

NOTICE OF MEETING

HUMAN RESOURCES COMMITTEE
December 12, 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 – November 14, 2022

Transportation Director, Greg Schnell

- Consideration of Blanket Vacant Position Request for 2023 Maintenance Workers and Technicians – Transportation and Airport
- Consideration of Vacant Position Request for 12 Limited Term Employees (LTE's)
- Consideration of Hiring Employee Above Midpoint of the Salary Range

Health & Human Services Director, Matt Strittmater

- Consideration of Vacant Position Request for Public Health Clinical Services Supervisor
- Consideration of Vacant Position Request for Child & Family Resource Unit Supervisor
- Consideration of Vacant Position Request for Child & Family Resource Unit Supervisor Limited Term Employee (LTE)
- Consideration of Vacant Position Request for Clinical Services Supervisor

Sheriff Cory Roeseler and Inspector Chad Broeren

- Consideration of Blanket Vacant Position Request for 2023 Correctional Officers, Telecommunicator/Dispatchers and Deputies

Rocky Knoll Administrator, Kayla Clinton

- Consideration of Change in Table of Organization to include Vacant Position Requests for Director of Dining Services and Registered Dietician
- Consideration of Pay Policy Exception

Interim Human Resources Director, Alayne Krause

- Human Resources Department updates and comments
- Consideration of Budget Carry Over Request

Review and Approve Vouchers

Approval of Attendance at Other Meetings or Functions

Adjourn

Prepared by:
Penny Elsner,
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 Penny Elsner, 920.459.6481 prior to the meeting so that accommodations may be arranged.

Posted December 9, 2022 4:00 PM

SHEBOYGAN COUNTY HUMAN RESOURCES COMMITTEE MINUTES

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

November 14, 2022

Called to Order: 3:30 PM

Adjourned: 4:55 PM

MEMBERS PRESENT: Chair Edward Procek, Vice Chair Tom Wegner, Members Kathleen Donovan, Christian Ellis, and Carl Nonhof

ALSO PRESENT: **In Person:** County Board Chair Vern Koch, County Administrator Adam Payne, Interim Co-Human Resources Director Alayne Krause, County Clerk Jon Dolson, Transportation Director Greg Schnell, Information Technology Director Chris Lewinski, Planning and Conservation Director Aaron Brault, Health and Human Services Director Matt Strittmater, Victim Witness Program Supervisor Ryan McRoberts
Remote: Rocky Knoll Administrator Kayla Clinton

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 November 10, 2022 at 4:45 PM, in compliance with the open meeting law.

A motion to approve the minutes of October 24, 2022 as presented was made by Supervisor Ellis. Supervisor Donovan seconded the motion. Motion carried.

On behalf of District Attorney Joel Urmanski, Victim Witness Program Supervisor Ryan McRoberts requested approval for the Vacant Position Request for Administrative Manager. A motion was made by Supervisor Wegner granting approval. Supervisor Nonhof seconded the motion. Motion carried.

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

Rocky Knoll Administrator Kayla Clinton requested approval for a Pay Policy Exception Request. A motion was made by Supervisor Nonhof granting approval for up to six months, starting from when the responsibilities were assumed. Supervisor Ellis seconded the motion. Motion carried.

Transportation Director Greg Schnell requested approval for Equity Adjustments for Certain Employees. A motion was made by Supervisor Nonhof granting approval. Supervisor Ellis seconded the motion. Motion carried.

Transportation Director Greg Schnell requested approval for Hiring an Employee Above the Midpoint of the Salary Range, contingent upon Transportation Committee approval. A motion was made by Supervisor Wegner granting approval. Supervisor Donovan seconded the motion. Motion carried.

Health and Human Services Director Matt Strittmater requested approval for Equity Adjustments for Certain Employees. A motion was made by Supervisor Ellis granting approval. Supervisor

HUMAN RESOURCES COMMITTEE MEETING

Monday, November 14, 2022

Donovan seconded the motion. Motion carried.

Health and Human Services Director Matt Strittmater requested approval for a Change in Table of Organization as it Relates to the 2023 Budget. A motion was made by Supervisor Ellis granting approval. Supervisor Nonhof seconded the motion. Motion carried.

