

**Walworth County Board of Supervisors
Human Resources Committee Meeting Minutes
Wednesday, October 19, 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: Brian Holt, Sheila Reiff, and Rick Stacey.

County Staff: County Administrator Mark W. Lubarda; Corporation Counsel/Director of Land Use Resource Management (LURM) Michael Cotter; Director-Human Resources Kate Bishop; Benefits Manager Josh Pollock; Nursing Home Administrator Denise Johnson; Recruiting Specialist Christopher Palmer; and Director-Finance Jessica Conley.

Members of the Public: Tom Jocz, Senior Practice Leader Employee Benefits Hausmann Group.

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 September 21, 2022 Human Resources Committee meeting minutes were approved.

Public Comment – There was none.

New Business

7a) Contract award recommendation for the County's Stop Loss Insurance for the Health Insurance Fund
Director-Human Resources Kate Bishop introduced Tom Jocz with the Hausmann Group; who provided detailed information relative to the County's Stop Loss Insurance for the Health Insurance Fund, and recommended the change in service provider from Sun Life to Voya. **Vice-Chair Simons offered a motion, second by Supervisor Monroe, to approve the contract award recommendation for the County's Stop Loss Insurance for the Health Insurance Fund and to recommend to the Finance Committee. Motion carried 5-0.**

7b) Res. No. **-11/22 Authorizing Position Changes by Department Based on the 2023 Budget
Supervisor Monroe offered a motion, second by Vice-Chair Simons, to approve the resolution Authorizing Position Changes by Department Based on the 2023 Budget. Motion carried 5-0.

7c) Res. No. **-11/22 Adopting 2023 Pay Ranges for Certain Non-Represented Hourly Employees and Salaried Exempt Employees
Supervisor Ingersoll offered a motion, second by Vice-Chair Simons, to accept the resolution Adopting Pay Ranges for Certain Non-Represented Hourly Employees and Salaried Exempt Employees. Motion carried 5-0.

7d) Res. No. **-11/22 Adopting 2023 Pay Ranges for Certain Casual Employees
Bishop explained that this resolution applies the pay increase to casual positions (positions that do not have a regular schedule); and highlighted the few positions increasing by more than 3.5%. **Supervisor Monroe offered a motion, second by Vice-Chair Simons, to approve the resolution Adopting 2023 Pay Ranges for Certain Casual Employees. Motion carried 5-0.**

7e) Ord. No. ****-11/22 Amending Sections of Chapter 15 of the Walworth County Code of Ordinances Relating to Changes Incorporated in the 2023 Budget
Vice-Chair Simons offered a motion, second by Supervisor Monroe, to approve the ordinance Amending Sections of Chapter 15 of the Walworth County Code of Ordinances Relating to Changes Incorporated in the 2023 Budget. Motion carried 5-0.

7f) Potential Budget Amendment for the 2023 Preliminary Budget: Memo from Supervisor Sheila Reiff Regarding Administration Communications Coordinator Position and Addition of Office Limited Term Employee (LTE) Supervisor Sheila T. Reiff shared that County Board Chair Rick Stacey and herself discussed options for this amendment with Walworth County Administrator Mark W. Luberda just prior to this meeting, and have developed an amendment to the Proposed Potential Budget Amendment for the 2023 Preliminary Budget. Reiff detailed the revisions:

1. Communications/Office Manager position would become a 1.0 Full-Time Equivalent (FTE) Communications Manager with staff being relocated to Land Use and Resource Management Department in the Government Center
2. Administration Administrative Assistant will become a job share-.5 FTE Administration/.5 FTE Information Technology (IT), with mileage being paid for travel between the Judicial Center and Government Center
3. 1.0 FTE Office Supervisor position to be created in the Administration Department

Supervisor Reiff advised that the updated amendment will be presented at Finance Committee tomorrow. Director-Finance Jessica Conley explained the net change for the potential budget amendment will be the addition of .4 FTE, and total cost is \$64,422. Conley stated a funding source would need to be identified for this change and recommended reducing the Road and Bridge Levy allocation to ensure a net levy impact of \$0. **Vice-Chair Simons offered a motion, second by Supervisor Monroe, to recommend the budget amendment to the Finance Committee as presented verbally by Supervisor Reiff.** Luberda suggested adding a recommendation of resolution for early implementation. **On motion and second by Vice-Chair Simons and Supervisor Monroe, the motion was amended to include a recommendation for early implementation of the proposed position changes.** Discussion then focused on recruitment strategies for the proposed office supervisor position, and Luberda's goal to recruit an individual with proficiency in working independently. **Motion carried 4-1 (Ingersoll).**

7g. 2023 Benefits Enhancements

Benefits Manager Josh Pollock gave a brief summation of his Memorandum included on Pages 47-58 of the packet.

7h. Viewing of Various Recruitment Videos for Walworth County

The Committee viewed two of the newly created recruitment videos. Bishop announced that the videos will be shared via social media two at a time beginning next week and individual departments will add the videos to their websites the week after next.

Reports/Announcements by Chairperson – There were none.

Confirmation of next meeting: The next meeting was confirmed for Wednesday, November 16, 2022 at 3:30 p.m.

Adjournment

On motion and second by Supervisor Monroe and Vice-Chair Simons, Chair Pruessing adjourned the meeting at 4:39 p.m.

Submitted by Jennifer Stinnett, Administrative Assistant. Meeting minutes were approved by the Human Resources Committee at the November 16, 2022 meeting.