

SHEBOYGAN COUNTY HUMAN RESOURCES COMMITTEE MINUTES

Administration Building
508 New York Avenue – Room 302
Sheboygan WI 53081

January 27, 2022

Called to Order: 3:30 PM

Adjourned: 4:31 PM

MEMBERS PRESENT: Chair Fran Damp, Vice Chair Roger TeStroete, and Secretary Ed Procek

ALSO PRESENT: **In Person:** Human Resources Director Dennis Miller, Building Services Director Jim TeBeest, Register of Deeds Ellen Schleicher and Code Administrator Kevin Stange
Remote: Committee Members Kathleen Donovan, Charlette Nennig, Supervisor Brian Hoffmann, Transportation Director Greg Schnell, Sheriff Cory Roeseler, Health and Human Services Director Matt Strittmater

Chairperson Damp called the meeting to order at 3:30 PM, in Conference Room 302 of the Administration Building. Chairperson Damp confirmed the meeting was posted January 26, 2022, 2021 at 1:00 PM, in compliance with the open meeting law.

A motion to approve the minutes of December 9, 2021, and January 12, 2022 as presented was made by Supervisor TeStroete. Supervisor Procek seconded the motion. Motion carried unanimously.

Building Services Director Jim TeBeest requested approval for blanket Vacant Position Requests for Cleaner and Maintenance Technician. A motion was made by Supervisor TeStroete granting approval. Supervisor Procek seconded the motion. Motion carried unanimously.

Transportation Director Greg Schnell requested approval for a temporary increase for a Maintenance Technician to Welder. A motion was made by Supervisor TeStroete granting approval. Supervisor Procek seconded the motion. Motion carried unanimously.

Transportation Director Greg Schnell requested approval for a change in Table of Organization (Eliminating One Senior Maintenance Technician/Maintenance Worker/Maintenance Technician and Adding One Maintenance Supervisor.) A motion was made by Supervisor Procek granting approval. Supervisor TeStroete seconded the motion. Motion carried unanimously.

On behalf of Rocky Knoll Administrator Kayla Clinton, Human Resources Director Dennis Miller requested approval for a change in Table of Organization (add Full Time Health Information Assistant Director and Eliminate Part Time Health Unit Coordinator.) A motion was made by Supervisor Donovan granting approval. Supervisor Nennig seconded the motion. Motion carried unanimously.

On behalf of Clerk of Courts Melody Lorge, Human Resources Director Dennis Miller requested approval for a change in Table of Organization (add Full Time Judicial Assistant.) A motion was made by Supervisor Donovan granting approval. Supervisor Nennig seconded the motion. Motion carried unanimously.

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Sheriff Cory Roeseler requested approval for Vacant Position Request for Limited Term Employee (LTE) for Dispatch. A motion was made by Supervisor TeStroete granting approval. Supervisor Procek seconded the motion. Motion carried unanimously.

Register of Deeds Ellen Schleicher requested approval for the promotion of an Administrative Assistant to an Administrative Specialist. A motion was made by Supervisor Procek granting approval. Supervisor Donovan seconded the motion. Motion carried unanimously.

Health and Human Services Director Matt Strittmater requested approval for the Vacant Position Request for Senior Financial Analyst. A motion was made by Supervisor TeStroete granting approval. Supervisor Procek seconded the motion. Motion carried unanimously.

Health and Human Services Director Matt Strittmater requested approval for a change in Table of Organization (Eliminate Human Services Assistant and Add Senior Human Services Assistant) to include the promotion of a Human Services Assistant to Senior Human Services Assistant. A motion was made by Supervisor Procek granting approval. Supervisor Nennig seconded the motion. Motion carried unanimously.

Health and Human Services Director Matt Strittmater requested approval for the Vacant Position Request for a Limited Term Employee (LTE) for the Aging and Disability Resources Center contingent upon Health and Human Services Committee approval. A motion was made by Supervisor Procek granting approval. Supervisor Donovan seconded the motion. Motion carried unanimously.

Health and Human Services Director Matt Strittmater requested approval for the Vacant Position Request for Software Administrator contingent upon Health and Human Services Committee approval. A motion was made by Supervisor TeStroete granting approval. Supervisor Nennig seconded the motion. Motion carried unanimously.

Human Resources Director Dennis Miller reviewed the process of Blanket Vacant Position Requests for positions that are either 24/7 and/or similar like position throughout the department with the Committee. It was noted that the anticipation of other blanket requests in the near future would be very low.

Human Resources Director Dennis Miller discussed changes forthcoming to Chapter 47 due to market conditions along with budgetary restrictions verbiage being added.

Human Resources Director Dennis Miller requested approval for the Vacant Position Request for Human Resources Manager and overlap coverage. A motion was made by Supervisor Procek granting approval. Supervisor TeStroete seconded the motion. Motion carried unanimously.

Human Resources Director Dennis Miller requested approval for the Vacant Position Request for a Human Resources Generalist/Limited Term Employee along with ARPA funding. A motion was made by Supervisor TeStroete granting approval along with moving forward with the request for ARPA funding. Supervisor Donovan seconded the motion. Motion carried unanimously.

A motion to approve the vouchers as presented was made by Supervisor Procek. Supervisor Donovan seconded the motion. Motion carried unanimously.

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A motion was made by Supervisor Procek granting authorization for Human Resources Manager Penny Elsner to sign off on documents for those who attended remotely and were presented during the January 27, 2022 meeting. Supervisor Nennig seconded the motion. Motion carried unanimously.

A motion to adjourn was made by Supervisor TeStroete. Supervisor Donovan seconded the motion. Motion carried unanimously with adjournment at 4:31 PM.

Penny Elsner

Recording Secretary

Ed Procek

Secretary