

**Walworth County Board of Supervisors  
Human Resources Committee Meeting Minutes  
Wednesday, September 22, 2021  
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 3:37 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. Luberd; Human Resources Director Kate Bishop; Benefits Manager Lisa Henke; Director of Health and Human Services Carlo Nevicosi; Corporation Council and Director-Land Use and Resource Management Michael Cotter; County Clerk Kimberly Bushey; Director of IT Operations Jackie Giller; Area UW-Extension Director Christine Wen; Medical Examiner Gina Carver; Sheriff Kurt Picknell; Undersheriff Dave Gerber; Risk Manager Megan Rogers; Safety Specialist Rhonda Jenkins; Comptroller Todd Paprocki; Financial Systems Administrator Andy Lamping; Budget Manager Stacie Johnson; Business Office Supervisor Sarah Richards; Director of Special Education Tracy Moate; and Lakeland School Principal Trish McCullough.

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

**On motion by Supervisor Monroe, second by Supervisor Simons, the July 21, 2021 Human Resources Committee meeting minutes were approved.**

**Public Comment** – There was none.

**New Business**

7a) 2022 Preliminary Budget and Personnel Appeals to the Administrator's Preliminary Budget  
There were no personnel appeals received for the 2022 Administrator's Preliminary Budget.

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

- a. Resolution No. \*\*-10/21 Authorizing Specific Personnel Changes in the Department of Recovery Grants (ARPA)

Human Resources Director Kate Bishop stated there are three positions being requested for early implementation within the Department of Recovery Grants. These American Rescue Plan Act (ARPA) funded positions include: a Human Resources Generalist position in the Human Resources Department, a Systems Analyst Developer position in the Information Technology (IT) Department, and a Buyer position in the Finance Department. Bishop elaborated on the need for the early implementation of the Human Resources Generalist position in her department.

- b. Resolution No. \*\*-10/21 Authorizing the Creation of a Deputy Director-Special Education at Lakeland School

Bishop noted the intent of this request is to ensure a smooth transition of key positions as current employees are approaching retirement age.

- c. Resolution No. \*\*-10/21 Authorizing the Reclassification of a 1.00 FTE IT Project Coordinator to a 1.00 FTE Administrative Clerk III in the IT Department

Bishop explained this position is currently vacant with funds available. This reclassification to a lower position will result in a savings for the year. Due to the workload in IT, early implementation will be beneficial.

- d. Resolution No. \*\*-10/21 Authorizing the Reclassification and Reduction of a 1.00 FTE Administrative Clerk III position to a 0.60 FTE Receptionist/Clerk position in UW Extension

Bishop briefly elaborated on the memo and draft resolution included in pages 16-18 of the packet. Due to the current vacancy, early implementation would be beneficial to the department. This reclassification will also result in an annual savings of \$20,656. This change will include the addition of a Marketing Specialist through a partnership with the University of Wisconsin (UW) team.

- e. Resolution No. \*\*-10/21 Authorizing the Creation of a 0.60 FTE Deputy Medical Examiner Position in the Medical Examiner's Office and the Transfer of a 0.25 FTE Administrative Assistant Position from the Medical Examiner's Office to Administration

Bishop highlighted Medical Examiner Gina Carver's memo and draft resolution included in pages 19-22 of the packet. Supervisor Nancy Russell spoke in support of this request.

**Supervisor Simons offered a motion, second by Supervisor Ingersoll, to recommend approval of items 7b)a. through 7b)e. requesting early implementation. Motion carried 5-0.**

- 7c) Resolution No. \*\*-10/21 Authorizing the Increase of a 0.50 FTE Occupational Therapist Position to a 1.00 FTE and the Reduction of a 0.60 FTE Occupational Therapist Position to a 0.10 FTE for the Children with Disabilities Education Board

Bishop noted the reason why this was not included in 2022 Preliminary Budget is because the vacancies occurred after that process. This change will better suit the needs of the department and assist in the recruitment process. **Supervisor Ingersoll offered a motion, second by Supervisor Monroe, to accept the Resolution Authorizing the Increase of a 0.50 FTE Occupational Therapist Position to a 1.00 FTE and the Reduction of a 0.60 FTE Occupational Therapist Position to a 0.10 FTE for the Children with Disabilities Education Board. Motion carried 5-0.**

- 7d) Resolution No. \*\*-10/21 Authorizing the Reclassification of a 0.50 FTE Administrative Clerk III Position to a 0.50 FTE Administrative Clerk I Position in the Child Support Division of Corporation Counsel