Information Technology Director Chris Lewinski requested approval for an Equity Adjustment for the Lead Printer, contingent upon Finance Committee Approval. A motion was made by Supervisor Wegner granting approval. Supervisor Donovan seconded the motion. Motion carried.

County Clerk Jon Dolson requested approval for an Equity Adjustments for Assistants to the County Clerk, contingent upon Finance Committee Approval. A motion was made by Supervisor Wegner granting approval. Supervisor Nonhof seconded the motion. Motion carried.

County Administrator Adam Payne requested approval for Temporary Pay Adjustments for the Interim Finance Director and Interim Deputy Finance Director, contingent on Finance Committee Approval. A motion was made by Supervisor Nonhof granting approval. Supervisor Donovan seconded the motion. Motion carried.

Interim Co-Human Resources Director Alayne Krause reported on current Human Resources initiatives, including open enrollment, onsite flu vaccine clinics, annual performance evaluations, the 4th quarter wellness challenge, annual all management training, and the status of vacant positions.

Interim Co-Human Resources Director Alayne Krause reviewed the 3rd Quarter Variance Reports for the Human Resources Department and Employee Benefits Budgets.

Interim Co-Human Resources Director Alayne Krause requested approval for an Exception to the Donation of Benefit Time Policy. A motion was made by Supervisor Wegner granting approval. Supervisor Donovan seconded the motion. Motion carried.

Interim Co-Human Resources Director Alayne Krause requested approval for an Extended Leave of Absence. A motion was made by Supervisor Wegner granting approval. Supervisor Ellis seconded the motion. Motion carried.

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

A motion to adjourn was made by Supervisor Wegner. Supervisor Donovan seconded the motion. Motion carried with adjournment at 4:55 PM.

Alayne Krause
Recording Secretary

Christian Ellis
Secretary



WISCONSIN

Sheboygan County VACANT POSITION REQUEST

(To be completed for all vacant positions)

Date: 12/5/2022
To: Transportation Committee Members
From: Greg Schnell

Position Request:

Position: Maintenance Worker & Maintenance Technician - Highway & Airport
Reason for Vacancy: All open positions in 2023 - retirements & terminations

Justification:

These positions are necessary for the maintenance and reconstruction of our roads and plowing operations.

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

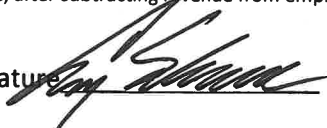
If not, please state the amount over budget as well as the proposed source of funds: [Click here to enter text.](#)

Costs:


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

Wages	Benefits	Total
\$50,476	\$24,960	\$75,436

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

County Administrator/Department Head Signature  Date: 12/5/2022

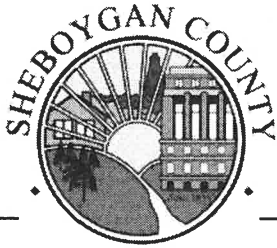
Human Resources Director Signature _____ Date: _____

Liaison Committee Signature  Date: 12-5-22

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.



WISCONSIN

Sheboygan County VACANT POSITION REQUEST

(To be completed for all vacant positions)

Date: 12/5/2022
To: Transportation Committee Members
From: Greg Schnell

Position Request:

Position: 7 summer truck drivers, 5 summer students - LTE
Reason for Vacancy: Yearly

Justification:

Truck driving (CDL required for some of the positions), mowing, flagging, and other maintenance issues so our other employees can work on construction projects. One position for the engineering/surveying department.

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
\$225,300	\$21,854.10	\$247,154.10

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

County Administrator/Department Head Signature  Date: 12/5/2022

Human Resources Director Signature _____ Date: _____

Liaison Committee Signature  Date: 12-5-22

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 Transportation Department -
Highway Division

Memo

To: Sheboygan County Human Resources Committee

From: Greg Schnell, Transportation Director 

Date: December 12, 2022

RE: Hiring above Midpoint

Action Requested: Consideration of hiring above midpoint for Maintenance Technician

Rationale: Along with many other departments, the Highway Department has been challenged with hiring employees. An even larger problem is finding potential employees with any type of experience who will take the positions, as oftentimes we cannot compete with wages from the public sector.

