

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

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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. Luberdia; Human Resources Director Kate Bishop; and Sheriff Kurt Picknell.

Members of the Public: Nicole Dahl from M3 Insurance

**On motion by Supervisor Simons, second by Supervisor Monroe, the agenda was approved with no withdrawals.**

**On motion by Supervisor Simons, second by Supervisor Ingersoll, the February 16, 2022 Human Resources Committee meeting minutes were approved.**

**Public Comment** – There was none.

**New Business**

7a) Review of Annual Reports of Call-outs Pursuant to Section 15-634(i) of the Code- Public Works and Sheriff's Office

Human Resources Director Kate Bishop noted, the annual reports from Director of Public Works Rich Hough and Undersheriff Dave Gerber are included on Pages 4-5 of the packet.

7b) Resolution No. \*\*-04/22 Revising the 2022 Pay Range for the Business Office Supervisor Position at the Sheriff's Office

Bishop explained, approximately two years ago this position was brought forward to the Human Resources Committee to be downgraded. After review of the job duties, it has been determined this position should be returned to a higher level position. This will result in a fiscal impact for this year of \$4,915 and an annual fiscal impact of \$5,721. The Sheriff's Office is able to absorb this cost impact due to savings in vehicle insurance. **Supervisor Monroe offered a motion, second by Supervisor Simons, to approve the resolution Revising the 2022 Pay Range for the Business Office Supervisor Position at the Sheriff's Office. Motion carried 5-0.**

7c) Resolution No. \*\*-04/22 Revising the 2022 Pay Range for the Children with Disabilities Education Board School Nurse Position

Bishop stated it has been recently discovered that the school nurse at Lakeland School is in a paygrade below the Registered Nurse (RN) positions at Lakeland Health Care Center (LHCC) and Health and Human Services (HHS.) The RN position at all three locations have the same job duties and qualifications so this revision is to ensure the RN at Lakeland School is in the appropriate pay plan. **Supervisor Simons offered a motion, second by Supervisor Monroe, to approve the resolution Revising the 2022 Pay Range for the Children with Disabilities Education Board School Nurse Position. Motion carried 5-0.**

7d) Reclassification of Communications Officers and Corrections Officers Requiring Drafting of a Resolution(s), Ordinances(s), and Budget Modification

Bishop noted, Administrator Mark W. Luberdia provide a Memorandum in Page 12 of the packet which details this reclassification and in addition, Bishop distributed two informational handouts at the meeting. One being a Memorandum from Bishop, and the other, a draft resolution \*\*-04/22 Revising the Pay Ranges

for Certain Communications and Corrections Employees. After further evaluation of the communications and corrections positions, it was determined there was a need to increase the pay level for each. This will be done in a two phase process. The first step would be to create a 12+ pay plan effective as of May 1, 2022. The second phase would involve moving these positions to a 13h pay plan which would be effective January 1, 2023. Appendix B on Page 4 of the Memorandum distributed at the meeting explains in greater detail how these phases would be executed. The fiscal impact would result in an annual cost of \$294,000 (Corrections \$251,637, Communications \$42,363) which the Sheriff's Office is able to absorb due to current vacancies. Luberdia then provided his perspective on this change and explained why he felt this two-step process would be appropriate. **Supervisor Monroe offered a motion, second by Supervisor Simons, to approve the resolution Revising the Pay Ranges for Certain Communications and Corrections Employees. Motion carried 5-0.**

7e) Resolution No. \*-04/22 Appropriating \$17,908 of ARPA SLCFR Funding from the Recovery Grants Fund for the Purpose of Increasing the Program Manager – Mobility Position to a 1.0 FTE with Additional Responsibility as Management Analyst of .25 FTE

Bishop referred to the Memorandum from Luberdia, the draft resolution, and the Program Manager – Mobility Job Description included on Pages 14-22 of the packet. Luberdia elaborated on the benefits of moving this position from a .75 Full Time Employee (FTE) to a 1.0 FTE with additional responsibility as Management Analyst (0.25 FTE.) Discussion followed. **Supervisor Monroe offered a motion, second by Supervisor Simons, to approve the resolution Appropriating \$17,908 of ARPA SLCFR Funding from the Recovery Grants Fund for the Purpose of Increasing the Program Manager – Mobility Position to a 1.0 FTE with Additional Responsibility as Management Analyst of .25 FTE. Motion carried 5-0.**

## Reports

9a) Walworth County Employee Health Clinic Annual Report

Nicole Dahl from M3 Insurance provided an overview of the Walworth County Employee Health Clinic Annual Report included on Pages 23-25 of the packet. The goal of the clinic was to transition high cost care to the Employee Health Center for employees enrolled in the health plan. She reported a 28% utilization of the clinic in 2021 which falls short of the goal of 50% utilization. Dahl noted the pandemic did make an impact on utilization. Going forward, there will be a continued focus on encouraging employees to take advantage of the clinic.

9b) Report on Ord. No. 1255-11/21 – 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  
Bishop stated there were no new updates to report.

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

**Confirmation of next meeting:** The next meeting was confirmed for Wednesday, April 27, 2022 at 3:30 p.m.

## Adjournment

**On motion and second by Supervisor Monroe and Supervisor Simons, Chair Pruessing adjourned the meeting at 4:03 p.m.**