ryan Simons, Vice-Chair
Supervisor Kathy Ingersoll Supervisor Joanne Laufenberg Supervisor Ken Monroe

**NOTICE: THIS MEETING IS PLANNED TO PROVIDE FOR REMOTE OR OFF-SITE
ATTENDANCE BY COMMITTEE MEMBERS.**

The Walworth County Government Center remains open, but in-person attendance may be limited. **ALL THE PUBLIC CAN WATCH THE MEETING STREAMING LIVE AT <https://bit.ly/2022Nov16HRC>**

Individuals wanting to provide a Public Comment can do so in person or remotely by telephone. Those wishing to comment by telephone must contact the County Administrator's Office at 262-741-4357 on the day of the meeting and at least 15 minutes prior to the start of the meeting to obtain instructions.

(Posted in compliance with Sec. 19.84, Wis. Stats.)

A quorum of the County Zoning Agency and Lakeland Health Care Center Board of Trustees will be in attendance. It is possible that a quorum of the county board or any of its other committees could be in attendance at this meeting.

Agenda enclosures are available upon request from the County Administrator's Office or on the County's web page (www.co.walworth.wi.us). The agenda packet, including supporting documents, may be large, depending upon the number of enclosures. Downloading it will require ample computer memory and may take significant time.

A G E N D A

Note: all agenda items are subject to action.

1. Call to order
2. Roll call of committee members
3. Agenda withdrawals, if any
4. Agenda approval
5. Approval of minutes
 - a) October 19, 2022 Human Resources Committee Meeting (encl. pp. 1-2)
6. Public comment period

7. New Business
 - a) Introduction of the New Provider at the Walworth County Employee Health Center

- b) Ord. No. ****-12/22 Amending Sec. 15-392 of the Walworth County Code of Ordinances Relating to Loss of Commercial Driver’s License (encl. pp. 3-5)
- 8. Reports/announcements by Chairperson
- 9. Set/confirm next meeting date and time
 - a) Human Resources - Wednesday, December 14, 2022 at 3:30 p.m.
- 10. Adjournment

Submitted by: Susan Pruessing, Committee Chairperson of Human Resources
Kate Bishop, Human Resources Director

Posted: November 10, 2022



Human Resources

Kate Bishop
Human Resources Director

Memorandum

To: Walworth County Human Resources Committee

Cc: Mark Lubberda, County Administrator

From: Kate Bishop, Human Resources Director

KB

Date: November 11, 2022

RE: November 16, 2022 Human Resources Committee Meeting

New Business:

Introduction of the New Provider at the Walworth County Employee Health Center. The Walworth County Employee Health Center, located inside Aurora Lakeland Medical Center, opened January 2019 to service employees on the health plan as well as dependents over the age of two. Earlier this year the provider who was servicing the clinic since its inception, announced she would be leaving. We were fortunate to find another provider, Anna Porter, with a diverse background who has a passion for wellness and employee based health centers. Anna will be present at the meeting to introduce herself to the Committee. You can also view her introduction video on the Walworth County webpage, www.co.walworth.wi.us, located on Employee Health Center page. The click path is as follows:

Home › Departments › Human Resources › Employee Health Center

Amending Sec. 15-392 of the Walworth County Code of Ordinances Relating to Loss of Commercial Driver's License. Richard Hough, Director of Public Works, has prepared a memorandum explaining his reasoning for a request to update this ordinance. Included in your packet is the memorandum as well as the draft ordinance for your review.

Human Resources

100 W. Walworth
PO Box 1001
Elkhorn, WI 53121
262.741.7965 tel
262.741.7948 fax

DRAFT

**Walworth County Board of Supervisors
Human Resources Committee Meeting Minutes
Wednesday, October 19, 2022
Walworth County Government Center, County Board Room 114
100 West Walworth Street, Elkhorn, Wisconsin**

Supervisor Ken Monroe called the meeting to order at 3:30p.m.

Roll call was conducted and the following members were present: Chair Susan Pruessing; Vice-Chair Ryan Simons; Supervisors Kathy Ingersoll, Joanne Laufenberg, and Kenneth Monroe. A quorum was declared.

Others in Attendance:

County Board Supervisors: Brian Holt, Sheila Reiff, and Rick Stacey.

County Staff: County Administrator Mark W. Luberd; Corporation Counsel/Director of Land Use Resource Management (LURM) Michael Cotter; Director-Human Resources Kate Bishop; Benefits Manager Josh Pollock; Nursing Home Administrator Denise Johnson; Recruiting Specialist Christopher Palmer; and Director-Finance Jessica Conley.

