

1. September 22, 2021 Human Resources Committee Agenda

Documents:

[SEPTEMBER 22, 2021 HR AGENDA.PDF](#)



Nancy Russell,
County Board Chair

Jerry Grant,
County Board Vice-Chair

**County Board Human Resources Committee
MEETING NOTICE**

**Wednesday, September 22, 2021
3:30 PM**

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

Susan Pruessing, Chair Rick Stacey, Vice-Chair
Supervisor Kathy Ingersoll Supervisor Ken Monroe Supervisor Ryan Simons

**NOTICE: DUE TO THE CONTINUING PUBLIC HEALTH EMERGENCY,
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 to help ensure appropriate social distancing is observed. **ALL INDIVIDUALS ARE STRONGLY ENCOURAGED TO WATCH THE MEETING STREAMING LIVE AT <https://bit.ly/2021Sept22HRC>**

Individuals wanting to provide a Public Comment can do so remotely by telephone, but 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) July 21, 2021 Human Resources Committee Meeting (encl. pp. 1-3)
6. Public comment period

7. New Business

- a) 2022 Preliminary Budget and Personnel Appeals to the Administrator’s Preliminary Budget
- b) Request for Early Implementation of the following changes:
 - a. Resolution No. **-10/21 Authorizing Specific Personnel Changes in the Department of Recovery Grants (ARPA) (encl. pp. 4-9)
 - b. Resolution No. **-10/21 Authorizing the Creation of a Deputy Director-Special Education at Lakeland School (encl. pp. 10-12)
 - c. Resolution No. **-10/21 Authorizing the Reclassification of a 1.00 FTE IT Project Coordinator to a 1.00 FTE Administrative Clerk III in the IT Department (encl. pp. 13-15)
 - d. Resolution No. **-10/21 Authorizing the Reclassification and Reduction of a 1.00 FTE Administrative Clerk III position to a 0.60 FTE Receptionist/Clerk position in UW Extension (encl. pp. 16-18)
 - e. Resolution No. **-10/21 Authorizing the Creation of a 0.60 FTE Deputy Medical Examiner Position in the Medical Examiner’s Office and the Transfer of a 0.25 FTE Administrative Assistant Position from the Medical Examiner’s Office to Administration (encl. pp. 19-22)
- c) Resolution No. **-10/21 Authorizing the Increase of a 0.50 FTE Occupational Therapist Position to a 1.00 FTE and the Reduction of a 0.60 FTE Occupational Therapist Position to a 0.10 FTE for the Children with Disabilities Education Board (encl. pp. 23-25)
- d) Resolution No. **-10/21 Authorizing the Reclassification of a 0.50 FTE Administrative Clerk III Position to a 0.50 FTE Administrative Clerk I Position in the Child Support Division of Corporation Counsel (encl. pp. 26-28)
- e) Resolution No. **-10/21 Adopting Insurance Premium Equivalents for 2022 (encl. pp. 29-34)
- f) Ordinance No. ****-10/21 Amending Section 15-533 of the Walworth County Code of Ordinances Relating to Premium Contributions (encl. pp. 35-40)
- g) Contract award recommendation for Occupational Health Services for November 1, 2021 (encl. pp. 41-42)
- h) Ordinance No. ****-10/21 Amending Section 15-333 of the Walworth County Code of Ordinances Relating to Pay Plan Administration (encl. pp. 43-46)
- i) Ordinance No. ****-10/21 Amending Section 15-321 of the Walworth County Code of Ordinances Relating to Overtime Pay (encl. pp. 47-50)
- j) Introduction of the Risk Manager and Safety Specialist (encl. p. 51)

8. Reports

- a) Update on staffing related to COVID-19 (encl. pp. 52-54)
- b) Report of Ordinance No. 1236-04/21 Continuing Limited-Term, Human Resources-Related Special Authority to Enable Continued Response to and Management of Operations During the COVID-19 Pandemic by Extending Certain Authorization as Previously Approved within the 2020 Resolution for a Declaration of Emergency and Ordinances 1215-06/20, 1224-09/20, and 1230-12/20

9. Reports/announcements by Chairperson

10. Set/confirm next meeting date and time
 - a) Human Resources - Wednesday, October 20, 2021 at 3:30 p.m.

11. Adjournment

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

Posted: September 16, 2021