

Walworth County Board of Supervisors
Human Resources Committee Meeting Minutes
Wednesday, March 22, 2023
Walworth County Government Center, County Board Room 114
100 West Walworth Street, Elkhorn, Wisconsin

Vice-Chair Ryan Simons called the meeting to order at 4:00 p.m.

Roll call was conducted and the following members were present, either in person or by remote attendance: Vice-Chair Ryan Simons; and Supervisors Kathy Ingersoll, Joanne Laufenberg, and Kenneth Monroe. Chair Susan Pruessing was absent. A quorum was declared.

Others in Attendance

County Board Supervisors: Brian Holt

County Staff: Walworth County Administrator Mark W. Luberda; Director-Human Resources Kate Bishop; Benefits Manager Josh Pollock; Corporation Counsel/Director of Land Use and Resource Management Michael Cotter; and Recruitment Marketing Specialist Chris Palmer.

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

On motion by Supervisor Monroe, second by Supervisor Ingersoll, the February 22, 2023 Human Resources Committee meeting minutes were approved.

Public Comment – There was none.

Unfinished Business

7a) SWOT Analysis Review as Part of the 2023 Walworth County Strategic Planning Process

Walworth County Administrator Mark W. Luberda explained he has provided an introduction on the SWOT (Strengths, Weaknesses, Opportunities, and Threats) analysis during the Lakeland Health Care Center (LHCC) Board of Trustees and the Health and Human Services (HHS) Board meetings on Wednesday, March 22, 2023. Since the Human Resources (HR) Committee members have already covered this topic in previous meetings, Luberda directed anyone from the public who wishes to hear the introduction to the recording(s) of either of the aforementioned meetings. A Memorandum from Luberda and the current SWOT analysis may be found on Pages 3-17 of the packet.

The Human Resources Committee discussed the following:

- The potential addition of verbiage pertaining to strict experience requirements in job postings that could be prohibitive; and renewed interest in formal and informal apprenticeships.
- The potential addition of verbiage relative to transportation services.
- The possibility of fundraising and/or volunteer partnerships with churches, local businesses, and school programs in raising money to better serve the aging and disabled community, in addition to Medicaid or Medicare patients who cannot afford private nursing homes. Corporation Counsel/Director of Land Use and Resource Management Michael Cotter advised on the acceptance of funds as a donation, rather than funds received by running a capital fundraising campaign.

7b) Res. No. **-04/23 Authorizing a One-time Lakeland School Educator Retention Bonus

Director-Human Resources Kate Bishop explained, the approval of this resolution would permit a one-time Lakeland School educator retention bonus for qualified employees. Qualified employees are those whose paycheck is fully funded by Children with Disabilities Education Board (CDEB). If an employee worked during the 2021-2022 school year, they will receive \$1000, and if they worked in the 2022-2023 school year, they will receive an additional \$1000. Employees must also be employed on October 6, 2023 in order to receive this bonus. Funding will come from the Elementary and Secondary School Emergency Relief (ESSER III) Grant, with an estimated total of \$203,305. **Supervisor Monroe offered a motion, second by Supervisor Laufenberg, to accept the resolution Authorizing a One-time Lakeland School Educator Retention Bonus. Motion carried 4-0.**

New Business

8a) Review of Annual reports of Call-outs Pursuant to Section 15-634(i) of the Code- Public Works and Sheriff's Office Bishop indicated, Pages 23-26 of the packet outlines the annual report of call-outs for Public Works and the Sheriff's Office. **Supervisor Monroe offered a motion, second by Supervisor Ingersoll, to accept the annual reports of Call-outs Pursuant to Section 15-634(i) of the Code-Public Works and Sheriff's office. Motion carried 4-0.**

8b) Ord. No. ****-04/23 Amending Section 15-515 of the Walworth County Code of Ordinances Relating to Scheduled Time Off (STO)/Vacation Accruals

Bishop reminded the committee of the review of Chapter 15, relative to potential changes which would aid in recruitment and retention. She provided an overview of her Memorandum and the proposed amended ordinance (Pages 27-32) and explained how this amendment would allow for new hires to negotiate for additional Scheduled Time Off (STO), if they possess relevant experience. The ordinance currently only allows for contracted employees to negotiate time off. Bishop noted, current employees hired in 2023, in qualifying positions, could request review of their previous experience to potentially receive service credit. Employees seeking review would have until September 30, 2023 to have their eligibility reviewed. **Supervisor Monroe offered a motion, second by Supervisor Ingersoll, to approve the ordinance Amending Section 15-515 of the Walworth County Code of Ordinances Relating to Scheduled Time Off (STO)/Vacation Accruals.** Lubberda expanded the discussion by noting, review of Chapter 15 is an ongoing process so additional adjustments may be made to sections already amended if needed. **Motion carried 4-0.**

