

1. March 22, 2023 Human Resources Agenda

Documents:

[MARCH 22, 2023 HR AGENDA.PDF](#)



Rick Stacey,
County Board Chair

Ryan Simons,
County Board Vice-Chair

County Board Human Resources Committee

MEETING NOTICE

Wednesday, March 22, 2023

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/2023Mar22HRC>

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) February 22, 2023 Human Resources Committee Meeting (encl. pp. 1-2)
6. Public comment period
7. Unfinished Business
 - a) SWOT Analysis Review as Part of the 2023 Walworth County Strategic Planning Process (encl. pp. 3-17)

- b) Res. No. **-04/23 Authorizing a One-time Lakeland School Educator Retention Bonus (encl. pp. 18-22)

8. New Business

- a) Review of Annual Reports of Call-outs Pursuant to Section 15-634(i) of the Code- Public Works and Sheriff's Office (encl. pp. 23-26)
- b) Ord. No. ****-04/23 Amending Section 15-515 of the Walworth County Code of Ordinances Relating to Scheduled Time Off (STO)/Vacation Accruals (encl. pp. 27-32)
- c) Ord. No. ****-04/23 Creating Section 15-19 of the Walworth County Code of Ordinances Relating to Hiring Below Authorized FTE (encl. pp. 33-37)
- d) Res. No. **-04/23 Authorizing the Reclassification of a Legal Assistant I Position to a Legal Assistant II Position and the Reclassification of a Vacant Legal Assistant I Position to an Administrative Clerk III Position in the Corporation Counsel Office (encl. pp. 38-42)
- e) Contract Award Recommendation Temporary Agency Staffing Services (encl. pp. 43-44)
- f) Recruitment Marketing Presentation (encl. pp. 45-51)

9. Reports

- a) Walworth County Employee Health Clinic Annual Report-2022 (encl. pp. 52-54)
- b) Open Positions Report as of March 13, 2023 (encl. pp. 55-57)
- c) Report of Approved Overfill of the Volunteer Coordinator position in Administration per Section 15-18 of the Walworth County Code of Ordinances

10. Reports/announcements by Chairperson

11. Set/confirm next meeting date and time

- a) Human Resources - Wednesday, April 26, 2023 at 3:30 p.m.

12. Adjournment

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

Posted: March 16, 2023