

**Walworth County Board of Supervisors  
Human Resources Committee Meeting Minutes  
Wednesday, January 20, 2021 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 3:30 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 and Kenneth Monroe. Supervisor Ryan Simons was absent. A quorum was declared.

**Others in Attendance:**

County Supervisors: Brian Holt, Nancy Russell, and David Weber

County Staff: County Administrator Mark W. Luberda; Human Resources Director Kate Bishop; Benefits Manager Lisa Henke; Superintendent of Institutions Elizabeth Aldred; Director of Information Technology (IT) John Orr; Manager of Information Technology (IT) Operations Jackie Giller; Deputy Director of Health and Human Services (HHS) Carlo Nevicosi; Finance Director Jessica Conley; Register of Deeds Michele Jacobs; Director of Public Works Richard Hough; and Child Support Supervisor Marylee Richmond

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

**Supervisor Ingersoll noted on page 2 of the December 16, 2020 minutes, under confirmation of next meeting, the date should be amended from “January 20, 2020” to “January 20, 2021.” On motion by Supervisor Ingersoll, second by Supervisor Monroe, the amended December 16, 2020 Human Resources Committee Meeting minutes were approved.**

**Public Comment** – There was none.

**New Business**

7a) Nomination of Jackie Giller as Director- Information Technology

Human Resources Director Kate Bishop explained, the current Director of Information Technology (IT) John Orr is retiring and Manager of IT Operations Jackie Giller is being nominated by County Administrator Mark W. Luberda to fill Orr’s position. Luberda spoke in support of Giller, explaining he has worked with her over the past year and witnessed her capabilities, particularly during the start of COVID-19, during which she was temporarily running the IT Department. Luberda made the decision to consider an internal candidate after an extensive evaluation of Giller’s vision for the IT Department; her years of internal experience; and Orr’s strong recommendation and succession planning. Nancy Russell spoke of her positive experience with Giller and gave a high recommendation to move forward with this decision. Giller thanked the Committee for considering her for the IT Director position. She explained she has enjoyed working for Walworth County for the past six years and appreciates this opportunity. Chair Pruessing thanked Orr for his years of service and wished him well in his retirement.

7b) Resolution No. \*\*-02/21 Authorizing the County Administrator to Execute an Employment Agreement

By and Between Walworth County and Jackie Giller as Director-Information Technology

**Vice Chair Stacey offered a motion, second by Supervisor Monroe, to approve the proposed Resolution Authorizing the County Administrator to Execute an Employment Agreement By and**

**Between Walworth County and Jackie Giller as Director-Information Technology. Motion carried 4-0.**

7c) Resolution No. \*\*-02/21 Authorizing the Decrease of an Administrative Clerk III Position in the Child Support Agency from a 1.0 FTE to a 0.5 FTE

Bishop explained after a repositioning of duties and restructuring within the department it was determined the Administrative Clerk III position could be moved from a 1.0 FTE to a 0.5 FTE. This results in a cost savings for 2021 of \$41,232 and an overall annual savings of \$35,570. **Supervisor Ingersoll offered a motion, second by Supervisor Monroe, to approve the proposed Resolution Authorizing the Decrease of an Administrative Clerk III Position in the Child Support Agency from a 1.0 FTE to a 0.5 FTE. Motion carried 4-0.**

### **Reports**

8a) Information on how the County is handling leaves with the expiration of Families First Coronavirus Response Act (FFCRA) December 31, 2020

Bishop provided an update as to how employee leaves due to COVID-19 related circumstances will be handled going forward now that the Families First Coronavirus Response Act (FFCRA) mandate has expired. Currently, employees may apply for regular Family Medical Leave Act (FMLA), if they are eligible, or they may use their earned benefit time. If they are not eligible for FMLA, they may apply for County leave. These occurrences are being tracked so if new legislation is mandated, employees may receive retro pay.

8b) Update on staffing related to COVID-19

Bishop gave an overview of the memo distributed at the meeting, which outlines the status of the hiring process for COVID-19 related positions in Health and Human Services (HHS) and Lakeland Health Care Center (LHCC). The memo highlights the various locations where these positions have been posted and advertised for recruitment. It also provides a breakdown of the number of applicants received and any interviews that have been conducted thus far. Luberda explained, he asked Bishop to make this a regular agenda item so the Committee can continue to receive this update.

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

**Confirmation of next meeting:** The next meeting was confirmed for Wednesday, February 17, 2021 at 3:30 p.m.

### **Adjournment**

**On motion by Supervisor Monroe, second by Vice-Chair Stacey, Chair Pruessing adjourned the meeting at 3:51 p.m.**

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Submitted by Lindsey Ross, Administrative Assistant. Meeting minutes were approved at the February 17, 2021 Human Resources Committee meeting.