The Highway Department has interviewed an experienced candidate who has 8 years of similar experience. This candidate completed the Alaska Operating Engineers Apprenticeship program and has received Journeyman status. She has over 6,000 hours of time in operating various pieces of heavy equipment. Not only did this candidate complete the required schooling and, on the job, operating, she also had the opportunity to work in the shop helping repair many of the large pieces of equipment. Having the experience in operating & being knowledgeable in identifying mechanical issues is a valuable asset when operating large expensive pieces of equipment. We would like the ability to have a range from \$25-\$25.50 per hour when negotiating with this candidate.

Financial Impact: The financial result for the remainder of the year would be approximately \$2,000 - \$2040. The department currently has 3 vacancies, so this position would be replacing one of those openings.

In closing: We would like to negotiate with this experienced candidate at a wage between \$25.00 - \$25.50. Thank you for your time and support as we continue to build our team and enhance our capabilities.



Sheboygan County VACANT POSITION REQUEST

(To be completed for all vacant positions)

WISCONSIN

Date: 12/6/2022
To: Health & Human Services Committee Members
From: Matt Strittmater

Position Request:

Position: HHS Manager - Public Health Clinical Services Supervisor
Reason for Vacancy: Resignation

Justification:

This position assists with supervision of our community engagement efforts including community health needs assessment, coalition work, maternal child health grant work and community health worker team.

We are requesting permission to automatically back-fill should the position be filled by an internal candidate.

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): C52

Wages	Benefits	Total
\$65,067 - \$85,308	\$35,069 - \$38,254	\$100,136 - \$123,562

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

County Administrator/Department Head Signature *Matt Strittmater* Date: 11-29-22

Human Resources Director Signature *Mary Krause* Date: 11/30/22

Liaison Committee Signature *Christy Brangy* Date: 12/6/22

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: 12/6/2022
To: Health & Human Services Committee Members
From: Jaclyn Moglowsky

Position Request:

Position: Child & Family Resource Unit Supervisor
Reason for Vacancy: Unexpected Vacancy

Justification:

This position is responsible for all aspects of the Children's Long-Term Support program and the Birth to Three program. This includes maintaining budget, coordination with multiple partner agencies, and meeting all state program requirements. Day to day services as well as longer term strategic planning responsibilities also fall under this role. Permission to backfill should this be filled by an internal candidate is also requested.

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): C52

Wages	Benefits	Total
\$65,067 - \$83,431	\$35,167 - \$38,004	\$100,234 - \$121,435

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

County Administrator/Department Head Signature *Matt Stettin* Date: 11-21-22

Human Resources Director Signature *Alayna Krauss* Date: 11/21/22

Liaison Committee Signature *Carl A. Blaney* Date: 12/6/22

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: 12/6/2022
To: Health & Human Services Committee Members
From: Jaclyn Moglowsky

Position Request:

Position: HHS Manager - Child & Family Resource Unit Supervisor - Part time LTE
Reason for Vacancy: Termination

Justification:

This position is responsible for day to day services required to meet all state program requirements of the Children's Long-Term Support and Birth to Three programs. An emergency LTE placement is currently in place and is set to expire on 12/21/22, this approval will allow that placement to continue for up to 6 months.

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): C52

Wages	Benefits	Total
\$35.00/hour	\$0.00	\$11,200.00

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

County Administrator/Department Head Signature *Matt Stettin* Date: 11-29-22

Human Resources Director Signature *Alayne Krause* Date: 11/30/22

Liaison Committee Signature *Cristina Chaney* Date: 12/6/22

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)

Date: 12/6/2022
To: Health & Human Services Committee Members
From: Jaclyn Moglowsky

Position Request:

Position: Clinical Services Supervisor
Reason for Vacancy: Resignation

Justification:

This position is responsible for all aspects of the outpatient service programming which includes therapy services, medical services, program budgets including multiple grants, and all DHS and Forward Health requirements. Day to day services as well as longer term strategic planning responsibilities also fall under this role. Permission to backfill should this be filled by an internal candidate is also requested.

