

**Walworth County Board of Supervisors
Human Resources Committee Meeting Minutes
Wednesday, October 20, 2021
Walworth County Government Center, County Board Room 114
100 West Walworth Street, Elkhorn, Wisconsin**

Chair Susan Pruessing called the meeting to order at 4:08 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. Luberdia; Human Resources Director Kate Bishop; and Undersheriff Dave Gerber.

Supervisor Simons requested Items #7 g) and #7 i) be tabled to next month. **On motion by Supervisor Simons, second by Supervisor Monroe, the agenda, as amended, was approved.**

On motion by Supervisor Ingersoll, second by Supervisor Simons, the September 22, 2021 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 reiterated that the County's Stop Loss Insurance, in reference to the Health Insurance Fund, is reviewed annually. She introduced Nicole Dahl from M3 Insurance who gave a summation of the document Walworth County 2022 Stop Loss Renewal Summary and Recommendation which was included in the packet (Pages 5-13.) **Supervisor Ingersoll offered a motion, second by Supervisor Simons, to approve the contract award recommendation for the County's Stop Loss Insurance for the Health Insurance Fund and forward to the Finance Committee. Motion carried 5-0.**

7b) Contract award recommendation for the County's Prescription Drug Plan Bishop shared that M3 conducted a review of the county's Pharmacy Benefit Manager Program that provides prescription drugs to members on the health plan. Dahl proceeded to give a summation of the Walworth County 2022 Pharmacy Contract & Pricing Update included in the packet (Pages 14-22.) **Supervisor Monroe offered a motion, second by Supervisor Simons, to approve the contract award recommendation for the County's Prescription Drug Plan. Motion carried 5-0.**

7c) Resolution No. **-11/21 Authorizing Position Changes by Department Based on the 2022 Budget Bishop stated this authorization is part of the budget process every year in October, and it solidifies all the county positions for 2022. She noted that the authorized positions by department were attached to the resolution and noted the total Full Time Equivalent (FTE) count was reduced from 871.355 employees to 858.525. **Supervisor Simons offered a motion, second by Supervisor Ingersoll, to approve the resolution Authorizing Position Changes by Department Based on the 2022 Budget. Motion carried 5-0.**

7d) Resolution No. **-11/21 Adopting 2022 Pay Ranges for Certain Non-Represented Hourly Employees and Salaried Exempt Employees

Bishop stated this resolution will allow the 2% pay increase for next year. Bishop referenced her Memorandum included in the packet (Pages 36-37); noting special increases for the following:

- Correctional and Communications Officers (Sheriff's Office)
- Maintenance Technician (DPW)
- Various Positions (LHCC)

Bishop advised that the pay tables were included in the packet (Pages 41-57); and the fiscal impact for these increases equals \$850,591.64. **Supervisor Simons offered a motion, second by Supervisor Monroe, to approve the resolution Adopting 2022 Pay Ranges for Certain Non-Represented Hourly Employees and Salaried Exempt Employees. Motion carried 5-0.**

7e) Resolution No. **-11/21 Adopting 2022 Pay Ranges for Certain Casual Employees

Bishop stated this resolution applies the 2% increase to certain positions that are Limited Term Employment (LTE.) **Supervisor Ingersoll offered a motion, second by Supervisor Simons, to approve the resolution Adopting 2022 Pay Ranges for Certain Casual Employees. Motion carried 5-0.**

7f) Resolution No. **-11/21 Authorizing a One-Time Premium Payment for Communications and Corrections

Bishop stated recruitment is a struggle in both Communications and Corrections. She reiterated that the 2022 budget truncates the pay table and increased the bottom scale for both positions, but couldn't fit in extending the top scale. In an effort to provide acknowledgement for tenured employees a one-time payment ranging from \$150 to \$1,550 will be distributed to Communications and Corrections Officers; based on a minimum tenure of five years and how much overtime was worked from March to August. Bishop noted that the fiscal impact of this payment equals \$49,800, and was included in the 2022 budget. **Supervisor Monroe offered a motion, second by Supervisor Simons, to approve the resolution Authorizing a One-Time Premium Payment for Communications and Corrections. Motion carried 5-0.**

7g) Ordinance No. **-11/21 Amending Section 15-520 of the Walworth County Code of Ordinances Relating to Holiday Schedules and Pay Provisions

This ordinance was tabled to the November meeting during agenda withdrawals.

7h) Ordinance No. ****-11/21 Amending Section 15-363 of the Walworth County Code of Ordinances Relating to Pay Plan Administration

Bishop stated that the Sheriff's Office budget included an increase to the uniform cost pay out for officers. The increase distributes a payment of \$175 to each officer, to be paid in the first pay period of July and December. She noted the fiscal impact equals \$4,500. **Supervisor Monroe offered a motion, second by Supervisor Simons, to approve the Ordinance Amending Section 15-333 of the Walworth County Code of Ordinances Relating to Uniforms-Corrections Division. Discussion ensued. Motion carried 5-0.**

7i) Ordinance No. ****-11/21 Amending Section 15-359 of the Walworth County Code of Ordinances Relating to Special Pay Premiums in Communications and Corrections

This ordinance was tabled to the November meeting during agenda withdrawals.

7j) Ordinance No. ****-11/21 Amending Section 15-810 of the Walworth County Code of Ordinances Relating to Drug or Alcohol Testing

Risk Manager Megan Rogers referenced her Memorandum (Pages 75-76); indicating the areas in which the County Ordinance requires updated language to comply with Occupational Safety and Health Administration (OSHA) regulation standards. Rogers noted this change will require training of leadership, and she will work with Human Resources to coordinate. **Supervisor Simons offered a motion, second by Supervisor**

Monroe, to approve the ordinance Amending Section 15-810 of the Walworth County Code of Ordinances Relating to Drug or Alcohol Testing. Motion carried 5-0.

7k) Ordinance No. ****-11/21 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 Authorizations as Previously Approved.

County Administrator Mark W. Lubberda referred to his Memorandum (Page 79); noting that the Health and Humans Services Board recommended this ordinance, as written, at their meeting held earlier in the day.

Supervisor Simons offered a motion, second by Supervisor Ingersoll, to approve the ordinance 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 Authorizations as Previously Approved. Motion carried 5-0.

Reports

8a) Update on staffing related to COVID-19

Bishop stated her Memorandum (Pages 84-86) details the pandemic positions to be eliminated and/or made permanent positions for 2022. Bishop shared that the report on staffing related to COVID-19 will no longer be an agenda item in 2022, due to the pandemic positions no longer existing. Lubberda clarified this specific report will go away, but per ordinance, the Committee would be notified if certain authorities are utilized; such as hiring LTE positions.

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

Bishop confirmed that under this ordinance, any hiring of Limited Term Employees (LTEs) would be required to be communicated to the Committee.

Reports/Announcements by Chairperson – There were none.

Confirmation of next meeting: The next meeting was confirmed for Wednesday, November 17, 2021 at 3:30 p.m.

Adjournment

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

Submitted by Jennifer Stinnett, Administrative Assistant. Meeting minutes were approved by the Human Resources Committee at the November 17, 2021 meeting.