

NOTICE OF MEETING

HUMAN RESOURCES COMMITTEE February 26, 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 – February 12, 2024

Planning and Conservation Director, Aaron Brault

- Consideration of Equity Adjustment

Sheriff, Cory Roessler

- Consideration of Equity Adjustments for Sworn Supervisors

Human Resources Director, Dave Loomis

- Consideration of TO Change
- Consideration of Vacant Position Request
- Consideration of Budget Adjustment
- Human Resources 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

Posted February 23, 2024 at 2:00PM

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

February 12, 2024

Called to Order: 3:30 PM

Adjourned: 4:20 PM

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

Remote: None

MEMBERS ABSENT: None

ALSO PRESENT: **In Person:** Bryan Olson, Emily Stewart, Chris Lewinski and Dave Loomis

Remote: Kayla Clinton, Matthew Strittmater

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 February 9, 2024 at 2:30 PM, in compliance with the open meeting law.

A motion to approve the minutes of January 22, 2024 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 Table of Organization change. A motion was made by Supervisor Ellis granting approval. Supervisor Donovan seconded the motion. Motion carried.

Transportation Director, Bryan Olson requested approval of an equity adjustment. A motion was made by Supervisor Ellis granting approval. Supervisor Nonhof seconded the motion. Motion carried.

Transportation Director, Bryan Olson requested approval of a second equity adjustment. A motion was made by Supervisor Nonhof granting approval. Supervisor Donovan seconded the motion. Motion carried.

Transportation Director, Bryan Olson requested approval to hire above the midpoint. A motion was made by Supervisor Wegner granting approval. Supervisor Nonhof seconded the motion. Motion carried.

Transportation Director, Bryan Olson and Business Manager, Emily Stewart requested approval of department policies specific to Lake Breeze Aviation. A motion was made by Supervisor Wegner granting approval. Supervisor Nonhof seconded the motion. Motion carried.

The action item for Equity Adjustment for Sworn Supervisors was tabled until the February 26, 2024 meeting of the Human Resources Committee.

Human Resources Director, David Loomis requested approval of changes to personnel policies 201 – Background Checks, 615 – Telecommuting, and 805 – Internet, Social Media and Artificial Intelligence. 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 department and the Tyler Munis project.

A motion to approve the vouchers was made by Supervisor Wegner. Supervisor Donovan 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 Wegner. Supervisor Ellis seconded the motion. Motion carried with adjournment at 4:20 PM.

David Loomis
Recording Secretary

Christian Ellis
Secretary

REQUEST FOR CHANGE IN DEPARTMENTAL TABLE OF ORGANIZATION

Department: Human Resources	
Request Date: 02/26/2024	Effective Date: 02/26/2024

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
Human Resources Director	1	0	1.0	1	0	1.0
Deputy Director of Human Resources	1	0	1.0	1	0	1.0
Benefits Specialist	1	0	1.0	1	0	1.0
Senior Human Resources Generalist	1	0	1.0	0	0	0
Human Resources Generalist	2	0	2.0	3	0	3.0
Human Resources Coordinator	1	0	1.0	1	0	1.0
Human Resources Project Manager	0	1	0.5	0	1	0.5
TOTALS	7	1	7.5	7	1	7.5

RATIONALE

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

This request enables the department to support the Tyler Munis Project with the addition of a Long-term HR Generalist LTE. It is anticipated that this position will remain on the TO for three months past the go-live date for the HR related modules of the Tyler Munis project.

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.)

No new positions have been created with this request.

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>
HR Generalist	\$74,638.27	\$99,517.70	Transfer of funds from 1074 to 199

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.

The funding of this position is contingent upon the approval of the Finance Committee. The costs are funded within the current County budget through a reduction in the previously approved and budgeted transfer of funds from 1074 to 183 (Finance).

ACTION TAKEN

Department Head Signature _____ Date: _____

Liaison Committee Signature _____ Date: _____

Human Resources Committee Signature _____ Date: _____



VACANT POSITION REQUEST

(To be completed for all vacant positions)

WISCONSIN

Date: 2/26/2023

From: David Loomis

Position Request:

Position Title: Human Resources Generalist

DBM: B25

Reason for Vacancy: Additional Approved Headcount

Justification for Filling Position:

This position will support the Tyler Munis project and is anticipated to be staffed from now until 3 months beyond the Go Live of the HR related modules of Tyler Munis.

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
\$63,265	\$36,253	\$99,518

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

County Administrator/Department Head Signature  Date: 2/23/2024

Human Resources Director Signature  Date: 2/23/2024

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