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): C52

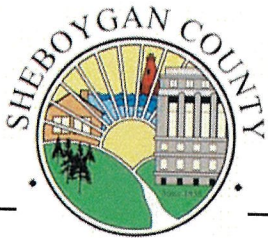
Wages	Benefits	Total
\$65,067 - \$83,431	\$35,167 - \$38,004	\$100,234 - \$121,435

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

County Administrator/Department Head Signature *Matt Stoltz* Date: 11-28-22
 Human Resources Director Signature *Alayne Krause* Date: 11/30/22
 Liaison Committee Signature *Curtis Blamer* Date: 12/6/22
 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 during Hiring Freeze)

WISCONSIN

Date: 12/7/2022
To: Sheboygan County Law Committee
From: Sheriff Cory Roeseler and Inspector Chad Broeren

Position Request:

Position: Corrections Officer
Reason for Vacancy: Retirements/Resignations/Terminations in 2023

Justification: This request is to cover all openings for the position of Corrections Officer within the Corrections Division for 2023. This position is vital to the success of the Sheriff's Office. This blanket approval expedites the process involved to fill these vital positions that require a lengthy training process.

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
\$50,775	\$34,700	\$85,475

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

Department Head Signature Chad Broeren Date: 11/08/2022

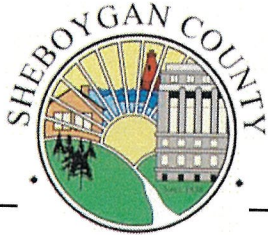
Human Resources Director Signature Alayne Krause Date: 11/9/2022

Liaison Committee Signature Kevin Pfeiffer Date: _____

Human Resources Committee Signature _____ Date: _____

Form Process:

1. Department Head completes VPR.
2. Department Head refers to Human Resources Director for approval.
3. County Administrator/Department Head presents VPR to Liaison Committee for approval/signature.
4. Department Head forwards VPR to HR for Human Resources Committee approval/signature (**salaried positions only**).



WISCONSIN

Sheboygan County VACANT POSITION REQUEST

(To be completed for all vacant positions during Hiring Freeze)

Date: 12/7/2022
To: Sheboygan County Law Committee
From: Sheriff Cory Roeseler and Inspector Chad Broeren

Position Request:

Position: Telecommunicator/Dispatcher
Reason for Vacancy: Retirements/Resignations/Terminations in 2023

Justification: This request is to cover all openings for the position of Dispatcher within the Communications Division for 2023. This position is vital to the success of the Sheriff's Office. This blanket approval expedites the process involved to fill these vital positions that require a lengthy training process.

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
\$46,728	\$33,377	\$80,105

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

Department Head Signature Chad Broeren Date: 11/08/2022

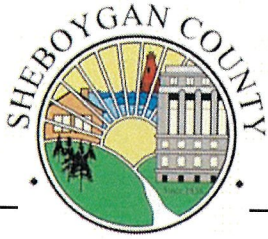
Human Resources Director Signature Glenn Krause Date: 11/9/2022

Liaison Committee Signature Sheriff Roeseler Date: _____

Human Resources Committee Signature _____ Date: _____

Form Process:

1. Department Head completes VPR.
2. Department Head refers to Human Resources Director for approval.
3. County Administrator/Department Head presents VPR to Liaison Committee for approval/signature.
4. Department Head forwards VPR to HR for Human Resources Committee approval/signature (**salaried positions only**).
5. HR begins recruitment process.05/2020



Sheboygan County VACANT POSITION REQUEST

(To be completed for all vacant positions during Hiring Freeze)

WISCONSIN

Date: 12/7/2022
To: Sheboygan County Law Committee
From: Sheriff Cory Roeseler and Inspector Chad Broeren

Position Request:

Position: Deputy - Patrol
Reason for Vacancy: Retirements/Resignations/Terminations in 2023

Justification: This request is to cover all openings for the position of Deputy within the Patrol Division for 2023. This position is vital to the success of the Sheriff's Office. This blanket approval expedites the process involved to fill these vital positions that require a lengthy training process.

