

**NOTICE OF MEETING**

**HUMAN RESOURCES COMMITTEE**

**May 25, 2022 3:00 PM**

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

**Remote Access: +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

Approval of Minutes - Human Resources Committee – May 23, 2022

Announcements and Correspondence – None at time of mailing

Rocky Knoll Administrator Kayla Clinton

- Consideration of Vacant Position Request for Admissions Coordinator
- Consideration of Vacant Position Request for Director of Health Information Services
- Consideration of Request to Hire the Deputy Administrator above the DBM midpoint

County Administrator Adam Payne

- Consideration of Vacant Position Request for Finance Director
- Consideration of Change in Table of Organization for the Finance Department
- Consideration of Vacant Position Request for Financial Systems Director

Finance Director Wendy Charnon

- Consideration of Finance Department Equity Adjustments

Approval of Attendance at Other Meetings or Functions

Adjourn

Prepared by:

Hollynn Gahagan, Phone: (920) 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.

**DRAFT**

**SHEBOYGAN COUNTY HUMAN RESOURCES COMMITTEE MINUTES**

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

**May 23, 2022**

**Called to Order: 3:30 P.M.**

**Adjourned: 4:52 P.M.**

**MEMBERS PRESENT:** Chair Edward Procek, Vice Chair Thomas Wegner, Secretary Christian Ellis, Committee Members Kathleen Donovan

**ALSO PRESENT:** **In Person:** Dennis Miller, Hollynn Gahagan, Aaron Brault, Laura Henning-Lorenz, Matt Grenoble, Jim TeBeest, Crystal Fieber  
**Remote:** None

Chairperson Procek called the meeting to order at 3:30 P.M., in Conference Room 302 of the Administration Building and certified the meeting is in compliance with the open meeting law. The meeting notice was posted at 10:00 A.M. on May 19, 2022.

Approval of May 9, 2022 minutes – Supervisor Wegner made a motion to amend the meeting minutes to indicate “a motion was made by Supervisor Wegner to amend the meeting minutes”. Supervisor Ellis seconded the motion. A motion was made by Supervisor Ellis to approve the amended minutes, Supervisor Donovan seconded the motion. Motion carried.

Planning and Conservation Director Aaron Brault requested approval for Vacant Position Request for Additional AIS Limited Term Employees. A motion was made by Supervisor Wegner to approve the request. Supervisor Donovan seconded the motion. Motion carried.

County Treasurer Laura Henning-Lorenz requested approval for Vacant Position Request for Tax Collection Limited Term Employee. A motion was made by Supervisor Wegner to approve the request. Supervisor Ellis seconded the motion. Motion carried.

Superintendent Matt Grenoble requested approval for Vacant Position Request for Airport Intern. A motion was made by Supervisor Wegner to approve the request. Supervisor Donovan seconded the motion. Motion carried.

Director of Building Services Jim TeBeest requested approval for the Vacant Position Request for Assistant Electrician A motion was made by Supervisor Wegner to approve the request. Supervisor Donovan seconded the motion. Motion carried.

Corporation Counsel Crystal Fieber reviewed the department Year to Date Budget, summary of previous months activities and hours, and the Claims and Litigation Report.

Human Resources Director Dennis Miller requested approval for the Vacant Position Request for Human Resources Generalist-Benefits. A motion was made by Supervisor Wegner to approve the request. Supervisor Donovan seconded the motion. Motion carried.

Human Resources Director Dennis Miller reviewed the Human Resources Department and Benefits Year to Date Budget.

## **DRAFT**

Human Resources Director Dennis Miller reviewed the Human Resources Department activities to include an overview of the Human Resources Department Staff, an update on masking requirements for County employees and Wellness Program first Quarter Challenge.

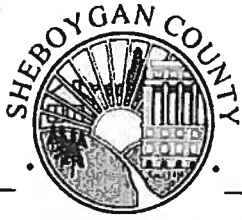
Human Resources Director Dennis Miller also provided discussion including a review of the County's Liaison Committee meeting dates and times. This included logistical challenges of the Human Resources Committee meeting dates and times. Discussion to continue with the June 13, 2022 Human Resources Committee meeting.

Vouchers were reviewed. A motion to approve the vouchers was made by Supervisor Wegner. Supervisor Donovan seconded the motion. Motion carried.

Supervisor Wegner made a motion to adjourn. Supervisor Ellis seconded the motion. Motion carried with adjournment at 4:52 P.M.

Hollynn Gahagan  
Recording Secretary

Christian Ellis  
Secretary



Sheboygan County  
**VACANT POSITION REQUEST**  
 (to be completed for all vacant positions)

WISCONSIN

Date: 5/4/2022  
 To: Health Care Center Committee Members  
 From: Katherine Clinton, NHA

**Position Request:**

Position: Director of Health Information Services  
 Reason for Vacancy: Resignation

**Justification:**

Rocky Knoll Health Care Center is requesting a full-time Director of Health Information Services that assumes authority, responsibility, and accountability for the electronic health record program along with other technological programs in the facility.

**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: C43

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

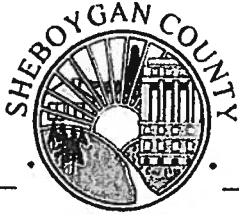
Wages	Benefits	Total
\$65,000	\$34,252	\$99,252

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

County Administrator/Department Head Signature *[Signature]* Date: 5/02/22  
 Liaison Committee Signature *[Signature]* Date: 5/04/2022  
 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.



# Sheboygan County VACANT POSITION REQUEST

(To be completed for all vacant positions)

WISCONSIN

**Date:** 5/4/2022  
**To:** Health Care Center Committee Members  
**From:** Katherine Clinton, NHA

**Position Request:**

**Position:** Admissions Coordinator  
**Reason for Vacancy:** Internal Transfer

**Justification:**

Rocky Knoll Health Care Center is requesting a full-time Director of Admissions Coordinator that assumes responsibility for the coordination of all admissions of residents to Rocky Knoll Health Care Center.

**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: C43

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

Wages	Benefits	Total
\$65,000	\$34,252	\$99,252

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

County Administrator/Department Head Signature *[Signature]* Date: 5/6/21/2022  
 Liaison Committee Signature *[Signature]* Date: 5/04/22  
 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.