

NOTICE OF MEETING

HUMAN RESOURCES COMMITTEE

May 9, 2022

3:30 PM

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

To Join the Meeting Remotely - Dial

+1-216-508-0648

Enter Meeting ID: 411 062 297#

Or 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

Correspondence – None at time of mailing

District Attorney Joel Urmanski – Consideration of Vacant Position Request for Victim Witness Coordinator

Rocky Knoll Administrator Kayla Clinton - Consideration of Vacant Position Request for Area Nurse Manager
- Consideration of Vacant Position Request for Health Center Supervisor- Assistant Administrator
- Consideration of Pay Policy Exception Request

Finance Director Wendy Charnon - Consideration of Vacant Position Request for Staff Accountant

Transportation Director Greg Schnell - Consideration of reclassification of the DBM for the Assistant Surveyor/Engineer

Review and Approve Vouchers

Approval of Attendance at Other Meetings or Functions

Adjourn

Prepared by:

Hollynn Gahagan, Phone: 459-6481
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.

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 Penny Elsner, 920.459.6481 prior to the meeting so that accommodations may be arranged.

Posted May 6, 2022 3:00 PM



WISCONSIN

Sheboygan County VACANT POSITION REQUEST

(To be completed for all vacant positions)

Date: 4/6/2022
To: Law Committee Members
From: Joel Urmanski

Position Request:

Position: Victim Witness Coordinator
Reason for Vacancy: Retirement

Justification:

The open position is contained within the Office's current table of organization. The position is in charge of supervising the Victim Witness Office. We also ask that the domino effect this position may have be filled with this request as well.

Staffing Consideration:

Department has considered all alternate options as it relates to overall staff needs? Yes No

Budget Consideration:

Is this position within the Department's annual operation budget? Yes No
If not, please state the amount over budget as well as the proposed source of funds: Click here to enter text.

Costs:

The annual costs associated with the position (current year's wage & benefit rates):

Wages	Benefits	Total
\$56,725	\$33,800	\$90,525

(Note: Costs for health and dental benefits should be net costs, after subtracting revenue from employee contributions.)

County Administrator/Department Head Signature [Signature] Date: 4/28/22
 Liaison Committee Signature [Signature] Date: 5/4/22
 Human Resources Committee Signature _____ Date: _____

Form Process:

1. County Administrator/Department Head completes VPR.
2. County Administrator/Department Head presents VPR to Liaison Committee for approval/signature.
3. Department Head forwards VPR to HR for Human Resources Committee approval/signature (salaried positions only).
4. HR begins recruitment process.

08/2015

Human Resources Director [Signature] Date 05/05/2022



Sheboygan County

VACANT POSITION REQUEST

(To be completed for all vacant positions)

Date: 4/13/2022
To: Health Care Center Committee Members
From: Kayla Clinton

Position Request:
Position: Area Nurse Manager
Reason for Vacancy: Resignation

Justification:
 We are requesting to post the position of full-time area nurse manager as there has been a resignation in the department.

Staffing Consideration:
 Department has considered all alternate options as it relates to overall staff needs? Yes No

Budget Consideration:
 Is this position within the Department's annual operation budget? Yes No
 If not, please state the amount over budget as well as the proposed source of funds: [Click here to enter text.](#)

Costs:
 The annual costs associated with the position (current year's wage & benefit rates):

Wages	Benefits	Total
\$76,000	\$37,462	\$113,462

(Note: Costs for health and dental benefits should be net costs, after subtracting revenue from employee contributions.)

County Administrator/Department Head Signature *F. De* Date: 4/18/22
 Human Resources Director Signature *Heidi A. Milk* Date: 04/14/2022
 Liaison Committee Signature *Jacqueline Redman* Date: 4/13/2022
 Human Resources Committee Signature _____ Date: _____

Form Process:

1. County Administrator/Department Head completes VPR.
2. County Administrator/Department Head refers to Human Resources Director for approval.
3. County Administrator/Department Head presents VPR to Liaison Committee for approval/signature.
4. County Administrator/Department Head forwards VPR to HR for Human Resources Committee approval/signature (Salaried Positions Only.)
5. HR begins recruitment process.



Sheboygan County

VACANT POSITION REQUEST

(To be completed for all vacant positions)

Date: April 13, 2022
To: Health Care Center Committee Members
From: Katherine Clinton, NHA

Position Request:

Position: Health Care Center Supervisor- Assistant Administrator
Reason for Vacancy: Did not meet qualifications of position

Justification:

The Deputy Administrator is responsible for the management of overall operations of the facility in the absence of the administrator. The Deputy Administrator oversees regulatory compliance and to assure the health, safety, and right of the residents in the absence of the administrator. The position focuses on key areas of opportunity at Rocky Knoll including recruitment, retention, marketing, and social media. This position also establishes succession planning for the Rocky Knoll Administrator.

