

## **NOTICE OF MEETING**

### **HUMAN RESOURCES COMMITTEE**

**January 27, 2022**

**3:30 PM**

Administration Building  
508 New York Avenue, Conference Room 302  
Sheboygan WI 53081

#### **To Join the Meeting Remotely - Dial**

**+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. All employees are required to wear a face mask in Sheboygan County facilities regardless of vaccination status. All visitors are asked to please wear a face mask in Sheboygan County Facilities.

#### **\*AGENDA \***

Call to Order

Certification of Compliance with Open Meeting Law

Approval of Minutes

Human Resources Committee – Regular Meeting – December 9, 2021

Joint Finance and Human Resources Committee – Joint Meeting – January 12, 2022

Correspondence – None at time of mailing

Building Services Director Jim TeBeest - Consideration of Blanket Vacant Position Requests for Cleaners and Maintenance Technicians

Transportation Director Greg Schnell - Request for Temporary Upgrade from Maintenance Technician to Welder

Consideration of Change in Table of Organization (Eliminating One Senior Maintenance Technician/Maintenance Worker/Maintenance Technician and Adding One Maintenance Supervisor)

Rocky Knoll Administrator Kayla Clinton - Consideration of Change in Table of Organization (Add Full Time Health Information Assistant Director and Eliminate Part Time Health Unit Coordinator)

Clerk of Courts Melody Lorge - Consideration of Change in Table of Organization (Add Full Time Judicial Assistant)

Sheriff Cory Roeseler and Inspector Chad Broeren - Consideration of Vacant Position Request for Limited Term Employee (LTE – Dispatch)

Register of Deeds Ellen Schleicher - Consideration of Promotion for Certain Employee

Health and Human Services Director Matthew Strittmater - Consideration of Vacant Position Request for Senior Financial Analyst  
Consideration of Change in Table of Organization (Eliminate Human Services Assistant and Add Senior Human Services Assistant)  
Consideration of Promotion of Human Services Assistant to Senior Human Services Assistant  
Consideration of Vacant Position Request for Limited Term Employee (LTE) – Contingent Upon Health and Human Services Committee Approval  
Consideration of Vacant Position Request for Software Administrator – Contingent Upon Health and Human Services Committee Approval

Human Resources Director Dennis Miller - Discussion of Blanket Vacant Position Requests  
Consideration of Ordinance Changing Chapter 47 due to Market Conditions  
Consideration of Human Resources Vacant Position Requests/ Overlap Coverage and Funding  
Human Resources Department Updates and Comments

Review and Approve Vouchers

Approval of Attendance at Other Meetings or Functions  
Adjourn

Prepared by:  
Penny Elsner, Phone: 459.6481  
Recording Secretary

Fran Damp  
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 January 26, 2022 1:00 PM*

## **SHEBOYGAN COUNTY HUMAN RESOURCES COMMITTEE MINUTES**

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

**December 9, 2021**

**Called to Order: 3:30 PM**

**Adjourned: 4:50 PM**

**MEMBERS PRESENT:** Chair Fran Damp, Vice Chair Roger TeStroete, Secretary Ed Procek, and Member Charlette Nennig

**ALSO PRESENT:** **In Person:** Human Resources Director Dennis Miller, County Administrator Adam Payne, Chair Vern Koch, Vice Chair Bob Ziegelbauer, Finance Director Wendy Charnon, and Planning and Conservation Director Aaron Brault  
**Remote:** Transportation Director Greg Schnell, Building Services Director Jim TeBeest, Rocky Knoll Administrator Kayla Clinton, Health and Human Services Director Matt Strittmater, Deputy County Administrator Alayne Krause, Supervisor Brian Hoffmann, and Staff Accountant Jeremy Fredericks

Chairperson Damp called the meeting to order at 3:30 PM, in Conference Room 302 of the Administration Building. Chairperson Damp confirmed the meeting was posted December 8, 2021 at 10:45 AM, in compliance with the open meeting law.

A motion to approve the minutes of October 28, 2021, 2021 as presented was made by Supervisor Procek. Supervisor Nennig seconded the motion. Motion carried unanimously.

A motion to approve the vouchers as presented was made by Supervisor TeStroete. Supervisor Procek seconded the motion. Motion carried unanimously.

