

Walworth County Board of Supervisors
Human Resources Committee Meeting Minutes
Wednesday, July 19, 2023
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: Chair Susan Pruessing (Remote); Vice-Chair Ryan Simons; and Supervisors Kathy Ingersoll, Joanne Laufenberg, and Kenneth Monroe. A quorum was declared.

Chair Pruessing turned the meeting over to Vice-Chair Simons.

Others in Attendance

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; Finance Director Jessica Conley; Sheriff Dave Gerber; Risk Manager Megan Rogers; Safety Specialist Chris Morrison; and Deputy Wayne Blanchard.

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

On motion by Supervisor Monroe, second by Supervisor Ingersoll, the June 21, 2023 Human Resources Committee meeting minutes were approved.

Public Comment – Deputy Wayne Blanchard spoke in support of approving the ordinance Amending Section 15-572 of the Walworth County Code of Ordinances Relating to County Provided Benefits, and elaborated on how this has and will impact him personally.

Unfinished Business

7a) Ord. No. ****-08/23 Amending Section 15-572 of the Walworth County Code of Ordinance Relating to County Provided Benefits

Human Resources Director Kate Bishop explained, after discussion at last month's Human Resources (HR) Committee meeting, amendments have been made to Section 15-572 of the Walworth County Code of Ordinances which will allow the accrual of vacation time/Scheduled Time Off (STO) when an employee is out on an approved worker's compensation absence. Those amendments have been brought forward for approval however, Bishop noted, further amendments may need to be made pertaining to additional changes requested by Deputy Blanchard during the Public Comment period. **Supervisor Laufenberg offered a motion, second by Supervisor Ingersoll, to approve the changes to the ordinance Amending Section 15-572 of the Walworth County Code of Ordinances Relating to County Provided Benefits, while changing the second to last sentence in paragraph (a) to read: The salary supplement would continue until they reach maximum medical improvement or until worker's compensation benefits are otherwise suspended or employment ends.** Benefits Manager Josh Pollock explained, paragraphs (c) and (d) would also need to be amended in the ordinance to add sick time because vacation time and STO were the only two benefits discussed at the previous meeting. County Administrator Mark W. Luberda provided input regarding the addition of sick time relative to the Sheriff's Office bargaining agreement. Discussion ensued. Corporation Counsel/Director of Land Use and Resource Management Michael Cotter encouraged the Committee to allow proper time to make further amendments to this ordinance. He explained, the intent of the discussion is understood but there are many moving parts. Risk Manager Megan Rogers cautioned that per Worker's Compensation Statutes, while sick time may be allowed to accrue, if sick time is utilized, there is a possibility that time could be deducted from an employee's worker's compensation benefits. Rogers advised she will research what the true effect would be and report back at the next meeting. Bishop noted, Deputy Blanchard also requested amendments be prorated back to August 1, 2022 as that is when his vacation accruals had stopped accruing. Sheriff Gerber spoke in support of these changes. Luberda discussed the potential of Wisconsin Retirement System (WRS) and/or Internal Revenue Service (IRS) penalties by having a retroactive date. Finance Director Jessica Conley advised, if there is no cash payout then there should not be any penalties. Discussion ensued regarding the timeline of decisions relative to this ordinance amendment. Bishop stated, as long as there is a retroactive date, there is no rush to approve these changes. Cotter reiterated, the Committee should not feel pressured to make a decision quickly. Discussion then focused on holding a Special HR meeting to allow amendments to be drafted and discuss further if

necessary. **Supervisor Laufenberg offered a motion, second by Supervisor Ingersoll, to amend the original motion to include adding sick time in paragraphs (c) and (d), setting a retroactive effective date of August 1, 2022, and have the ability to confirm the changes at a meeting between the County Board meeting and Agenda Setting in August. Motion carried 5-0.** Luberda clarified there is no Agenda Setting meeting in August because there are no Committee Meetings in August. Therefore, the Special HR meeting would simply be held prior to the County Board meeting. **The original motion, as amended, was approved. Motion carried 5-0.**

7b) Ord. No. ****-08/23 Amending Sections of Chapter 15 of the Walworth County Code of Ordinances Relating to Civil Service