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
\$58,796	\$39,810	\$98,579

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

Department Head Signature Chad Broeren Date: 11/08/2022
 Human Resources Director Signature Alayne Krause Date: 11/9/2022
 Liaison Committee Signature Arnold Roeseler Date: _____
 Human Resources Committee Signature _____ Date: _____

Form Process:

1. Department Head completes VPR.
2. Department Head refers to Human Resources Director for approval.
3. County Administrator/Department Head presents VPR to Liaison Committee for approval/signature.
4. Department Head forwards VPR to HR for Human Resources Committee approval/signature (**salaried positions only**).
5. HR begins recruitment process.05/2020

**REQUEST FOR CHANGE IN
DEPARTMENTAL TABLE OF ORGANIZATION**

Department: Rocky Knoll Health Care Center	Date: December 8, 2022
Effective Date of Change:	December 13, 2022

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
Graduate Nurse	0	0	0	0	1	.5
Licensed Practical Nurse	12	10	19	12	9	18.5
Director of Dining Services	0	0	0	1	0	1
Registered Dietician	0	0	0	1	0	1
Assistant Director of Dining Services	0	0	0	1	0	1
Café Coordinator	0	0	0	1	0	1
Cook	0	0	0	3	0	3
Dining Assistant II	0	0	0	3	0	3
Dining Assistant I	0	0	0	3	4	5.6
Dining Assistant Student	0	0	0	0	12	.3
TOTALS	12	10	19	25	26	34.9

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.

Graduate Nurses provide comprehensive nursing care to all residents based on the administrative and nursing policies.

The Director of Dining Services is responsible for the planning, organizing and supervision of all aspects of the Dining Services Department in accordance with Federal, State, local and facility standards, guidelines, policies, and regulations.

The Registered Dietician is responsible for ensuring that the nutritional needs of the patients/residents are met based on physician's orders. Responsible for assessing each patient's nutritional needs, consulting with the physician, providing dietary counseling and developing a nutritional plan of care.

The Assistant Director assists the Director of Dining Services to provide leadership, support and guidance to ensure that food quality standards, inventory levels, food safety guidelines and customer service expectations are met.

The Cafe Coordinator is customer service focused in preparing and serving food to employees, residents, families and visitors.

The Cooks prepares, cooks, and serves a variety of foods and beverages. Assists in supervising food service workers under the guidance of the Director of Dining Services. Works in the kitchen, resident service areas and dishwashing room as assigned.

Dining Assistants II directly assists the cook with performing a wide range of duties involved with preparation and service of a variety of foods and beverages. Cleans work areas, equipment, dishes and utensils, and resident service areas.

Dining Assistants I perform a wide range of duties involved with preparation and service of foods and beverages to various resident service areas. Assists in cleaning work areas, equipment, dishes and utensils, and resident service areas.

Student Dining Assistants assist the Cook and Dining Assistant II with tasks in preparing and serving meals. Works in kitchen, resident service areas and the dishwashing room as assigned.

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.

<i>Job Title</i>	<i>Cost-Rest of Year</i>	<i>Cost- Annual</i>	<i>Source of Funds</i>
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Graduate Nurse		\$45,554	Additional Medicaid increase from the State 2022-2023 budget
Director of Dining Services		\$113,963	Additional Medicaid increase from the State 2022-2023 budget
Registered Dietician		\$121,399	Additional Medicaid increase from the State 2022-2023 budget
Assistant Director of Dining Services		\$89,792	Additional Medicaid increase from the State 2022-2023 budget
Café Coordinator		\$81,893	Additional Medicaid increase from the State 2022-2023 budget
Cook		\$250,274	Additional Medicaid increase from the State 2022-2023 budget
Dining Assistant II		\$217,727	Additional Medicaid increase from the State 2022-2023 budget
Dining Assistant I		\$332,159	Additional Medicaid increase from the State 2022-2023 budget
Dining Assistant Student		\$110,880	Additional Medicaid increase from the State 2022-2023 budget

RATIONALE

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

Three years ago, we embarked on a journey to improve Rocky Knoll's food and dining program. We wanted an innovative, strategic partner who would bring new culinary skills, personalized service and contemporary elements to our resident's dining experience. We anticipated a diverse menu featuring small batch cooking with fresh, homemade food that was not only healthier, but better tasting and visually appealing.

Unfortunately, neither of the two companies we contracted with to elevate the food and dining programs have met our expectations. Therefore, we have made the decision to bring back food and dining services in-house.

