

NOTICE OF MEETING

HUMAN RESOURCES COMMITTEE
February 12, 2024 3:30 PM

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

Remote Access: +1-216-508-0648

Meeting ID: 411 062 297#

Virtual: <https://meet.google.com/rma-uxpu-bhz>

Members of the Committee may be appearing remotely. Persons wanting to observe the meeting are encouraged to listen remotely.

* AGENDA *

Call to Order

Certification of Compliance with Open Meeting Law

Approval of Minutes - Human Resources Committee – January 22, 2024

Rocky Knoll Health Care Center Administrator, Kayla Clinton

- Consideration of Change to the Table of Organization

Transportation Department Director, Bryan Olson

- Consideration of Equity Adjustment
- Consideration to Hire Above the Midpoint (2)
- Consideration of Departmental Policies specific to Lake Breeze Aviation

Sheriff, Cory Roessler

- Consideration of Equity Adjustments for Sworn Supervisors

Human Resources Director, Dave Loomis

- Consideration of Human Resources Policies (3)
- Human Resources Department Updates and Comments

Review and Approve Vouchers

Approval of Attendance at Other Meetings or Functions

Adjourn

Prepared by:
Dave Loomis
Recording Secretary

Edward Procek
Committee Chairperson

NOTES: The Committee welcomes all visitors to listen and observe, but only Committee members and those invited to speak will be permitted to speak.

A majority of the members of the County Board of Supervisors or of any of its committees may be present at this meeting to listen, observe and participate. If a majority of any such body is present, their presence constitutes a "meeting" under the Open Meeting Law as interpreted in *State ex rel. Badke v. Greendale Village Board*, 173 Wis. 2d 553 (1993), even though the visiting body will take no action at this meeting.

Posted February 9, 2024 at 2:30PM

Wis. Stat. §19.84 requires that each meeting of a governmental body be preceded by a public notice setting forth the time, date, place, and subject matter of meeting. This Notice and Agenda is made in fulfillment of this obligation. Electronic versions of this Notice and Agenda may hyperlink to documents being circulated to members in anticipation of the meeting and are accessible to the public for viewing. Additions, subtractions, or modifications of the hyperlinked materials do not constitute an amendment to the meeting agenda unless expressly set forth in an Amended Notice and Agenda. Members of the public are encouraged to check from time to time before the meeting to see whether the hyperlinked content has been changed from what was originally posted.

Persons with disabilities needing assistance to attend or participate are asked to notify the Human Resources Department, 920.459.3105 prior to the meeting so that accommodations may be arranged.

SHEBOYGAN COUNTY HUMAN RESOURCES COMMITTEE MINUTES

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

January 22, 2024

Called to Order: 2:00 PM

Adjourned: 2:11 PM

MEMBERS PRESENT: Chair Edward Procek, Member(s) Kathleen Donovan, Carl Nonhof

Remote: Vice Chair Tom Wegner, Secretary Christian Ellis

MEMBERS ABSENT: None

ALSO PRESENT: **In Person:** Kayla Clinton and Dave Loomis

Remote: None

Chair Procek called the meeting to order at 2:00 PM, in Conference Room 302 of the Administration Building. Chair Procek confirmed the meeting was posted January 19, 2024 at 1:00 PM, in compliance with the open meeting law.

A motion to approve the minutes of January 8, 2024 as presented was made by Supervisor Donovan. Supervisor Nonhof seconded the motion. Motion carried.

Rocky Knoll Health Care Center Administrator, Kayla Clinton requested approval of a Table of Organization change. A motion was made by Supervisor Donovan granting approval. Supervisor Nonhof seconded the motion. Motion carried.

Rocky Knoll Health Care Center Administrator, Kayla Clinton requested approval of a second Table of Organization change. A motion was made by Supervisor Nonhof granting approval. Supervisor Donovan seconded the motion. Motion carried.

Human Resources Director, David Loomis provided an update regarding the Human Resources Department including staffing of the department, safety committee, and the work being done around the compensation program including benchmarking other government agencies on the use of incentive-based compensation.

A motion to approve the vouchers was made by Supervisor Donovan. Supervisor Ellis seconded the motion. Motion carried.

A motion to have Supervisor's Wegner and Ellis's signatures added to the vouchers was made by Supervisor Wegner. Supervisor Ellis seconded the motion. Motion carried.

There were no requests for approval of attendance at other meetings or functions.

A motion to adjourn was made by Supervisor Donovan. Supervisor Nonhof seconded the motion. Motion carried with adjournment at 2:11 PM.

David Loomis

Recording Secretary

Christian Ellis

Secretary

**REQUEST FOR CHANGE IN
DEPARTMENTAL TABLE OF ORGANIZATION**

Department: Rocky Knoll	Date: 2/8/24
Effective Date of Change:	2/12/24

It is strongly suggested that you consult with the Human Resources Department before submitting any request for change in the table of organization to your liaison committee.

TABLE OF ORGANIZATION CHANGE REQUESTED

List all the positions in your department (or a sub-unit of the department) which are either currently on the table of organization or are being proposed as new positions. Each job title should be listed on a separate line. For each job title, list *either* the number of full-time and part-time positions, *or* the authorized FTE, currently on the T/O and the number that will be on the T/O if this request is approved.

JOB TITLE	CURRENT			PROPOSED		
	FT	PT	FTE	FT	PT	FTE
CNA Trainee	0	0	0	4	6	8
TOTALS	0	0	0	4	6	8

NEW POSITIONS CREATED

If any new positions are requested, please describe very briefly (one or two sentences) the essential work to be performed by each new position, and give a proposed pay grade (union or non-union) for the position. Consult with the HR Director regarding pay grades for any new classifications.

Challenges to hire Certified Nursing Assistants to care for our residents continues to be a significant challenge. Implementing paid CNA Trainee positions creates a path for non-certified caregivers to learn and develop skills required to earn certification as a nursing assistant.

BUDGET

Identify the specific source of funding for any new or additional positions being requested. Deletion of other positions may be used as a source of funding only if the positions

being deleted are specifically identified in your department's budget spreadsheet as submitted to the County Administrator during the budget process.

<i>Job Title</i>	<i>Cost-Rest of Year</i>	<i>Cost-Annual</i>	<i>Source of Funds</i>
CNA Trainee	386,114	\$445,184	Open CNA Positions

RATIONALE

Briefly summarize the reasons for the requested change in the table of organization.

The CNA Trainee will be employed by Sheboygan County Rocky Knoll. CNA Trainees will begin earning a paycheck immediately while working directly with residents and supporting our nursing department. CNA Trainees will be provided the necessary training through Lakeshore Technical College. After earning certification, CNA Trainees will work as a CNAs at our Rocky Knoll for at least 12 months.

ADDITIONAL INFORMATION

Is there any other information that the liaison committee or Human Resources Committee ought to have when considering this change? You may attach additional documentation if you wish.

ACTION TAKEN

Department Head Determination:

Approved Denied

Date: 2/6/24

Signature: *Kay Chase*

Liaison Committee Action:

Approved Denied

Date: 2/8/2024

Committee Chair: *Jeanelle Bloman*

Human Resources Committee:

Approved Denied

Date: _____

Committee Chair: _____

Distribution: After department head determination, distribute to liaison committee with copies to County Administrator and Human Resources Director. After liaison committee approval, submit signed original to Human Resources Director.