Transportation Director Greg Schnell requested approval for an extension of a Limited Term (LTE) position. A motion was made by Supervisor Nennig granting approval. Supervisor TeStroete seconded the motion. Motion carried unanimously.

Transportation Director Greg Schnell requested approval for the blanket Vacant Position Request for Maintenance Worker/Technician positions for the Transportation and Airport. A motion was made by Supervisor Nennig granting approval. Supervisor TeStroete seconded the motion. Motion carried unanimously.

Supervisor TeStroete inquired if blanket Vacant Positions Requests be placed as an agenda item at their January meeting. There was consensus that this should be a January agenda item.

Building Services Director Jim TeBeest requested approval for equity increases for certain Cleaner positions. A motion was made by Supervisor Nennig granting approval. Supervisor Procek seconded the motion. Motion carried unanimously.

## **HUMAN RESOURCES COMMITTEE MEETING MINUTES**

**Page 2**

Thursday, December 9, 2021

Building Services Director Jim TeBeest requested approval for a change in Table of Organization (Adding One Plumbing Technician and Eliminating One Building Services Technician.) A motion was made by Supervisor Nennig granting approval. Supervisor TeStroete seconded the motion. Motion carried unanimously.

Building Services Director Jim TeBeest requested approval for the Vacant Position Request for Plumbing Technician. A motion was made by Supervisor TeStroete granting approval. Supervisor Nennig seconded the motion. Motion carried unanimously.

Rocky Knoll Administrator Kayla Clinton requested approval for equity increases for certain Personal Care Assistants. A motion was made by Supervisor Nennig granting approval. Supervisor Procek seconded the motion. After further discussion, a motion was made by Supervisor Procek to amend the motion to include the equity increase be granted at \$14.00 per hour. Supervisor Nennig seconded the motion. Motion carried unanimously. A motion was made by Supervisor Procek to approve the motion as amended. Supervisor TeStroete seconded the motion. Motion carried unanimously.

Rocky Knoll Administrator Kayla Clinton requested approval for a change in Table of Organization (moving Transportation Aide from Life Enrichment to Health Information Services) to include Vacant Position Request. A motion was made by Supervisor TeStroete granting approval. Supervisor Nennig seconded the motion. Motion carried unanimously.

Rocky Knoll Administrator Kayla Clinton requested approval for the Vacant Position Request for Health Information Assistant Director. A motion was made by Supervisor Nennig granting approval. Supervisor TeStroete seconded the motion. Motion carried unanimously.

Rocky Knoll Administrator Kayla Clinton requested approval for Vacant Position Request for Area Nurse Manager-Staff Development. A motion was made by Supervisor Nennig granting approval. Supervisor TeStroete seconded the motion. Motion carried unanimously.

Rocky Knoll Administrator Kayla Clinton requested approval for blanket Vacant Position Request for Personal Care Assistant, CNA, Environmental Services Worker I, RN, LPN, and Limited Term Employee. A motion was made by Supervisor TeStroete granting approval. Supervisor Nennig seconded the motion. Motion carried unanimously.

Finance Director Wendy Channon requested approval for Vacant Position Request for Financial Systems Analyst. A motion was made by Supervisor Nennig granting approval. Supervisor TeStroete seconded the motion. Motion carried unanimously.

Planning and Conservation Director Aaron Brault requested approval for Vacant Position Request for Summer Limited Term Employee (LTE) and AIS Limited Term Employee (LTE.) A motion was made by Supervisor TeStroete granting approval. Supervisor Procek seconded the motion. Motion carried unanimously.

## **HUMAN RESOURCES COMMITTEE MEETING MINUTES**

**Page 3**

Thursday, December 9, 2021

Health and Human Services Director Matt Stittmater requested approval for the Vacant Position Request for Deputy Human Services Director/Child and Family Services. A motion was made by Supervisor Procek granting approval. Supervisor Nennig seconded the motion. Motion carried unanimously.

County Administrator Adam Payne requested approval for equity adjustment for Management Employees. A motion was made by Supervisor TeStroete granting approval. Supervisor Nennig seconded the motion. Motion carried unanimously.

Human Resources Director Dennis Miller reviewed the Human Resources Department activities highlighting the recruiting support and strategies, open enrollment and performance evaluations.