Members of the Public: Tom Jocz, Senior Practice Leader Employee Benefits Hausmann Group.

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

On motion by Supervisor Monroe, second by Vice-Chair Simons, the September 21, 2022 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 the Health Insurance Fund
Director-Human Resources Kate Bishop introduced Tom Jocz with the Hausmann Group; who provided detailed information relative to the County's Stop Loss Insurance for the Health Insurance Fund, and recommended the change in service provider from Sun Life to Voya. **Vice-Chair Simons offered a motion, second by Supervisor Monroe, to approve the contract award recommendation for the County's Stop Loss Insurance for the Health Insurance Fund and to recommend to the Finance Committee. Motion carried 5-0.**

7b) Res. No. **-11/22 Authorizing Position Changes by Department Based on the 2023 Budget
Supervisor Monroe offered a motion, second by Vice-Chair Simons, to approve the resolution Authorizing Position Changes by Department Based on the 2023 Budget. Motion carried 5-0.

7c) Res. No. **-11/22 Adopting 2023 Pay Ranges for Certain Non-Represented Hourly Employees and Salaried Exempt Employees
Supervisor Ingersoll offered a motion, second by Vice-Chair Simons, to accept the resolution Adopting Pay Ranges for Certain Non-Represented Hourly Employees and Salaried Exempt Employees. Motion carried 5-0.

7d) Res. No. **-11/22 Adopting 2023 Pay Ranges for Certain Casual Employees
Bishop explained that this resolution applies the pay increase to casual positions (positions that do not have a regular schedule); and highlighted the few positions increasing by more than 3.5%. **Supervisor Monroe offered a motion, second by Vice-Chair Simons, to approve the resolution Adopting 2023 Pay Ranges for Certain Casual Employees. Motion carried 5-0.**

7e) Ord. No. ****-11/22 Amending Sections of Chapter 15 of the Walworth County Code of Ordinances Relating to Changes Incorporated in the 2023 Budget
Vice-Chair Simons offered a motion, second by Supervisor Monroe, to approve the ordinance Amending Sections of Chapter 15 of the Walworth County Code of Ordinances Relating to Changes Incorporated in the 2023 Budget. Motion carried 5-0.

7f) Potential Budget Amendment for the 2023 Preliminary Budget: Memo from Supervisor Sheila Reiff Regarding Administration Communications Coordinator Position and Addition of Office Limited Term Employee (LTE) Supervisor Sheila T. Reiff shared that County Board Chair Rick Stacey and herself discussed options for this amendment with Walworth County Administrator Mark W. Lubberda just prior to this meeting, and have developed an amendment to the Proposed Potential Budget Amendment for the 2023 Preliminary Budget. Reiff detailed the revisions:

1. Communications/Office Manager position would become a 1.0 Full-Time Equivalent (FTE) Communications Manager with staff being relocated to Land Use and Resource Management Department in the Government Center
2. Administration Administrative Assistant will become a job share-.5 FTE Administration/.5 FTE Information Technology (IT), with mileage being paid for travel between the Judicial Center and Government Center
3. 1.0 FTE Office Supervisor position to be created in the Administration Department

Supervisor Reiff advised that the updated amendment will be presented at Finance Committee tomorrow. Director-Finance Jessica Conley explained the net change for the potential budget amendment will be the addition of .4 FTE, and total cost is \$64,422. Conley stated a funding source would need to be identified for this change and recommended reducing the Road and Bridge Levy allocation to ensure a net levy impact of \$0. **Vice-Chair Simons offered a motion, second by Supervisor Monroe, to recommend the budget amendment to the Finance Committee as presented verbally by Supervisor Reiff.** Lubberda suggested adding a recommendation of resolution for early implementation. **On motion and second by Vice-Chair Simons and Supervisor Monroe, the motion was amended to include a recommendation for early implementation of the proposed position changes.** Discussion then focused on recruitment strategies for the proposed office supervisor position, and Lubberda’s goal to recruit an individual with proficiency in working independently. **Motion carried 4-1 (Ingersoll).**

7g. 2023 Benefits Enhancements

Benefits Manager Josh Pollock gave a brief summation of his Memorandum included on Pages 47-58 of the packet.

7h. Viewing of Various Recruitment Videos for Walworth County

The Committee viewed two of the newly created recruitment videos. Bishop announced that the videos will be shared via social media two at a time beginning next week and individual departments will add the videos to their websites the week after next.

Reports/Announcements by Chairperson – There were none.

