

Walworth County Board of Supervisors
Human Resources Committee Meeting Minutes
Wednesday, September 21, 2022
Walworth County Government Center, County Board Room 114
100 West Walworth Street, Elkhorn, Wisconsin

Supervisor Ken Monroe called the meeting to order at 3:30p.m.

Roll call was conducted and the following members were present: Chair Susan Pruessing; Vice-Chair Ryan Simons; Supervisors Kathy Ingersoll, Joanne Laufenberg, and Kenneth Monroe. A quorum was declared.

Others in Attendance:

County Board Supervisors: Rick Stacey, Brian Holt, Sheila Reiff, and Dennis Karbowski.

County Staff: County Administrator Mark W. Luberda; Corporation Counsel/Director of Land Use Resource Management (LURM) Michael Cotter; Director-Human Resources (HR) Kate Bishop; Benefits Manager Josh Pollock; Veterans Service Officer Nathan Bond; Walworth County Sheriff Kurt Picknell; and Director-Finance Jessica Conley.

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

On motion by Supervisor Monroe, second by Vice-Chair Simons, the July 20, 2022 Human Resources Committee meeting minutes were approved.

Public Comment – There was none.

New Business

7a) 2023 Preliminary Budget and Personnel Appeals to the Administrator's Preliminary Budget
Director-Human Resources Kate Bishop reported there was one appeal submitted and distributed at the meeting relative to the resolution Authorizing the Reclassification and Reallocation of the 1.00 FTE Communications Manager and the Creation of a 1.00 FTE Office Manager in the Administration Office. Appeal A proposes to eliminate the Administration Office Manager position. Corporation Counsel/Director-Land Use Resource Management Michael Cotter explained the rules of the appeal process. Supervisor Sheila Reiff appeared in person and posed concerns over creating a new full-time position without detailed information or a study having been performed. **Supervisor Ingersoll offered a motion, Second by Supervisor Monroe, to support the appeal.** Discussion then focused on the current staff in the Administration office; with Walworth County Administrator Mark W. Luberda detailing each position's current duties and the history of the Office Manager position. Luberda explained the increase in demand, relative to communications, with the current Office/Communication manager's time; and his reasoning for proposing to split the two positions. Luberda stated if the committee is not convinced that the position of communications yet warrants a full time position it could be left as a merged position at this time. Supervisor Monroe suggested leaving the position as a merged position and then re-evaluate at a later date with the administrator providing more data. Luberda advised that the Committee should consider reclassifying the current merged position to increase by one pay level. **Motion carried 5-0.**

7b) Request for Early Implementation of the following changes:

1. Res. No. **-10/22 Authorizing the Creation of a 0.60 FTE Deputy Medical Examiner Position in the Medical Examiner's Office

Supervisor Laufenberg offered a motion, second by Vice-Chair Simons, to approve the resolution Authorizing the Creation of a 0.60 FTE Deputy Medical Examiner Position in the Medical Examiner's Office. Motion carried 5-0.

2. Res. No. **-10/22 Authorizing the Reclassification and Reallocation of the 1.00 FTE Office Supervisor – Administration/Communication Coordinator to a 1.00 FTE Communications Manager and the Creation of a 1.00 FTE Office Manager in the Administration Office

Vice-Chair Simons offered a motion, second by Supervisor Monroe, to withdraw the resolution Authorizing the Reclassification and Reallocation of the 1.00 FTE Office Supervisor – Administration/Communication Coordinator to a 1.00 FTE Communications Manager and the Creation of a 1.00 FTE Office Manager in the Administration Office. Motion carried 5-0.

7c) Res. No. **-10/22 Adopting Insurance Premium Equivalents for 2023

Bishop stated the memo and resolution, included on Pages 12-16 of the packet, detail the recommendations for employer and employee contribution rates for the Walworth County self-funded health insurance plan. Bishop noted the recommendation for the premium to stay the same and detailed the increase in contribution strategy. **Vice-Chair Simons offered a motion, second by Supervisor Ingersoll, to approve the resolution Adopting Insurance Premium Equivalents for 2023. Motion carried 5-0.**

7d) Ord. No. **-10/22 Amending Section 15-533 of the Walworth County Code of Ordinances Relating to Premium Contributions

Bishop explained the change to premium contribution rates must be reflected in the ordinance as well. **Supervisor Ingersoll offered a motion, second by Vice-Chair Simons, to accept the ordinance Amending Section 15-533 of the Walworth County Code of Ordinances Relating to Premium Contributions. Motion carried 5-0.**

7e) Ord. No. **-10/22 Amending Section 15-359 of the Walworth County Code of Ordinances Relating to Substitute Aide and Substitute Teacher Pay

Bishop stated this increase will ensure Lakeland School stays competitive in the marketplace. **Supervisor Laufenberg offered a motion, second by Supervisor Monroe, to approve the ordinance Amending Section 15-359 of the Walworth County Code of Ordinances Relating to Substitute Aide and Substitute Teacher Pay. Motion carried 5-0.**

7f) Correspondence from Lolita Vargas regarding Estee Scholtz

Cotter stated that the claim is unfounded and recommended the correspondence be placed on file. **Vice-Chair Simons offered a motion, second by Supervisor Monroe, to place on file the Correspondence from Lolita Vargas regarding Estee Scholtz. Motion carried 5-0.**

7g) Res. No. **-10/22 Approving a Contract Settlement by and between Walworth County and Deputy Sheriffs Association for the Period of January 1, 2022 to December 31, 2024

Bishop referred to and briefly summarized Luberda's Memorandum, the resolution, and tentative contract settlement agreement (Pages 25-45). **Vice-Chair Simons offered a motion, second by Supervisor Laufenberg, to approve a Contract Settlement by and between Walworth County and Deputy Sheriffs Association for the Period of January 1, 2022 to December 31, 2024. Motion carried 5-0.**

Reports

8a) Report of Increasing Current Veteran Service Specialists positions Utilizing Available Budgeted Recovery Grants Funding for the Veteran's Benefit Navigator Program.

Bishop stated there has been a 0.50 Full-time Equivalent (FTE) position that has been difficult to recruit, the department has decided to increase the two current 0.50 FTE employees by 0.25 FTE each until the grant funding is utilized.

8b) Report of Approved Overfill of an Administrative Clerk II position in the Register of Deeds Office per Section 15-18 of the Walworth County Code of Ordinances

Bishop explained that there was a two week overlap due to training of new staff.

Reports/Announcements by Chairperson – There were none.

Confirmation of next meeting: The next meeting was confirmed for Wednesday, October 19, 2022 at 3:30 p.m.

Adjournment

On motion and second by Supervisor Monroe and Vice-Chair Simons, Chair Pruessing adjourned the meeting at 4:44 p.m.