A motion to adjourn was made by Supervisor TeStroete. Supervisor Procek seconded the motion. Motion carried unanimously with adjournment at 4:50 PM.

Penny Elsner  
Recording Secretary

Ed Procek  
Secretary

**JOINT MEETING OF THE SHEBOYGAN COUNTY HUMAN RESOURCES AND FINANCE  
COMMITTEES**

Administration Building  
508 New York Avenue  
Sheboygan WI 53081

**January 12, 2022**

**Called to Order: 3:00 P.M.**

**Adjourned: 3:23 P.M.**

**MEMBERS PRESENT:**

**In Person:** William Goehring, Roger Te Stroete, Keith Abler,  
Thomas Wegner, Robert Ziegelbauer, Fran Damp  
**Remote:** Edward Procek, Charlette Nennig

**MEMBERS ABSENT:**

**ALSO PRESENT:**

**In Person:** Gerald Jorgensen, Adam Payne, Jeremy Fetterer,  
Stefanie Albrecht, Kathleen Donovan, Cory Roeseler  
**Remote:** Vern Koch, Brian Hoffmann, Wendy Charnon, Alayne  
Krause, Dennis Miller, Evan Grossen, Austin Gruenke, Kayla  
Clinton, Jeremy Fredericks, Penny Elsner, Katie Kovar, Ryan  
Tresp, Kevin Schuh, Steven Ploetz, Natascha Rowell

Chairperson Goehring called the meeting to order. Jeremy Fetterer verified that the meeting notice was posted on January 7, 2022 at 5:00 P.M. in compliance with the open meeting law.

County Administrator, Adam Payne provided background to the resolution referred by the County Board and how the resolution is intended to address current County challenges.

Sheriff, Cory Roeseler presented some of the current challenges within the Sheriff's Department which the resolution hopes to address.

The Committee discussed Resolution No. 30 (2021/22) - Approving Use of American Rescue Plan Act (ARPA) Funds (No. 3). Supervisor Wegner moved to recommend that the Resolution be adopted. Motion seconded by Supervisor Damp. Motion Carried

Supervisor Wegner moved to adjourn. Motion seconded by Supervisor Abler. Motion Carried

Jeremy Fetterer  
Recording Secretary

Keith Abler  
Secretary

Edward Procek  
Secretary



# Sheboygan County VACANT POSITION REQUEST

(To be completed for all vacant positions)

**Date:** 12/21/2021  
**To:** Property Committee Members  
**From:** Jim TeBeest, Director - Building Services

**Position Request:**

**Position:** Building Services Worker (Cleaner)  
**Reason for Vacancy:** All open positions in 2022 Created by Retirements/Resignations/Terminations

**Justification:**

This request covers all open Building Services Workers (DBM-A13) for 2022. This blanket approval expedites the process involved in filling any vacant position as defined below.

Cleaners sanitize restrooms and clinical areas, remove trash, vacuum and dust. Reduction in workforce jeopardizes the integrity and cleanliness of County facilities and leads to long range problems with such things like insects and rodents and reduces carpet life. Experience shows leaving cleaning positions vacant results in higher absenteeism and leads to higher paid maintenance personnel performing cleaning duties, preventing them from doing necessary maintenance work.

**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:**

Salary range of requested position: DBM - A13 \$14.74/hr. - \$21.52/hr. (Midpoint - \$18.13)

Wages	Benefits	Total
32,372	21,966	54,338

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

County Administrator/Department Head Signature Jim TeBeest Date: 12/15/2021  
Human Resources Director Signature Kim A. Mill Date: 12/17/2021  
Liaison Committee Signature [Signature] Date: 12/21/21  
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:** 12/21/2021

**To:** Property Committee Members

**From:** Jim TeBeest, Director - Building Services

**Position Request:**

**Position:** Building Services Technician

**Reason for Vacancy:** All open positions in 2022 Created by Retirements/Resignations/Terminations

**Justification:**

This request covers all open Building Services Technicians (DBM - B22) for 2022. This blanket approval expedites the process involved in filling any vacant position as defined below.