Bishop explained this is another change not included in the 2022 Preliminary Budget due to the vacancy occurring in August. This reclassification will result in a savings of \$11,572 for 2021 and an annual savings of \$3,449. **Supervisor Simons offered a motion, second by Supervisor Monroe, to approve Resolution Authorizing the Reclassification of a 0.50 FTE Administrative Clerk III Position to a 0.50 FTE Administrative Clerk I Position in the Child Support Division of Corporation Counsel. Motion carried 5-0.**

- 7e) Resolution No. \*\*-10/21 Adopting Insurance Premium Equivalents for 2022

Bishop stated the memo and resolution included in pages 29-34 of the packet details the recommendations for employer and employee contribution rates for the Walworth County self-funded health insurance plan. There is an estimated increase of \$829,463 to the insurance rates for the county due to the 9.5% increase in the current monthly premium and the change to the contribution strategy. **Supervisor Simons offered a motion, second by Supervisor Monroe, to approve Resolution Adopting Insurance Premium Equivalents for 2022. Motion carried 5-0.**

7f) Ordinance No. \*\*\*\*-10/21 Amending Section 15-533 of the Walworth County Code of Ordinances  
Relating to Premium Contributions

Bishop explained, since there is a proposed resolution to change the premium contribution rates, those changes will need to be reflected in the ordinance as well. **Supervisor Ingersoll offered a motion, second by Supervisor Simons, to accept changes to Ordinance Amending Section 15-533 of the Walworth County Code of Ordinances Relating to Premium Contributions. Motion carried 5-0.**

7g) Contract award recommendation for Occupational Health Services for November 1, 2021

Bishop stated it is time for renewal of the Occupational Health Services contract. The recommendation is to remain with the current service provider, Advocate Aurora Health. **Supervisor Simons offered a motion, second by Vice Chair Stacey, to approve contract award recommendation for Occupational Health Services for November 1, 2021. Motion carried 5-0.**

7h) Ordinance No. \*\*\*\*-10/21 Amending Section 15-333 of the Walworth County Code of Ordinances  
Relating to Pay Plan Administration

Bishop explained this amendment will assist with the recruitment of jail and correctional officers. As currently written, section 15-333 (q) creates limitations in allowing higher pay to an individual with extensive experience. Therefore, the request is to remove section 15-333 (q) entirely and the ability to hire above the minimum pay rate would fall under section 15-333 (e). **Supervisor Monroe offered a motion, second by Supervisor Simons, to approve Ordinance Amending Section 15-333 of the Walworth County Code of Ordinances Relating to Pay Plan Administration. Motion carried 5-0.**

7i) Ordinance No. \*\*\*\*-10/21 Amending Section 15-321 of the Walworth County Code of Ordinances  
Relating to Overtime Pay

Bishop referenced the memo included in page 47 of the packet which explains the reasoning for this amendment. The request involves adding language allowing overtime pay for sworn command staff for hours worked related to Wisconsin Department of Transportation (WIDOT) Traffic Safety Grants. Additionally, rather than specifically referring to concerts at Alpine Valley, the verbiage has been changed to state special events at Alpine Valley. Overtime hours worked related to Alpine Valley special events or grants is paid entirely by the venue operator or grant funding. **Supervisor Ingersoll offered a motion, second by Supervisor Monroe, to accept the changes to Ordinance Amending Section 15-321 of the Walworth County Code of Ordinances Relating to Overtime Pay. Motion carried 5-0.**

7j) Introduction of the Risk Manager and Safety Specialist

Risk Manager Megan Rogers and Safety Specialist Rhonda Jenkins introduced themselves and provided information pertaining to their professional background. They also spoke of their future plans for their respective departments in Walworth County. County Administrator Mark W. Luberda spoke of the benefits to the county related to these two positions. He also noted the Risk Manager and Safety Specialist fall within a sub-division of the Administration Department.

## Reports

8a) Update on staffing related to COVID-19

Bishop provided an update as it relates to pandemic related positions in Health and Human Services (HHS) and Lakeland Health Care Center (LHCC.) She highlighted vital positions which are being requested to be permanent as part of the 2022 Preliminary Budget process. **Supervisor Ingersoll offered a motion, second by Supervisor Monroe to accept the update on staffing related to COVID-19. Motion carried 5-0.**

8b) Report of Ordinance No. 1236-04/21 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  
Administrator Luberda noted the authority listed in this ordinance will be expiring on November 17th. This will be back as an action item for consideration next month to determine the recommendations for continued needs as it relates to this ordinance.

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

**Confirmation of next meeting:** The next meeting was confirmed for Wednesday, October 20, 2021 at 3:30 p.m.

### **Adjournment**

**On motion by Supervisor Monroe, second by Supervisor Simons, Chair Pruessing adjourned the meeting at 4:17 p.m.**

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Submitted by Lindsey Ross, Administrative Assistant. Meeting minutes were approved by the Human Resources Committee at the October 21, 2021 meeting.