

NOTICE OF MEETING

HUMAN RESOURCES COMMITTEE
January 8, 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 – December 11, 2023

Register of Deeds, Ellen Schleicher

- Consideration of Change to the Table of Organization

Rocky Knoll Health Care Center Administrator, Kayla Clinton

- Consideration of Temporary Pay Adjustment

Director, Planning and Conservation, Aaron Brault

- Consideration of Summer LTE

Human Resources Director, Dave Loomis

- Consideration of Compensation Above the Midpoint
- Consideration of Compensation Adjustment
- Consideration of Change to the Table of Organization
- Consideration of Vacant Position Request

Human Resources Director, Dave Loomis

- Human Resources Department Updates and Comments

Review and Approve Vouchers

Approval of Attendance at Other Meetings or Functions

Adjourn

Prepared by:

Posted January 5, 2024 at 3:00PM

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.

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

December 11, 2023

Called to Order: 3:30 PM

Adjourned: 4:36 PM

MEMBERS PRESENT: Chair Edward Procek, Vice Chair Tom Wegner, Secretary Christian Ellis, Member Kathleen Donovan

Remote: None

MEMBERS ABSENT: Carl Nonhof

ALSO PRESENT: **In Person:** Alayne Krause, Jeremy Fetterer, Bryan Olson and Dave Loomis

Remote: None

Chair Procek called the meeting to order at 3:30 PM, in Conference Room 302 of the Administration Building. Chair Procek confirmed the meeting was posted December 8, 2023 at 10:00 AM, in compliance with the open meeting law.

A motion to approve the minutes of November 27, 2023 as presented was made by Supervisor Wegner. Supervisor Ellis seconded the motion. Motion carried.

Deputy Finance Director, Jeremy Fetterer requested approval to Change the Table of Organization contingent on Finance Committee approval. A motion was made by Supervisor Donovan granting approval. Supervisor Ellis seconded the motion. Motion carried.

Deputy Finance Director, Jeremy Fetterer requested approval of a Vacant Position Request contingent on Finance Committee approval. A motion was made by Supervisor Wegner granting approval. Supervisor Donovan seconded the motion. Motion carried.

Transportation Director, Bryan Olson requested approval for a Table of Organization change. A motion was made by Supervisor Ellis granting approval. Supervisor Wegner seconded the motion. Motion carried.

Transportation Director, Bryan Olson requested approval for 3 salary adjustments above the midpoint. A motion was made by Supervisor Wegner granting approval. Supervisor Ellis seconded the motion. Motion carried.

Human Resources Director, David Loomis requested approval of the Human Resources Department Comp Time Policy. A motion was made by Supervisor Wegner 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 Senior HR Generalist role, a recap of the All Employee Summit, and a list of proposed policy changes that are under consideration.

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

A motion was made to approve Supervisor Procek's attendance at the Sheboygan County All Employee Summit Supervisor by Wegner. Supervisor Ellis seconded the motion. Motion carried.

A motion to adjourn was made by Supervisor Wegner. Supervisor Donovan seconded the motion. Motion carried with adjournment at 4:36 PM.

David Loomis

Recording Secretary

Christian Ellis

Secretary

REQUEST FOR CHANGE IN DEPARTMENTAL TABLE OF ORGANIZATION

Department: Register of Deeds	
Request Date: 11/16/2023	Effective Date: 01/03/2024 or upon HR Committee Approval

Consult with the Human Resources Director before submitting to your liaison committee.

REQUESTED CHANGES

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. For each job title, list *either* the number of full-time and part-time positions, *or* the authorized full-time equivalent, 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
Accounting Specialist – B-23	1	0	0	0	0	0
Adding Accounting Associate B-24	0	0	0	1	0	0
TOTALS						

RATIONALE

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

Allows the department to add additional duties to the Accounting Specialist position. Due to increase in duties to the position, i.e. more training, mentoring, additional deputizing duties. We would like to add the Accounting Associate position to our Table of Organization in order to reflect additional duties. Please note: We are not adding a position to the Table of Organization only a position to for promotion purposes.

NEW POSITIONS CREATED

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

This is not an additional position. Just an additional DB grade for promotional purposes. Current DB is B-23. Want to add the DB B-24 to reflect additional duties.

BUDGET

Identify the specific source of funding for any additional positions being requested. Deletion of other positions may be used as a source of funding if the positions being deleted have already been approved as part of your operational budget.

<i>Job Title</i>	<i>Cost- Rest of Year</i>	<i>Cost- Annual</i>	<i>Source of Funds</i>
Accounting Associate	\$0.0	\$44,085- \$67,266	Existing Budgeted Levy

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.