Building Services continues to take on additional responsibilities (i.e. additional square footage at several County-owned buildings) without adding staff. Any re-assignments from other Building Services areas creates a manpower shortage in another facility. The workload is consistent year-long; and includes on-call weekend duty responsibilities. This position is necessary to understand the needs of building occupants, work around inmates and know the unique characteristics of that building's equipment.

**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:**

Salary range of requested position: DBM- B22 \$17.78/hr. - \$25.96/hr. (Midpoint - \$21.87)

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

Wages	Benefits	Total
42,268	28,960	71,228

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

County Administrator/Department Head Signature Jim TeBeest

Date: 12/15/2021

Human Resources Director Signature [Signature]

Date: 12/17/2021

Liaison Committee Signature [Signature]

Date: 12/21/2021

Human Resources Committee Signature \_\_\_\_\_

Date: \_\_\_\_\_

**Form Process:**

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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: Human Resources Committee

From: Greg Schnell, Transportation Director 

Date: January 17, 2022

RE: Consideration of Temporary Pay Adjustment

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**Action requested:** Temporarily increase B23 employee \$1.50 per hour when working on vacant B24 skilled work assignments.

**Rationale:**

**Increase hourly wage pay for fill in employee:** Current B23 employee earns \$1.50 per hour less than what the previous B24 position earned in 2021. B23 employee is experienced in the skilled labor needed for these assignments.

**Financial impact:** Budget is available since the position has been vacant since 12/10/2021.

**In closing:** Although the department has posted for the needed position, it will take time to recruit, interview, and hire a new skilled employee for the B24 position. This skilled B23 employee is needed to complete the work that had previously done by a B24 employee.


This consideration was approved at the January 17<sup>th</sup> Transportation Committee meeting.

Thank you for your consideration of this request.

Greg

Sheboygan County Transportation Department -  
Highway Division

## Memo

To: Human Resources Committee  
From: Greg Schnell, Transportation Director   
Date: January 17, 2022  
RE: Table of Organization Change

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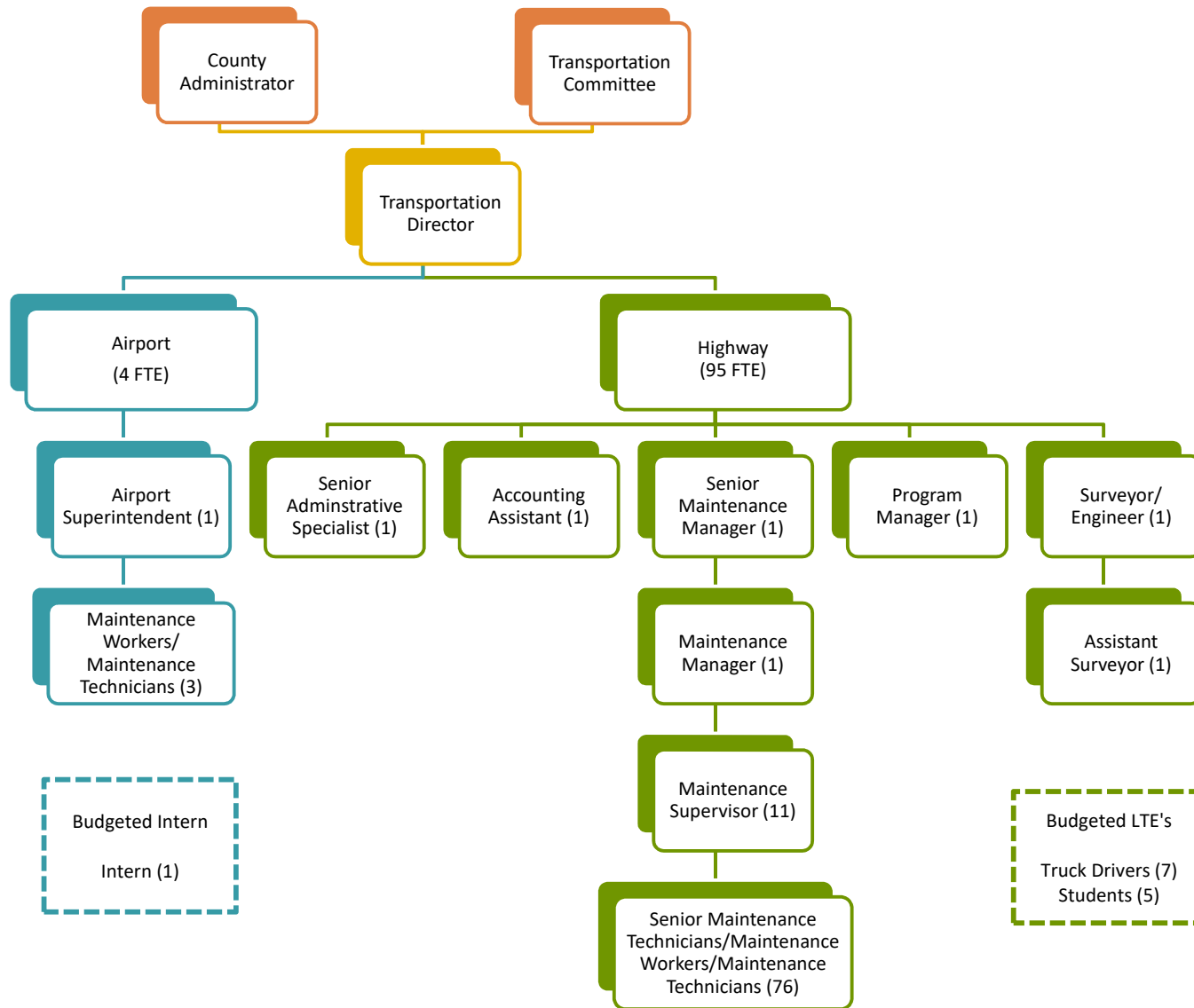
**Action Requested:** Change the Highway Department's Table of Organization to remove 1 Senior Maintenance Technician / Maintenance Worker / Maintenance Technician and move that position to a Maintenance Supervisor.