Confirmation of next meeting: The next meeting was confirmed for Wednesday, November 16, 2022 at 3:30 p.m.


Adjournment

On motion and second by Supervisor Monroe and Vice-Chair Simons, Chair Pruessing adjourned the meeting at 4:39 p.m.

Submitted by Jennifer Stinnett, Administrative Assistant. Meeting minutes are not considered final until approved by the Human Resources Committee at the next regularly scheduled meeting.



MEMORANDUM

Date: 3 November 2022
To: Human Resource Committee
Cc: Kate Bishop, HR Director
From: Richard A. Hough, Public Works Director 

Public Works Department

Richard A Hough
Public Works Director

Joe Kroll, P.E.
County Engineer

Vincent Simek, P.E.
Associate County Engineer

Matt Mortwedt
Deputy Director
Asset Management

Barry Pierce
Deputy County
Highway Commissioner

John Miller
Senior Project Manager

Steve Nichols
Senior Project Manager

Penny Bishop
Finance Manager

The purpose of this resolution is to account for varying degrees of severity concerning the suspension and revocation of commercial driver's licenses. Essentially, the Director of Public Works, working with the Director of Human Resources, will have increased flexibility to determine appropriate actions for minor violations which result in temporary suspension or revocation of a commercial driver's license.

Wisconsin maintains a General CDL Disqualification list that outlines criteria for the suspension of a license. Depending on the severity and number of offenses, a license may be suspended from 60 days to life. Public Works can actively work with those who have their license suspended for short periods with little to no impact on our mission. Therefore, we seek to update the ordinance concerning CDLs to avoid immediate termination of an employee without considering the effects upon the department.

Public Works Department

W4097 County Road NN
Elkhorn, WI 53121
262.741.3114 tel.

262.741.3117 fax
Operations

ORDINANCE NO. xxxx – 12/22

AMENDING SEC. 15-392 OF THE WALWORTH COUNTY CODE OF ORDINANCES
RELATING TO LOSS OF COMMERCIAL DRIVER’S LICENSE

THE WALWORTH COUNTY BOARD OF SUPERVISORS DOES ORDAIN AS FOLLOWS:

PART I: That Section 15-392 of the Walworth County Code of Ordinances is hereby amended to read as follows (additions are underlines; deletions are shown in strike-through text):

“Sec. 15-392. Loss of commercial driver's license.

~~An employee whose commercial driver's license is suspended or revoked due to a non-work related violation will be terminated.~~ The work status of an employee whose commercial driver's license is suspended or revoked due to a work-related or non-work-related incident will be addressed on a case-by-case basis by the Director - Public Works and the Human Resources Director. However, any employee whose license is suspended 120 days or more will be terminated.”

PART II: That this ordinance shall be effective as of January 1, 2023.

PASSED and ADOPTED by the Walworth County Board of Supervisors this 6th day of December 2022.

Rick Stacey
County Board Chair

Susi Pike
County Clerk

County Board Meeting Date: December 6, 2022

Action Required: Majority Vote X Two-thirds Vote Other

Policy and Fiscal Note is attached.
Reviewed and approved pursuant to Section 2-91 of the Walworth County Code of Ordinances:

_____ Michael P. Cotter Corporation Counsel	Date	_____ Jessica Conley Finance Director	Date
_____ Mark W. Luberd County Administrator	Date		

If unsigned, exceptions shall be so noted by the County Administrator.

Policy and Fiscal Note
Ordinance No. xxxx-12/22

- I. Title:** Amending Sec. 15-392 of the Walworth County Code of Ordinances Relating to Loss of Commercial Driver’s License
- II. Purpose and Policy Impact Statement:** The purpose of this resolution is to account for varying degrees of severity concerning the suspension and revocation of commercial driver’s licenses. Essentially, the Director of Public Works, working with the Director of Human Resources, will have increased flexibility to determine appropriate actions for minor violations which result in temporary suspension or revocation of a commercial driver’s license.
- III. Budget and Fiscal Impact:** There is no fiscal impact associated with this amendment. Employees whose licenses are revoked and suspended will not have their license renewals paid for by the County.
- IV. Referred to the following standing committee(s) for consideration and date of referral:**

Committee: Human Resources Committee Date: November 16, 2022

Vote:

County Board Meeting Date: December 6, 2022

Policy and fiscal note has been reviewed and approved as an accurate statement of the probable policy and fiscal impacts associated with passage of the attached ordinance.

Michael P. Cotter Date
Corporation Counsel

Jessica Conley Date
Finance Director

Mark W. Luberda Date
County Administrator