

**NOTICE OF MEETING**

**HUMAN RESOURCES COMMITTEE**

**July 11, 2022 3:30 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 – June 27, 2022

Announcements and Correspondence

County Sheriff Cory Roeseler

- Consideration of Departmental Table of Organization change for Communications Officer/ Dispatcher

Health and Human Services Director Matt Strittmater

- Consideration of Vacant Position Request for Limited Term Employee (LTE) COVID Supervisor

Human Resources Director Dennis Miller

- Consideration of Vacant Position Request for Limited Term Employee (LTE) Human Resources Generalist
- Consideration of Change to Policy 910-Masks
- Consideration of Emergency Hazard Pay
- Human Resources Department updates and comments

Review and Approve Vouchers

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.

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 Holly Gahagan, 920.459.6481 prior to the meeting so that accommodations may be arranged.

*Posted July 7, 2022 2:00 PM*

## SHEBOYGAN COUNTY HUMAN RESOURCES COMMITTEE MINUTES

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

**June 27, 2022**

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

**Adjourned: 3:46 P.M.**

**MEMBERS PRESENT:**

Chair Edward Procek, Vice Chair Thomas Wegner, Secretary Christian Ellis, Committee Members Kathleen Donovan and Carl Nonhof

**ALSO PRESENT:**

**In Person:** Dennis Miller, Hollynn Gahagan  
**Remote:** Greg Schnell, Matt Strittmater

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 1:30 P.M. on June 23, 2022.

Approval of June 13, 2022 minutes – A motion was made by Supervisor Wegner to approve the minutes. Supervisor Nonhof seconded the motion. Motion carried.

Transportation Director, Greg Schnell requested approval for Consideration of Request of Employee Promotion for a certain employee. A motion was made by Supervisor Wegner to approve the request subject to the Transportation Committee approval. Supervisor Donovan seconded the motion. Motion carried.

Health and Human Services Director, Matt Strittmater requested approval Consideration of Vacant Position Request for Human Services Manager-Behavioral Health Assistant Manager position. A motion was made by Supervisor Ellis to approve the request subject to the Health and Human Services Committee Approval. Supervisor Nonhof seconded the motion. Motion carried.

Human Resources Director, Dennis Miller provided Human Resources Department updates and comments.

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

Approval of Attendance at Other Meetings or Functions. None

Supervisor Wegner made a motion to adjourn. Supervisor Donovan seconded the motion. Motion carried with adjournment at 3:46 P.M.

Hollynn Gahagan  
Recording Secretary

Christian Ellis  
Secretary

## REQUEST FOR CHANGE IN DEPARTMENTAL TABLE OF ORGANIZATION

<b>Department: Sheriff's Department</b>	<b>Date: July 6 2022</b>
<b>Effective Date of Change: July 1, 2022</b>	

*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
Communications Officer/Dispatcher	24	0	0	24	6	0
<b>TOTALS</b>	24	0	0	24	6	0

### 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 HR Director regarding pay grades for any new classifications.

Six (6) casual positions would be used to fill overtime shifts in the Communications Center. Retired, former dispatchers would be used to fill scheduled hours in place of full-time employees working overtime in some instances.

### 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.

Job Title	Cost-Rest of Year	Cost-Annual	Source of Funds
Communications Officer (PT)	\$37,440	\$74,880	Current operating budget-Regular Wages which is available due to vacancies.  *Cost includes all 6 individuals working 16 hours a week.

**RATIONALE**

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

To reduce the amount of overtime shifts and reduce staff burnout from staffing shortages.

**ADDITIONAL INFORMATION**

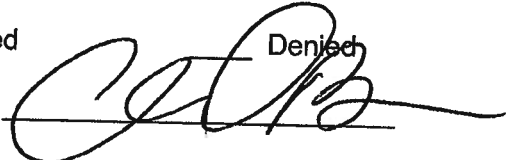
Is there any other information that the liaison committee or Human Resources Committee ought to have when considering this change? You may attach additional documentation if you wish.

This casual employee concept has worked in our Court Services Division and most recently in our Correctional Division where casual officers are used as needed for prisoner transports and overtime shifts rather than pay overtime to cover the hours with full time employees.

**ACTION TAKEN**

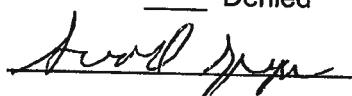
Department Head Determination:

Date: 6/27/2002

Approved  Denied  
Signature: 

Liaison Committee Action:

Date: 7-6-02

Approved  Denied  
Committee Chair: 

Human Resources Committee:

Date: \_\_\_\_\_

Approved  Denied  
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.*



# Sheboygan County VACANT POSITION REQUEST

(To be completed for all vacant positions)

WISCONSIN

Date: 06/30/22  
To: Health & Human Services Committee Members  
From: Mathew Strittmater

**Position Request:**

Position: COVID Supervisor  
Reason for Vacancy: LTE COVID Supervisor Resignation

**Justification:**

Public Health continues to offer a robust pandemic response, including plans to go into the community and rural areas of Sheboygan County to offer vaccinations and at home tests, we also continue to support organizations in outbreaks through contact tracing and resources. This staff person would assist with managing the coordination of these resources as well as supervise the LTE staff members who continue to implement all of our COVID response efforts.

