

**Walworth County Board of Supervisors
Human Resources Committee Meeting Minutes
Wednesday, February 16, 2022
Walworth County Government Center, County Board Room 114
100 West Walworth Street, Elkhorn, Wisconsin**

Chair Susan 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, Kenneth Monroe, and Ryan Simons. A quorum was declared.

Others in Attendance:

County Staff: County Administrator Mark W. Luberda; Human Resources Director Kate Bishop; Director-Health and Human Services (HHS)/Superintendent of County Institutions Carlo Nevicosi; Finance Director Jessica Conley, and Risk Manager Megan Rogers.

On motion by Supervisor Simons, second by Supervisor Monroe, the amended agenda dated February 15, 2022 was approved with no withdrawals.

On motion by Supervisor Ingersoll, second by Supervisor Simons, the January 19, 2022 Human Resources Committee meeting minutes were approved.

Public Comment – There was none.

Unfinished Business

7a) Setting Salaries for Sheriff and Clerk of Courts for 2023-2026

County Administrator Mark W. Luberda highlighted his Memorandum and elaborated on the analysis he performed utilizing the information provided in the packet (Pages 3-20.) **Supervisor Monroe offered a motion, second by Supervisor Simons, to approve Administrator Luberda's recommendation of a 2% increase in 2023, and 2024 and a 3% increase in 2025 and 2026 to the Sheriff and Clerk of Courts salaries, with a resolution to be drafted and presented at the March County Board meeting. Motion carried 5-0.**

New Business

8a) Ordinance No. ****-03/22 Amending Section 15-359 of the Walworth County Code of Ordinances

Relating to Special Pay Premiums at Lakeland Health Care Center, Creating a Crisis Shift Pay Premium
Director-Health and Human Services (HHS)/Superintendent of County Institutions Carlo Nevicosi provided an overview of the information covered in his Memorandum and the proposed ordinance, included in packet number two. Nevicosi explained, the staffing situation at Lakeland Health Care Center (LHCC) is deteriorating and in an effort to obtain and maintain proper staffing levels, a temporary crisis shift pay premium of \$30/hour is being proposed. Administrator Luberda provided his perspective on this proposed premium, stating he felt it was necessary in order to ensure the proper level of care is provided to residents at LHCC. Discussion followed. Finance Director Jessica Conley elaborated on how this premium pay would be handled relative to payroll fringe benefits. **Supervisor Monroe offered a motion, second by Supervisor Simons, to approve Ordinance Amending Section 15-359 of the Walworth County Code of Ordinances Relating to Special Pay Premiums at Lakeland Health Care Center, Creating a Crisis Shift Pay Premium. Motion carried 5-0.**

8b) Resolution No. **-03/22 Amending Resolution No. 70-11/21 Authorizing a One-Time Premium Payment for Communications and Corrections

Human Resources Director Kate Bishop noted an inconsistency was found in Resolution No. 70-11/21. The Memorandum and resolution included in the packet (Pages 21-26) outline the error and the corrective changes. **Supervisor Simons offered a motion, second by Supervisor Monroe, to approve resolution Amending Resolution No. 70-11/21 Authorizing a One-Time Premium Payment for Communications and Corrections. Motion carried 5-0.**

8c) Ordinance No. ****-03/22 Amending Section 15-359 of the Walworth County Code of Ordinances Relating to Special Pay Premiums for Certain Public Works Employees

Bishop explained, Director of Public Works Richard Hough is requesting a \$2.50/hour special pay premium for employees assigned to managing projects budgeted over \$25,000. Luberda commented that this will allow for internal efficiencies and employee development opportunities. **Supervisor Monroe offered a motion, second by Vice-Chair Stacey, to approve the Ordinance Amending Section 15-359 of the Walworth County Code of Ordinances Relating to Special Pay Premiums for Certain Public Works Employees. Motion carried 5-0.**

Reports

9a) Approved Overfill of the Administrative Assistant position in the Finance Department per Section 15-18 of the Walworth County Code of Ordinances

Bishop reported there was a two week overfill of the Administrative Assistant position in the Finance Department due to the retirement of a long time employee.

9b) COVID-19 Vaccination and Testing for the County as an Employer; OSHA Emergency Temporary Standard (ETS) and Centers for Medicare and Medicaid Services (CMS) Vaccine Mandate

Bishop reiterated, the OSHA Emergency Temporary Standard (ETS) is not in effect, therefore it is no longer required to collect the vaccination status of all employees. However, LHCC falls under the Centers for Medicare and Medicaid Services (CMS), which is still in place, therefore those vaccine requirements must be met. Bishop then provided an overview of the timeline relative to the vaccination status of LHCC employees, which can be found in her Memorandum (Page 29.)

9c) Personal Time Off utilization for 2021

Bishop highlighted statistical information and analysis as it pertains to the Personal Time off (PTO) utilization for 2021 and how it compared to the previous year.

9d) Worker's Compensation & Training Report

Risk Manager Megan Rogers provided an overview of the Worker's Compensation and Training Report, which is brought to the Committee twice a year. She first provided a background to worker's compensation as it relates to liability to the County. Rogers then discussed worker's compensation claims filed in the last six months and what actions are being taken to mitigate future accidents. Discussion followed.

9e) Report on Ord. No. 1255-11/21 – Continuing Limited-Term, Human Resources-Related Special Authority to Enable Continued Response to and Management of Operation During the COVID-19 Pandemic by Extending Certain Authorization as Previously Approved

Bishop reported, one individual from Health and Human Services in Economic Support has continued to assist with contract tracing as needed.

Reports/Announcements by Chairperson – Bishop noted a staff change in the Human Resources Department. Josh Pollock has been promoted internally from a Benefits Specialist to the Benefits Manager.

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

Adjournment

On motion and second by Supervisor Monroe and Supervisor Simons, Chair Pruessing adjourned the meeting at 4:17 p.m.

Submitted by Lindsey Ross, Administrative Assistant. Meeting minutes were approved by the Human Resources Committee at the March 16, 2022 meeting.