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.

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	Christian Ellis
Recording Secretary	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: Director of Health Information Services Reason for Vacancy: Resignation Nocky 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 Staffing Consideration: Statis position within the Department's annual operation budget? Yes No In out, please state the amount over budget as well as the proposed source of funds: Sosts: Wages Benefits Total S65,000 \$34,252 \$99,252 Dote: Costs for health and dental benefits should be net costs, after subtracting revenue from employee contributions.) Pounty Administrator/Department Head Signature Date: Wages Lapuellus Allustuman Date: Joate: S102122 Joanna Resources Committee Signature Date: Joate: S102122 Joanna Resources Committee Signature Date: Joate: S102121 Date: S102121	WISCONSIN			
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2. Department Head presents VPR to Liaison Committee for approval/signature		noletes VPR		
3. Department Head forwards VPR to HR for Human Resources Committee approval/signature (salaried positions only)	2. Department Head pre	esents VPR to Liaison Committee	e for approval/signature.	
4. HR begins recruitment process.	Department Head for	wards VPR to HR for Human Re	sources Committee approval/signa	ture (salaried positions only).

08/2015



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

(10 De	completed for all vacant posit	ions)
WISCONSIN		
Date: 5/4/2022		
To: Health Care Center Committee Me	embers	
From: Katherine Clinton, NHA		
Position Request:		
Position: Admissions Coord	inator	
Reason for Vacancy: Internal Transfer		
Justification:		
Rocky Knoll Health Care Center is reque	esting a full-time Director o	f Admissions Coordinator that
assumes responsibility for the coordina Center.	ation of all admissions of re	sidents to Rocky Knoll Health Care
Staffing Consideration:		
Department has considered all alternate of	ptions as it relates to overall s	taff needs? Yes 🖾 No 🗆
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- HR begins recruitment process.