[Empty box for additional information]

ACTION TAKEN

Department Head Signature Ellen Schleicher Date: 11/16/2023

Liaison Committee Signature Keith Alger Date: 12/14/2023

Human Resources Committee Signature _____ Date: _____

Form Distribution: After department head completes form, distribute to liaison committee with copy to 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: 12/12/2023

To: Planning, Resources, Agriculture & Extension Committee Members

From: Aaron Brault

Position Request:

Position: Summer LTE

Reason for Vacancy: Summer LTE

Justification:

Help mow, weed whack, paint, clean, AIS work, etc.

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.](#)

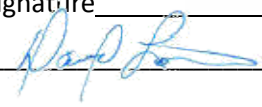
Costs:

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

Wages	Benefits	Total
\$12,240	\$1,083	\$13,323

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

County Administrator/Department Head Signature  Date: 11/27/2023

Human Resources Director Signature  Date: 11/27/2023

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.01/2021

REQUEST FOR CHANGE IN DEPARTMENTAL TABLE OF ORGANIZATION

Department: Human Resources	
Request Date: 01/08/2024	Effective Date: 01/08/2024

Consult with the Human Resources Director before submitting to your liaison committee.

REQUESTED CHANGES

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. For each job title, list *either* the number of full-time and part-time positions, *or* the authorized full-time equivalent, 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
Sr. Human Resources Generalist	1	0	1	1	0	1
Human Resources Generalist	2	0	2	2	0	2
Human Resources Director	1	0	1	1	0	1
Human Resources Coordinator	1	0	1	1	0	1
HR Project Manager	1	0	1	1	0	1
Deputy Director, Human Resources	0	0	0	1	0	1
TOTALS	6	0	6	7	0	7

RATIONALE

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

We have been recruiting for a Senior HR Generalist for the past 3 months, during that time we have had limited success in identifying a qualified candidate and no success in securing someone for the role. We have had over 50 applicants, have phone screened many candidates and interviewed 5 candidates that would be qualified for the HR Generalist level of the job family. Anticipated additional cost of adding this head as compared to the approved 2024 HR Budget is \$64,614.

I am also seeking to keep the Sr. HR Generalist position on the Table of Organization but will not fill it or fund it at this time. I would like to maintain it as a future career growth opportunity for our existing staff.

NEW POSITIONS CREATED

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

The Deputy Director, Human Resources role is to ensure the efficient operation of the Human Resources Department in alignment with the strategic objectives of the County and the promotion of a positive employee-employer relationship. This individual will plan, coordinate and direct Human Resources activities of the County and oversee the daily operational activities of the Human Resources Department. Collaborates with the Human Resources Director in researching and providing counsel regarding Human Resource matters. In absence of the Human Resources Director will perform the duties of that position under the supervision of the County Administrator.

BUDGET

Identify the specific source of funding for any additional positions being requested. Deletion of other positions may be used as a source of funding if the positions being deleted have already been approved as part of your operational budget.

<i>Job Title</i>	<i>Cost- Rest of Year</i>	<i>Cost- Annual</i>	<i>Source of Funds</i>
Deputy Director	\$103,585	\$124,302	Deletion of HR Manager and Vacancy (Assume 3/1/24 start)

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.

[Empty box for additional information]

ACTION TAKEN

Department Head Signature  Date: 1/5/2024

Liaison Committee Signature _____ Date: _____

Human Resources Committee Signature _____ Date: _____

Form Distribution: After department head completes form, distribute to liaison committee with copy to Human Resources Director. After liaison committee approval, submit signed original to Human Resources Director.



VACANT POSITION REQUEST

(To be completed for all vacant positions)

WISCONSIN

Date: 1/8/2024
From: Dave Loomis

Position Request:

Position Title: Deputy Director, Human Resources
DBM: D62
Reason for Vacancy: New Position

Justification for Filling Position:

The position will support the operations of the Human Resources Department.

Staffing Consideration:

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

Budget:


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


Cost:

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

Wages	Benefits	Total
\$97,194	\$27,108	\$124,302

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

County Administrator/Department Head Signature  Date: 1/5/2024

Human Resources Director Signature  Date: 1/5/2024

If position changed:

Liaison Committee Signature _____ Date: _____

Human Resources Committee Signature _____ Date: _____

Form process if no change to the position:

1. County Administrator/Department Head completes VPR Form and refers form to Human Resources Director for approval.
2. HR Department begins recruitment process.

Form process if position changed:

1. County Administrator/Department Head discusses proposed changes with Human Resources Director.
2. County Administrator/Department Head completes VPR Form & TO Change Form and refers forms to Human Resources Director for approval.
3. County Administrator/Department Head presents VPR & TO Change Forms to Liaison Committee for approval.
4. County Administrator/Department Head presents VPR & TO Change Forms to Human Resources Committee for approval
5. HR Department begins recruitment process.