8c) Ord. No. ****-04/23 Creating Section 15-19 of the Walworth County Code of Ordinances Relating to Hiring Below Authorized FTE

Bishop highlighted her Memorandum (Pages 33-34), which explains, some department heads have expressed interest in the authority to hire below authorized Full Time Employee (FTE). This amendment would allow the filling of positions up to 25% below the budgeted FTE if the department head feels it can be accommodated from a work load perspective. The current process to approve a reduction in FTE requires approval of the HR Committee and County Board, which is a two month process. If a qualified candidate were to request a .75 FTE, the Department Head would instead like to act quickly, with administrator approval. A decrease from 1.0 FTE to .75 FTE would have minimal budgetary impact and the candidate would still be qualified to receive health benefits. This would be available to current employees as well, if deemed eligible by the Department Head. Discussion followed. **Supervisor Monroe offered a motion, second by Supervisor Laufenberg, to approve the ordinance Creating Section 15-19 of the Walworth County Code of Ordinances Relating to Hiring Below Authorized FTE. Motion carried 4-0.**

8d) Res. No. **-04/23 Authorizing the Reclassification of a Legal Assistant I Position to a Legal Assistant II Position and the Reclassification of a Vacant Legal Assistant I Position to an Administrative Clerk III Position in the Corporation Counsel Office

Bishop explained, a vacancy in the Corporation Counsel Office has allowed Deputy Corporation Counsel Estee Scholtz to reevaluate the department's needs. Currently, there are two Legal Assistant I positions within Corporation Counsel, one of which is vacant. After review, it was determined there is a need for more administrative support, and it is being requested to decrease the vacant Legal Assistant I position to an Administrative Clerk III position. In addition, due to the increased complexity of cases, Scholtz is requesting a reclassification of the Legal Assistant I to a Legal Assistant II. This will result in a savings of \$34,468 in 2023 and an annual savings of \$1,599. **Supervisor Monroe offered a motion, second by Supervisor Laufenberg, to approve the resolution Authorizing the Reclassification of a Legal Assistant I Position to a Legal Assistant II Position and the Reclassification of a Vacant Legal Assistant I Position to an Administrative Clerk III Position in the Corporation Counsel Office. Motion carried 4-0.**

8e) Contract Award Recommendation Temporary Agency Staffing Services

Bishop reported, three vendors have been selected for Temporary Agency Staffing Services, one of which is the incumbent. **Supervisor Monroe offered a motion, second by Supervisor Ingersoll, to approve to move contract award recommendation for temporary agency staffing services forward to the Finance Committee. Motion carried 4-0.**

8f) Recruitment Marketing Presentation

Recruitment Marketing Specialist Chris Palmer gave a presentation on recruitment efforts (Pages 45-51); highlighting:

- Deputy Sheriff Position Campaign
 - Branding message and utilization of analytics
 - Marketing tools
 - Advertising platforms
 - Campaign results
- Communications Officer Campaign
 - Branding message
 - Advertising platforms
 - Campaign results
- Career fair strategies for the Sheriff's Office
- Cost analysis for completed campaigns
- Marketing for other departments utilizing content featuring current employees
- Future recruitment efforts

Reports

9a) Walworth County Employee Health Clinic Annual Report-2022

Bishop referred to the Walworth County Employee Health Clinic Annual Report-2022 (Pages 52-53), and reported an increase in patient visits from 247 in 2021 to 399 in 2022. **Supervisor Monroe offered a motion, second by Supervisor Ingersoll, to accept the Walworth County Employee Health Clinic Annual Report- 2022. Motion carried 4-0.**

9b) Open Positions Report as of March 13, 2023

Bishop reported on open FTE positions as of March 13, 2023 when this report was created. She provided an overview of her Memorandum and the report (Pages 55-57). Bishop pointed out that the recruitment status of those vacancies is provided in the last column of the report. **Supervisor Ingersoll offered a motion, second by Supervisor Laufenberg, to accept the Open Positions Report as of March 13, 2023. Motion carried 4-0.**

9c) Report of Approved Overfill of the Volunteer Coordinator position in Administration per Section 15-18 of the Walworth County Code of Ordinances

Bishop reported a three week overfill of the Volunteer Coordinator position due to the retirement of the current Volunteer Coordinator, Colleen Lesniak.

Reports/announcements by Chairperson – There were none.

Confirmation of next meeting date and time: The next meeting was confirmed for Wednesday, April 26, 2023 at 3:30 p.m.

Adjournment

On motion and second by Supervisor Monroe and Supervisor Ingersoll, Vice-Chair Ryan Simons adjourned the meeting at 4:54 p.m.