**Rationale:** Currently the State Highway Crew (approximately 8 – 10 employees) is without direct supervision. The Senior Maintenance Manager currently manages & schedules the projects for this crew, but is not able to directly supervise each day. A more efficient use of the department's time would be to create a state highway foreman who would delegate daily assignments, manage staff, schedule state highway closures and projects, assure that safety standards are followed, maintain the state highway product inventory and be the responsible contact on road projects. The selected employee for this position would also work in other aspects as needed when not working on this crew. This position is considered to be a working foreman.

**Financial Impact:** The wages and benefits for this position will be covered by the routine maintenance agreement that we have in place with the Department of Transportation.

**In closing:** A safer and more efficient approach of managing the employees' safety and time, assignments and inventory for this crew is to assign a direct foreman.

# Sheboygan County Transportation Table of Organization



## REQUEST FOR CHANGE IN DEPARTMENTAL TABLE OF ORGANIZATION

<b>Department: Highway</b>	<b>Date: 1/17/2022</b>
<b>Effective Date of Change:</b>	<b>1/17/2022</b>

*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 of 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
Transportation Director	1					
Senior Administrative Specialist	1					
Accounting Assistant	1					
Senior Maintenance Manager	1					
Maintenance Manager	1					
Maintenance Supervisor	10			11		
Sr Main Tech/Main Worker/Main Tech	77			76		
<b>TOTALS</b>						

### 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.

Maintenance Supervisor – State Crew Foreman: would direct supervise 8-10 employees, schedule state highway road closures, projects, assure safety standards are followed, maintain product inventory and be the responsible contact on highway road projects. This position is considered a working foreman. Pay Grade will be B32.

## 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>
Maintenance Supervisor	\$2592 est	\$4000 est	Maintenance agreement with the Department of Transportation

## RATIONALE

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

Currently the State Highway Crew (approximately 8 – 10 employees) is without direct supervision. The Senior Maintenance Manager currently manages & schedules the projects for this crew, but is not able to directly supervise each day. A more efficient use of the department's time would be to create a state highway foreman who would delegate daily assignments, manage staff, schedule state highway closures and projects, assure that safety standards are followed, maintain the state highway product inventory and be the responsible contact on road projects. The selected employee for this position would also work in other aspects as needed when not working on this crew. This position is considered to be a working foreman.