Staffing Consideration:

Department has considered all alternate options as it relates to overall staff needs? Yes No

Budget Consideration:

Is this position within the Department's annual operation budget? Yes No
 If not, please state the amount over budget as well as the proposed source of funds:

Costs:

DBM Salary Range of Requested Position: DBM C43

The annual costs associated with the position (current year's wage & benefit rates):

Wages	Benefits	Total
\$69,576	\$32,105	\$101,681

(Note: Costs for health and dental benefits should be net costs, after subtracting revenue from employee contributions.)

County Administrator/Department Head Signature *For Chair* Date: 4/17/22

Liaison Committee Signature *Jacqueline H. Belmont* Date: 4/13/2022

Human Resources Committee Signature _____ Date: _____

Form Process:

1. Department Head completes VPR.
2. Department Head presents VPR to Liaison Committee for approval/signature.
3. Department Head forwards VPR to HR for Human Resources Committee approval/signature (salaried positions only).
4. HR begins recruitment process.

M. A. Mill 04/14/2022



Pay Policy Exception Request

Department Requesting Exception: Rocky Knoll Health Care Center

Position(s) Effective: Certified Nursing Assistant (CNA) Instructor

Effective Date: 4/27/2022

Exception Request: When Licensed Practical Nurse (LPN) Melissa Norling functions as our CNA Instructor she would receive an hourly rate of \$29.85. This is a 10% increase in her hourly wage (\$27.14 to \$29.85) that she would receive for the duration of time she is functioning in this position.

Reason: With the continued struggle to hire Certified Nursing Assistants and inability to obtain a Staff Development Area Nurse Manager, we continue to have an immediate need for an educator to instruct CNA classes. Melissa is currently a casual nurse for Rocky Knoll Health Care Center and has been a nurse for 14 years. She has previously functioned in managerial nursing positions and has accepted the responsibility of functioning as the CNA educator for Rocky Knoll Health Care Center. Through this ability to provide onsite training of CNAs we will increase our staffing coverage and therefore be able to increase our census. Melissa has shown the initiative and reliability required to be successful in this position and to contribute to Rocky Knoll Health Care Center's success. This position requires development and utilization of additional skills and responsibilities as well as mentoring of new staff members, and it is equitable to offer a financial incentive for the additional expectations of this position. This pay policy exemption will be covered by the open Area Nurse Manager/Staff Development position.

County Administrator/Department Head Recommendation:

Date: 4/7/22

Signature:

[Handwritten Signature]

Human Resources Support:

Approve

Disapprove

Date: 04/14/2022

Signature:

[Handwritten Signature]

Liaison Committee Action:

Approve

Disapprove

Date: 4/13/2022

Committee Chair:

[Handwritten Signature]

Human Resources Committee:

Approve

Disapprove

Date: _____

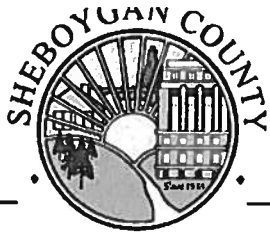
Committee Chair: _____

Form Process:

Department Head completes the ER form

Department Head presents the ER form to their Liaison Committee for approval/signature

Department Head presents the ER form to HR Committee for approval/signature



Sheboygan County VACANT POSITION REQUEST

(To be completed for all vacant positions)

WISCONSIN

Date: 5/4/2022
To: Sheboygan County Human Resource Committee
From: Wendy A. Charnon

Position Request:

Position: Staff Accountant
Reason for Vacancy: Resignation

Justification:

This position is important to the operations of the finance department with focus on various department transactions, lead accountant during budgeting and balance sheet reconciliations. This position is also involved with fixed asset creation, tracking and capitalizations for the County.

Staffing Consideration:

Department has considered all alternate options as it relates to overall staff needs? Yes No

Budget Consideration:

Is this position within the Department's annual operation budget? Yes No
If not, please state the amount over budget as well as the proposed source of funds: [Click here to enter text.](#)

Costs:

The annual costs associated with the position (current year's wage & benefit rates):

Wages	Benefits	Total
\$55,598	\$17,926	\$73,524

(Note: Costs for health and dental benefits should be net costs, after subtracting revenue from employee contributions.)

County Administrator/Depart Head Signature Wendy A. Charnon Date: 5-4-22
 Human Resources Director Signature Wendy A. Charnon Date: 05/06/2022
 Liaison Committee Signature _____ Date: _____
 Human Resources Committee Signature _____ Date: _____

Form Process:

1. County Administrator/Department Head completes VPR.
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