

NOTICE OF MEETING

HUMAN RESOURCES COMMITTEE
October 10, 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 – September 26, 2022

Announcements and Correspondence

Human Resources Director, Dennis Miller

- Consideration of Vacant Position Request for Human Resources Manager
- Consideration of Vacant Position Request for HR Coordinator
- Consideration of Vacant Position Request for HR LTE
- Consideration of 2022 Annual Report on Health Insurance
- Consideration of Chapter 47 recommendations
- Human Resources Department updates and comments

Review and Approve Vouchers

Approval of Attendance at Other Meetings or Functions

Adjourn

Prepared by:
Dennis Miller, Phone: (920) 459-3105
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 October 7, 2022 2:00 PM

SHEBOYGAN COUNTY HUMAN RESOURCES COMMITTEE MINUTES

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

September 26, 2022 Called to Order: 3:30 P.M. Adjourned: 4:26 P.M.

MEMBERS PRESENT: Edward Procek, Thomas Wegner, Christian Ellis, Kathleen Donovan and Carl Nonhof

ALSO PRESENT: Dennis Miller, Crystal Fieber, Alayne Krause, Chris Lewinski, Wendy Charnon, Megan Nasgovitz

Chairperson Procek called the meeting to order at 3:30 P.M., in Room 302 of the Administration Building and certified the meeting is in compliance with the open meeting law. The meeting notice was posted at 1:00 P.M. on September 22, 2022.

Approval of September 12, 2022 minutes – A motion was made by Supervisor Donovan to approve the minutes. Supervisor Nonhof seconded the motion. Motion carried with no opposition.

IT Director, Chris Lewinski, requested approval for Consideration of Vacant Position Request for Senior Programmer Analyst. A motion was made by Supervisor Wegner to approve the request. Supervisor Donovan seconded the motion. Motion carried with no opposition.

Corporation Counsel, Crystal Fieber presented a Review of Year to Date Corporation Counsel Budget and noted that the Hours and Activities Report as well as the Claims Summary Report were also included in the packet.

Human Resources Director, Dennis Miller, requested approval for Consideration of Vacant Position Request for County Administrator. A motion was made by Supervisor Wegner to approve the request. Supervisor Ellis seconded the motion. Motion carried with no opposition.

Human Resources Director, Dennis Miller, requested approval for Consideration of Hiring Register in Probate above the midpoint. A motion was made by Supervisor Ellis to approve the request. Supervisor Donovan seconded the motion. Motion carried with no opposition.

Human Resources Director, Dennis Miller, requested approval for Consideration of 2023 Proposed Employee Benefit Budget. A motion was made by Supervisor Donovan to approve the request. Supervisor Wegner seconded the motion. Motion carried with no opposition.

Department updates or comments. None.

Review and Approve Vouchers. No vouchers presented.

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 4:26 P.M.

Megan Nasgovitz
Recording Secretary

Christian Ellis
Secretary



Sheboygan County VACANT POSITION REQUEST

(To be completed for all vacant positions)

WISCONSIN

Date: 10/10/2022
To: Human Resources Committee Members
From: Dennis Miller

Position Request:

Position: Human Resources Manager
Reason for Vacancy: Termination

Justification:

The Human Resources Manager position is a key position in the HR Department. The position oversees the day to day activities of the department as well as back up the Human Resources Director as necessary. This position administers the compensation program including equity and compression analysis, job description reviews and placement of new positions, administration and compliance of the County policies, staffing, and monitoring of department and employee benefits budget.

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
\$83,431	\$36,393	\$119,824

(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: 10/07/2022

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.



Sheboygan County VACANT POSITION REQUEST

(To be completed for all vacant positions)

WISCONSIN

Date: 10/10/2022
To: Human Resources Committee Members
From: Dennis Miller

Position Request:

Position: Human Resources Coordinator
Reason for Vacancy: Resignation

Justification:

The Human Resources Coordinator is a key support position. This position provides administrative support to the Human Resources Department including organizing and processing documents, inputting and managing employee information in the Human Resource Information System, and other related administrative functions.

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
\$49,365	\$36,639	\$86,004

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

County Administrator/Department Head Signature Date: 10/07/2022

Human Resources Director Signature _____ Date: _____

Liaison Committee Signature _____ Date: _____

Human Resources Committee Signature _____ Date: _____

Form Process:

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5. HR begins recruitment process.



Sheboygan County VACANT POSITION REQUEST

(To be completed for all vacant positions)

WISCONSIN

Date: 10/10/2022
To: Human Resources Committee Members
From: Dennis Miller

Position Request:

Position: HR LTE
Reason for Vacancy: Emergency Coverage

Justification:

In the absence of the Human Resources Manager, the HR Department is requesting approval to fill a part time, benefit eligible, limited term position. The HR LTE will act as the interim Human Resources Manager. This position will provide day to day oversight of Human Resources operations, the compensation program, equity and compression analysis, and other duties performed by the HR Manager. This position will also provide training to the new Human Resources Manager when hired.

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
\$11,700	\$6,131	\$17,831

(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: 10/07/2022

Human Resources Director Signature _____ Date: _____

Liaison Committee Signature _____ Date: _____

Human Resources Committee Signature _____ Date: _____

Form Process:

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



ANNUAL REPORT ON HEALTH INSURANCE

Section 2.12(5) of the County Code requires the Human Resources Committee to prepare an annual report in advance of each October County Board meeting summarizing the actual cost of employee health insurance, computing the cost into a monthly rate into various category groups, and recommending rates into the future for single and family groups.

This report and the recommendations were required as part of the necessary administration of the County's self-insurance program. Through the adoption of Resolution No. 21 (2015/16), the County Board determined that it was in the County's best interests to pool its self-insurance program with other counties through the Wisconsin Counties Association Group Health Trust. As a result, Group Health Trust, a fully insured program now assists the County with establishing annual cost of health insurance.

Sheboygan County is nearing the seventh full year of participation in the Group Health Trust, which has proven to provide Sheboygan County and the employees excellent services. The Group Health Trusts renewal rate of the Sheboygan County Health Plan for 2023 is 6.5%. The Finance Department recommends a health insurance budget increase at 5.0%. Based upon the GHT renewal, \$221,452 of fund balance will be needed to balance with the budgeted 5.0% increase for health insurance. The Human Resources Committee supports the Finance Department recommendation.

Respectfully submitted this 18th day of October, 2022.

SHEBOYGAN COUNTY HUMAN RESOURCES COMMITTEE

Edward Procek, Chairperson

Thomas Wegner, Vice-Chairperson

Christian Ellis, Secretary

Kathleen Donovan, Member

Carl Nonhof, Member

ADDENDUM A

Recommended monthly premium rates for calendar year 2023 are as follows:

Medical and Dental Monthly Premium Rates

		<u>2022</u>	<u>2023</u>	<u>Dollar</u> <u>Increase/Month</u>	<u>%</u> <u>Increase</u>
Employee Health	Family	\$2,399.54	\$2,519.51	\$119.98	5.0%
	Single	\$967.31	\$1,015.65	\$ 48.36	5.0%
Employee Dental	Family	\$135.38	\$135.38	\$ 0.00	0.00%
	Single	\$54.05	\$54.05	\$ 0.00	0.00%
COBRA Health	Family	\$2,447.53	\$2,569.91	\$ 122.38	5.0%
	Single	\$986.64	\$1,035.97	\$ 49.33	5.0%
COBRA/Retiree Dental	Family	\$138.09	\$138.09	\$ 0.00	0.00%
	Single	\$55.13	\$55.13	\$ 0.00	0.00%