## 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:

Date: 1/19/2022

☒ Approved ☐ Denied

Signature: 

Liaison Committee Action:

Date: \_\_\_\_\_

☐ Approved ☐ Denied

Committee Chair: \_\_\_\_\_

Human Resources Committee:

Date: \_\_\_\_\_

☐ Approved ☐ Denied

Committee Chair: \_\_\_\_\_

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

<b>Department: Rocky Knoll</b>	<b>Date: 11/03/2021</b>
<b>Effective Date of Change:</b>	

*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
Director of Health Information Services	1		1	1		1
Health Information Assistant Director	0		0	1		1
Health Care Center Assistant	2	1	2.4	2	0	2
<b>TOTALS</b>	<b>3</b>	<b>1</b>	<b>3.4</b>	<b>4</b>	<b>0</b>	<b>4</b>

## **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 some changes to the Health Information Services Department (HIS). These changes reflect evolving facility needs at Rocky Knoll and succession planning and backup coverage for the Director of Health Information Services.

Rocky Knoll Health Care Center is requesting a full-time (1.0) Health Information Assistant Director. The position would report directly to the Director of Health Information Services. The Health Information Assistant Director performs critical required tasks to assist the Director of Health Information services, which directly impact resident record keeping, insurance and billing, as well as residents quality of care with timely information to the Providers. The HIS Assistant Director will be responsible for standing in for the Director of HIS in their absence with coding, request of information from facilities and law firms, as well as information needed for insurance, and perform the training and development for the Health Unit Coordinator role.



## 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>
Health Information Services Assistant Director	\$0.0	\$47,899	For the annual budget FY 22 this position was accounted for and budgeted.

## RATIONALE

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

With support from Sheboygan County Human Resources, Finance Department, and the County Administrator, Rocky Knoll has been looking at strategic planning related to the future success of Rocky Knoll. This projection change was anticipated in the 2022 budget, therefore the position is already accounted for and there is no need for additional funding.

## 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.

This strategic planning was thoughtfully considered during a challenging time with Rocky Knoll's budget, staffing challenges, and projects ahead.

## ACTION TAKEN

Department Head Determination:

☒ Approved ☐ Denied

Date: 11/10/21

Signature: 

Liaison Committee Action:

☒ Approved ☐ Denied

Date: 11/10/21

Committee Chair: 

Human Resources Committee:

\_\_\_\_ Approved

\_\_\_\_ Denied

Date: 12/09/2021

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**

<b>Department: Clerk of Courts</b>	<b>Date: November 16, 2021</b>
<b>Effective Date of Change:</b>	<b>January 1, 2022</b>

*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
Judicial Assistant	4			5		
<b>TOTALS</b>	<b>4</b>			<b>5</b>		

## **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.

## 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>
Judicial Assistant		\$77,846	Approved in the 2022 Budget

## RATIONALE

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

This position was already approved in the 2022 Budget

## 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:

Date: 11/16/2021

☒ Approved ☐ Denied

Signature: Melody Forge

Liaison Committee Action:

Date: 12/2/2021

☒ Approved ☐ Denied

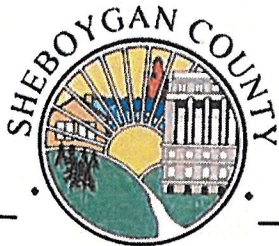
Committee Chair: Verbal Approval-Law Committee  
Charlette Nennig

Human Resources Committee:

Date: \_\_\_\_\_

☐ Approved ☐ Denied

Committee Chair: \_\_\_\_\_



## Sheboygan County VACANT POSITION REQUEST

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

WISCONSIN

Date: 9/17/2020  
To: Law Committee Members  
From: Sheriff Cory Roeseler & Inspector Chad Broeren

**Position Request:**

Position: LTE Dispatcher

Reason for Vacancy: No vacancies. Position will be utilized to provide overtime relief due to staff currently in training.

**Justification:** We would be utilizing this position to provide overtime relief for the current dispatching staff in our Communications Center. We are close to full staffing; however, we have several individuals in the training program currently.