Bishop reminded the Committee this item was brought forward by Sheriff Gerber in May requesting an amendment to the ordinance relating to Civil Service. She explained, this amendment hopes to achieve two main goals; expedite the hiring process for new deputies by eliminating Civil Service from the process; and enhance the promotional process. The Civil Service Board is in support of these changes. Gerber noted Corporation Counsel, HR, and the Sheriff's Office were all involved in this amendment process and all are in approval of the amendment. **Supervisor Monroe offered a motion, second by Supervisor Ingersoll, to approve the ordinance Amending Sections of Chapter 15 of the Walworth County Code of Ordinances Relating to Civil Service.** Supervisor Laufenberg inquired if there were portions of the ordinance currently not being followed, and if the Civil Service Board will be involved in the hiring process at all. Bishop stated there has been some language clean-up which should have been made in the past to better align with current practices. She also explained Civil Service will still be involved in the promotional process for Detective, Sergeant, Lieutenant, and Captain Positions. **Motion carried 5-0.**

New Business

8a) Proposed Updates to the 2024 Health and Prescription Plans

Bishop explained, included on Pages 29-43 of the packet is information regarding the proposed changes to the 2024 Health and Prescription Plans which is brought forward annually. She noted these recommendations may change as they get into the budget process and the budget becomes more fully developed. Pollock provided a detailed overview of his Memorandum (Pages 29-30) which outlines these proposed changes. Discussion followed.

8b) Discussion on Projected Employer and Employee Contribution Rates for Walworth County Self-Funded Insurance Plans

Bishop referred to the Memorandum from Pollock (Pages 44-46) relative to projected employer and employee contribution rates for Walworth County's self-funded insurance plans. She noted there is a proposed increase to the monthly premiums as well as a change to contribution strategy. There are no recommended changes to the 2024 dental premiums. Pollock elaborated further regarding these changes.

8c) Recommendation for Short-Term Disability, Long-Term Disability, and Basic Life and AD&D (Accidental Death & Dismemberment) Contract Award for 01-01-2024

Bishop provided an overview of Pollock's Memorandum and the analysis performed by Walworth County's insurance broker, National Insurance Services (Pages 47-53). The recommendation is to remain with Madison National Life, the incumbent, who has offered a reduced rate for Basic Life, AD&D, and Long-Term Disability (LTD) insurance, with no change in premium for Short-Term Disability (STD). **Supervisor Laufenberg offered a motion, second by Supervisor Monroe, to approve the recommendation for Short-Term Disability, Long-Term Disability, and Basic Life and AD&D (Accidental Death & Dismemberment) Contract Award for 01-01-2024. Motion carried 5-0.**

8d) Adoption of Walworth County's Employee Wellness Council 2023-2024 Operating Plan and Event Plan

Supervisor Laufenberg offered a motion, second by Supervisor Monroe, to accept the Adoption of Walworth County's Employee Wellness Council 2023-2024 Operating Plan and Event Plan. Motion carried 5-0.

Reports

9a) Mid-Year Worker's Compensation Report and Training Update

Rogers provided an overview of her report (Pages 64-69) which covers incidents from January 1, 2023- June 30, 2023. She noted, she has provided a new figure in the report for the estimated cost on claims, which she believes provides a better reflection of the claims. This year's current estimated cost for new claims is around \$320,000 whereas last year at

this time it was at \$91,000. This increase was due mainly to injuries requiring surgeries. Of the 22 incidents this year, 5 were due to slip and falls. In preparation for winter weather, Rogers has worked in collaboration with the Department of Public Works (DPW) regarding a snow removal plan. In addition, she intends on developing an awareness campaign to educate employees on winter safety. Rogers also introduced the new Safety Specialist Chris Morrison. Morrison introduced himself and provided an overview of his background. **Supervisor Laufenberg offered a motion, second by Supervisor Ingersoll, to accept the Mid-Year Worker's Compensation Report and Training Update. Motion carried 5-0.**

Reports/announcements by Chairperson – There were none.

Confirmation of next meeting date and time: Supervisor Monroe offered a motion, second by Supervisor Laufenberg, to hold a Special Human Resources Meeting on August 8, 2023 at 4:00 p.m. Motion carried 5-0.

Adjournment

On motion and second by Supervisor Monroe and Supervisor Ingersoll, Vice-Chair Simons adjourned the meeting at 4:50 p.m.