**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:**

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

Wages	Benefits	Total
66,560 (\$32/hr)	N/A-LTE Position	66,560

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

Department Head Signature *Mathew Strittmater* Date: 6-30-22  
 Human Resources Director Signature *Donna H. Miller* Date: 06/30/2022  
 County Administrator Signature *Christy A. Blaser* Date: \_\_\_\_\_  
 Liaison Committee Signature \_\_\_\_\_ Date: 7/5/22  
 Human Resources Committee Signature \_\_\_\_\_ Date: \_\_\_\_\_

- Form Process:
1. Department Head completes VPR.
  2. Department Head refers to Human Resources Director for approval.
  3. Human Resources Director and Department Head discuss with County Administrator for approval.
  4. County Administrator/Department Head presents VPR to Liaison Committee for approval/signature.
  5. Department Head forwards VPR to HR for Human Resources Committee approval/signature.
  6. HR begins recruitment process.



# Sheboygan County VACANT POSITION REQUEST

(To be completed for all vacant positions)

WISCONSIN

**Date:** 7/11/2022  
**To:** Human Resources Committee Members  
**From:** Dennis Miller

**Position Request:**

**Position:** Human Resources Generalist - LTE  
**Reason for Vacancy:** Termination

**Justification:**

The Human Resources Committee approved the hiring of a Human Resources Generalist using ARPA funding and the Sheboygan County Board, with approval of Resolution 1, allocated ARPA dollars to fund the position. The purpose of the position is to assist with recruitment and retention at Rocky Knoll and the Detention Center through 2025. The person originally hired to fill the position did not perform at the level expected and was terminated from employment. The recruitment and retention challenges at Rocky Knoll continue. This request is to approve the hiring of a Human Resources Generalist - LTE.

**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: ARPA funds allocated in Resolution 1 will fund the position through 2025.

**Costs:**

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

Wages	Benefits	Total
\$30,387	\$4,300	\$34,387

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

County Administrator/Department Head Signature *Dennis Miller* Date: 07/06/2022

Human Resources Director Signature \_\_\_\_\_ Date: \_\_\_\_\_

Liaison Committee Signature \_\_\_\_\_ Date: \_\_\_\_\_

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.

**910 – FACE MASKS**

The County has a vital interest in maintaining safe, healthy, and productive working conditions for our employees and providing safe quality services to our constituents. Due to COVID-19 and its highly infectious variants, a face mask policy was implemented by the County Board Chairperson and County Administrator, in consultation with the Sheboygan County Public Health Officer and Human Resources Director.

The County has been following the guidance of the Centers for Disease Control and Prevention (CDC) for mitigation measures against the spread of COVID-19. CDC guidance published on February 25, 2022 uses local data to determine the COVID-19 community level and classifies the level as low, medium, or high. Based upon the current community level, employees should follow CDC guidance for masking and other prevention behaviors as summarized below.

Employee masking expectation based on COVID-19 Community Level as determined by the CDC:

Level	Masks Required
Low	<ul style="list-style-type: none"> <li>- Rocky Knoll Health Care Center</li> <li>- Corrections Division of Sheriff’s Department (activity specific)*</li> <li>- Health and Human Services (activity specific)*</li> <li>- Employees in other departments should mask if COVID-19 symptoms are present, you tested positive for COVID-19, or you were exposed to a person with COVID-19 and follow CDC recommendations for testing, quarantine, and isolation.</li> </ul>
Medium	<ul style="list-style-type: none"> <li>- Rocky Knoll Health Care Center</li> <li>- Corrections Division of Sheriff’s Department</li> <li>- Health &amp; Human Services Department (activity specific)*</li> <li>- If you are immunocompromised or at high risk for severe illness, talk with your healthcare provider about masks and other precautions. If you have frequent contact with an immunocompromised or high risk individual, consider whether testing or masking is appropriate. Follow mitigation behavior identified at the low community level.</li> </ul>
High	<ul style="list-style-type: none"> <li>-All employees are required to wear a well-fitting mask indoors. If you are immunocompromised or at high risk, consider avoiding non-essential indoor public activities and talk with your healthcare provider about other precautions or treatments available. If you are exposed or have symptoms, follow CDC recommendations for testing, isolation and quarantine.</li> </ul>

\*please see your department head for additional guidance

When Sheboygan County’s community level is high, all employees and volunteers are required to wear a face mask while on County owned or leased property (including indoor and outdoor), as well as when



performing any duties associated with your position. This requirement includes but is not limited to meetings, driving or riding in a vehicle with others, directly working with another employee, consumer or public, use of common areas (i.e., hallways, stairwells, break room, lunch room, restroom, etc.). Masks are not required if working in an office or work space alone or when working outdoors at least six (6) feet from another person. At the high community level, we also recommend that departments utilize virtual meetings, encourage physical distancing and other best practices to decrease the spread of infection.

Certain departments may have additional requirements based upon their work in a congregate setting or with high-risk individuals. Employees and volunteers at Rocky Knoll Health Care Center, the Corrections Division of the Sheriff's Department, and Health & Human Services will follow the guidance from the appropriate regulatory agency or based on the risk level of the work being performed and the current community level as determined by the CDC.

Employees or volunteers with a disability may request an exemption from the Human Resources Department for the following reasons: 1) the individual has a disability that makes it difficult to put on, wear, or remove a face mask; 2) the individual consistently interacts with a person who is deaf or hard of hearing and primarily relies on lip reading; 3) the individual has been advised by a medical professional not to wear a face mask because of personal health issues, or 4) the individual has difficulty breathing. Medical documentation will be required for #3 and #4 above.

At the low or medium community level, employees and volunteers are welcome to wear a face mask based upon personal preference. Masks will continue to be available in each department. When using masks remember to ensure a proper fit, and wash cloth masks or discard paper masks when soiled. Masks are also available from Human Resources by calling 920-459-3105 or email at [HR.help@sheboygancounty.com](mailto:HR.help@sheboygancounty.com).