

**Walworth County Board of Supervisors
Human Resources Committee Meeting Minutes
Wednesday, March 17, 2021 at 3:30 PM
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 Supervisors: Brian Holt and Nancy Russell

County Staff: County Administrator Mark W. Luberd; Human Resources Director Kate Bishop; Benefits Manager Lisa Henke; Acting Director of Health and Human Services (HHS) Carlo Nevicosi; and Undersheriff Dave Gerber

Members of the Public: Nicole Dahl from M3 Insurance

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

On motion by Vice-Chair Stacey, second by Supervisor Simons, the February 17, 2021 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 explained, anyone with a take home vehicle for Walworth County is required to report call-outs annually. Director-Public Works Richard Hough and Undersheriff Gerber commented briefly, as it pertains to their respective departments.

7b) Resolution No. **-04/21 Revising 2021 Pay Ranges for Certain Casual Employees at the Sheriff's Office Bishop referred to the memo included in page 7 of the packet, which outlines a request for the approval for an increase in the hourly wage for part-time boat patrol deputies who patrol Whitewater Lake. Gerber explained this increase would allow them to be more competitive with recruitment and eliminate the need to send full-time deputies on the lake to patrol. Discussion followed. **Vice-Chair Stacey offered a motion, second by Supervisor Simons, to approve the proposed resolution Revising 2021 Pay Ranges for Certain Casual Employees at the Sheriff's Office. Motion carried 5-0.**

7c) Ordinance No. **-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

Bishop noted this is the ordinance that was extended back in December due to its expiration. Luberd explained, in December, the extension of this Ordinance had a sunset date in April with the understanding it

would be addressed in the March meeting if needed. The Health and Human Services (HHS) Committee approved the proposed ordinance with amendments to include the following sentence at the end of Sec. 15-11 (b) (4): “Each such reassignment shall be reported to the Human Resources (HR) and HHS committees at the next meeting” and the following sentence at the end of (b) (9): “Each such limited term employee (LTE) shall be reported to the HR and HHS committees at the next meeting.” He then provided further explanation behind the amendment and reviewed other sections of the ordinance. **Supervisor Monroe offered a motion, second by Supervisor Ingersoll, to approve amendments discussed and approved at the March HHS meeting relative to the proposed ordinance 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. Motion carried 5-0.**

Reports

8a) Walworth County Employee Health Clinic Annual Report

Nicole Dahl from M3 Insurance provided a review of the Walworth County Employee Health Clinic Annual Report. Although 2020 clinic utilization started strong, it was heavily impacted by COVID and the utilization numbers did not recover through the year. Dahl noted the online scheduler was temporarily suspended because it could not accommodate the COVID screening questions, but the issue was resolved and it was reinstated in late 2020 by the vendor. Efforts are being made to boost utilizations for 2021 by informing and educating employees about the clinic. By having a near site clinic, the County saw a net savings of over \$418,000 over the past 2 years. Bishop explained HR has also began a ten to twelve week campaign in which marketing materials are sent to staff to educate and promote the clinic. Discussion followed.

8b) Update on staffing related to COVID-19

Bishop provided a staffing update as it pertains to Health and Human Services and Lakeland Health Care Center pandemic related positions. She also discussed recruitment strategies to promote the hiring of these positions. Discussion followed.

Reports/Announcements by Chairperson – There were none.

Confirmation of next meeting: The next meeting was confirmed for Wednesday, April 28, 2021 at 3:30 p.m.

Adjournment

On motion by Supervisor Monroe, second by Supervisor Simons, Chair Pruessing adjourned the meeting at 4:06 p.m.

Submitted by Lindsey Ross, Administrative Assistant. Meeting minutes were approved by the Human Resources Committee at the April 28, 2021 meeting.