ADDITIONAL INFORMATION

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

ACTION TAKEN

Department Head Determination:

Approved Denied

Date: 12/15/22

Signature: 

Liaison Committee Action:

Approved Denied

Date: 12/8/2022

Committee Chair: 

Human Resources Committee:

Approved Denied

Date: _____

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: 12/8/2022
To: Health Care Center Committee Members
From: Katherine Clinton, NHA

Position Request:

Position: Director of Dining Services
Reason for Vacancy: New position

Justification:

Rocky Knoll has made the decision to bring our food and dining services back in-house. The Dining Services Department at Rocky Knoll requires a Director of Dining services who is responsible for the planning, organizing and supervision of all aspects of the Dining Services Department in accordance with Federal, State, local and facility standards, guidelines, policies, and regulations. He/she is responsible for promoting the optimal nutritional status of each resident in accordance with physician/dietitian orders and consistent with each resident's individual physical, ethnic, religious, and social needs.

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
\$70,699	\$37,478	\$108,177

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

County Administrator/Department Head Signature *F. C.* Date: 12/1/22
 Human Resources Director Signature *Alayne Krause* Date: 12/5/2022
 Liaison Committee Signature *Reganine Feldman* Date: 12/8/2022
 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: 12/8/2022
To: Health Care Center Committee Members
From: Katherine Clinton, NHA

Position Request:

Position: Registered Dietician
Reason for Vacancy: New position

Justification:

Rocky Knoll has made the decision to bring our food and dining services back in-house. The Dining Services Department at Rocky Knoll requires a Registered Dietician who is responsible for ensuring that the nutritional needs of the patients/residents are met based on physician's orders. He/she is responsible for assessing each patient's nutritional needs, consulting with the physician, providing dietary counseling and developing a nutritional plan of care consistent with each client's individual physical, ethnic, religious, and social needs.

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
\$77,126	\$38,487	\$115,613

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

County Administrator/Department Head Signature *K. Clinton* Date: 12/15/22
 Human Resources Director Signature *Alayne Krause* Date: 12/5/2022
 Liaison Committee Signature *Regulene Velasco* Date: 12/8/2022
 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.



Pay Policy Exception Request

Department Requesting Exception: Rocky Knoll Health Care Center

Position(s) Effective: Medication Assistant/Certified Nursing Assistant

Effective Date: 12/08/2022

Exception Request: When a Certified Nursing Assistant serves as a Medication Assistant, we are requesting employees receive an increase of \$2.50 per hour for the duration of time they are acting in the capacity of a medication Assistant.

Reason: Medication Assistants require additional certification and training to perform routine treatments, medication pass and related tasks necessary to maintain the medication pass system according to nursing policies and procedures, facility standards, and residents' rights. When not involved with medication pass and treatments, Medication Assistants will assist CNAs with resident care.

Medication Assistants support the principles of the nursing process, standards of nursing practice within state and federal regulations. These duties offset the time dedicated licensed nurses pass medications so that they may spend more time providing resident care, assessment and treatments within the scope of their practice.

In checking with Payroll/Finance department, this \$2.50 per hour differential will be a manageable approach.

County Administrator/Department Head Recommendation:

Date: 12/15/22

Signature:

Human Resources Support:

Date: 12/5/2022

Approve

Disapprove

Signature:

Liaison Committee Action:

Date: 12/8/2022

Approve

Disapprove

Committee Chair:

Human Resources Committee:

Date: _____

Approve

Disapprove

Committee Chair: _____

Form Process:

Department Head completes the ER form

Department Head presents the ER form to their Liaison Committee for approval/signature

Department Head presents the ER form to HR Committee for approval/signature

Carryover of Unexpended 2022 Appropriations to 2023

Department Name: Human Resources

<u>Account Number</u>	<u>Requested \$ Amount</u>	<u>Item Description</u>	<u>Justification</u>	<u>Reason Unexpended in 2022</u>
146.531905	\$15,000	Contracted Services	All Employee Summit	Due to staffing turnover in the Human Resources Department, the annual all employee summit was not held in 4th quarter of 2022 as expected. All employee summit will instead be planned for in 1st quarter of 2023.
	\$15,000		TOTAL REQUEST	