

NOTICE OF MEETING

HUMAN RESOURCES COMMITTEE
January 22, 2024 **2:00 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 – January 8, 2024

Rocky Knoll Health Care Center Administrator, Kayla Clinton

- Consideration of Change to the Table of Organization (2)

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:

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.

Posted January 19, 2024 at 1:00PM

SHEBOYGAN COUNTY HUMAN RESOURCES COMMITTEE MINUTES

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

January 8, 2024

Called to Order: 3:30 PM

Adjourned: 4:56 PM

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

Remote: None

MEMBERS ABSENT: None

ALSO PRESENT: **In Person:** Vern Koch, Ellen Schleicher, Kayla Clinton, Aaron Brault and Dave Loomis

Remote: Matthew Strittmater, Rebecca Clarke

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 January 5, 2024 at 3:00 PM, in compliance with the open meeting law.

A motion to approve the minutes of December 8, 2023 as presented was made by Supervisor Wegner. Supervisor Nonhof seconded the motion. Motion carried.

Rocky Knoll Health Care Center Administrator, Kayla Clinton requested approval of a temporary pay adjustment. A motion was made by Supervisor Ellis granting approval. Supervisor Wegner seconded the motion. Motion carried.

Planning and Conservation Director, Aaron Brault requested approval for a Summer LTE. A motion was made by Supervisor Nonhof granting approval. Supervisor Wegner seconded the motion. Motion carried.

Human Resources Director, Dave Loomis and Register of Deeds, Ellen Schleicher, requested approval to Change the Table of Organization. A motion was made by Supervisor Donovan granting approval. Supervisor Nonhof seconded the motion. Motion carried

Human Resources Director, Dave Loomis requested approval to compensate the Building Services Director above the midpoint. A motion was made by Supervisor Ellis granting approval. Supervisor Nonhof seconded the motion. Motion carried.

County Board Chairperson, Vern Koch and Human Resources Director, Dave Loomis requested approval for a compensation adjustment for the County Administrator. A motion was made by Supervisor Donovan granting approval. Supervisor Wegner seconded the motion. Motion carried, ayes 3, noes 2, Supervisors Ellis and Nonhof.

Human Resources Director, Dave Loomis requested approval to Change the Table of Organization. A motion was made by Supervisor Ellis granting approval. Supervisor Donovan seconded the motion. Motion carried.

Human Resources Director, Dave Loomis requested approval of a Vacant Position Request. A motion was made by Supervisor Wegner granting approval. Supervisor Nonhof seconded the motion. Motion carried.

Human Resources Director, David Loomis provided an update regarding the Human Resources Department including staffing of the department, year-end department activities and the work being done around Wisconsin Act 4, Protective Status for County Jailers.

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

There were no requests for approval of attendance at other meetings or functions.

A motion to adjourn was made by Supervisor Ellis. Supervisor Donovan seconded the motion. Motion carried with adjournment at 4:56 PM.

David Loomis

Recording Secretary

Christian Ellis

Secretary

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

Department: Rocky Knoll	Date: 1/11/24
Effective Date of Change:	1/22/24

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
Environmental Service Worker	10		10	9.5		9.5
Building Services Worker I	1.0		1.0		.5	1.5
TOTALS						

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 the HR Director regarding pay grades for any new classifications.

Rocky Knoll Health Care Center is requesting a change to the Building/Environmental Services to the table of organization to add a .5 for a Building Services Worker I to retain the Limited Term Employee. This individual will replace the need for a summer/winter LTEs. Historically the seasonal LTEs have been difficult to fill and have been filled by students. This individual has reduced the normal workload hours by completing tasks much faster than seasonal LTEs. In addition, his skills and background allow him to assist in other areas as needed.

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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Building Services Worker I	\$30,405	\$31,247	Elimination of the LTE (Summer/Winter) Building Services position for wages and open positions benefits
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RATIONALE

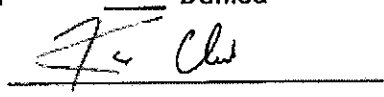
Briefly summarize the reasons for the requested change in the table of organization.

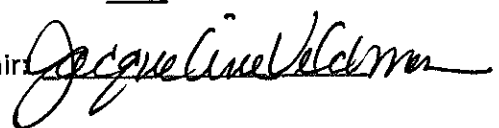
ADDITIONAL INFORMATION

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.

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ACTION TAKEN

Department Head Determination: Approved Denied
 Date: 11/5/23 Signature: 

Liaison Committee Action: Approved Denied
 Date: 1/11/2024 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.

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

Department: Rocky Knoll	Date: 12/14/23
Effective Date of Change:	1/08/23

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
Area Nurse Manager	5.6		0	4.6		4.6
Infection Preventionist/Wound Nurse	0		0	1		1
TOTALS	5.6		5.6	5.6		5.6

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 the HR Director regarding pay grades for any new classifications.

Infection Preventionist/Wound Nurse shall assume the responsibility for assessing, developing, implementing, monitoring, and managing the Infection Prevention and Control Program and the Antibiotic Stewardship Program (ASP) as well as the Wound Care and Prevention Program.

This role implements and evaluates infection prevention and control programs designed to provide a safe, sanitary, and comfortable environment for residents, visitors and staff at Rocky Knoll that complies with State and Federal guidelines. This role helps prevent the development and transmission of communicable diseases and infections. This role also aids in prevention, monitoring, managing, and documentation of wound impairments.

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>
Infection Preventionist/ Wound nurse	\$10,163	\$121,959	Funds available from open area nurse manager position

RATIONALE

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

The Director of Clinical Services has evaluated the needs of the position and Rocky Knoll is required to have a trained Infection Preventionist to oversee Rocky Knoll's infection control program. Based on the needs of the nursing department it also makes sense to have the Infection Preventionist nurse oversee wound care at Rocky Knoll.

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.

ACTION TAKEN

Department Head Determination:

Approved Denied

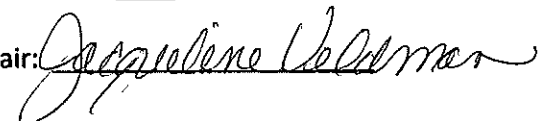
Date: 12/12/23

Signature: 

Liaison Committee Action:

Approved Denied

Date: 12/14/2023

Committee Chair: 

Human Resources Committee:

Approved Denied

Date: _____

Committee Chair: _____