**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: N/A

**Costs:**

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

Wages	Benefits	Total
\$20 per hour	\$0	\$16,640.00

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

Department Head Signature [Signature]

Date: 12/28/2021

Human Resources Director Signature [Signature]

Date: 12/28/2021

Liaison Committee Signature CHAD BROEREN

Date: 1/4/2022

Human Resources Committee Signature \_\_\_\_\_

Date: \_\_\_\_\_



# Sheboygan County

## VACANT POSITION REQUEST

(To be completed for all vacant positions)

WISCONSIN

Date: 12/15/2021  
To: Health & Human Services Committee Members  
From: Matthew Strittmater

**Position Request:**

Position: Senior Finance Analyst  
Reason for Vacancy: Resignation

**Justification:**

One of two key positions in the HHS Accounting team that cross train and collaborate on grant claiming, grant reconciliation, WIMCR, and 942/Visions. Position will learn all aspects of HHS accounting and be able to provide as back up or lead to other staff. Permission is requested to backfill should this 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:

**Costs:**

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

Wages	Benefits	Total
\$68,000	\$34,592	\$102,592

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

County Administrator/Department Head Signature 

Date: 12-15-21

Human Resources Director Signature 

Date: 12/17/21

Liaison Committee Signature 

Date: 1-4-2022

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.

01/2021



## REQUEST FOR CHANGE IN DEPARTMENTAL TABLE OF ORGANIZATION

<b>Department: Health &amp; Human Services</b>	<b>Date: 12/28/21</b>
<b>Effective Date of Change:</b>	<b>1/20/22</b>

*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
<i>Please see attached Table of Organization</i>						
Effect of Request on current Table of Organization						
1. Eliminate a 1.0 FTE Human Services Assistant	10	2	11.3	9	2	10.3
2. Add a 1.0 FTE Senior Human Services Assistant	2		2.0	3		3.0
<b>TOTALS</b>	<b>12</b>	<b>2</b>	<b>13.3</b>	<b>12</b>	<b>2</b>	<b>5.0</b>

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13.3

### 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.

Correction noted in 1-4-22 HHS Comm. Fee meeting minutes

Health & Human Services consulted with Human Resources on a job that has changed over the past few years. Determination made that responsibilities now align with a move from a B22 Human Services Assistant to a B23 Senior Human Services Assistant. Higher level financial responsibilities within state child welfare reporting system are the main change driving the recommended promotion.

## 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>
Senior Human Services Assistant	\$2080 – 3016 additional depending on performance evaluation	Approximately \$3,000 additional per year	Promotion from Human Services Assistant to Senior Human Services Assistant will cost approximately \$3,000 per year more.  Expense will be funded via blend of existing HHS levy and/or state funding allocations.

## RATIONALE

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

Health & Human Services consulted with Human Resources on a job that has changed over the past few years. Determination made that responsibilities now align with a move from a B22 Human Services Assistant to a B23 Senior Human Services Assistant. Higher level financial responsibilities within state child welfare reporting system are the main change driving the recommended promotion.

## 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:

Date: 12-28-21

Liaison Committee Action:

Date: 1-4-2022

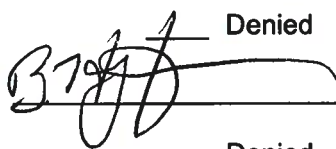
Human Resources Committee:

Date: \_\_\_\_\_

☒ Approved ☐ Denied

Signature: 

☒ Approved ☐ Denied

Committee Chair: 

☐ Approved ☐ Denied

Committee Chair: \_\_\_\_\_

**SHEBOYGAN COUNTY HEALTH & HUMAN SERVICES**  
**TABLE OF ORGANIZATION PER CHAPTER 40 OF THE COUNTY CODE**

	Current				Proposed (changes)			
Position		Budget FT	Budget PT	Budget FTE		Budget FT	Budget PT	Budget FTE
Accounting Assistant		2		2		2		2
Accounting Specialist	1	4		4	1	4		4
Administrative Assistant		1		1		1		1
Administrative Specialist	1	12		12	1	12		12
Department Head		1		1		1		1
Deputy Human Services Director		5		5		5		5
Finance Analyst	1	2		2	1	2		2
Human Services Assistant	1	10	2	11.3	1	9	2	10.3
Human Services Coordinator		2		2		2		2
Human Services Manager	1	18		18	1	18		18
Human Services Professional	6	65		65	6	65		65
Human Services Specialist	2	31		31	2	31		31
Human Services Supervisor	1	3		3	1	3		3
Lead Human Services Professional	1	5		5	1	5		5
Lead Human Services Specialist		4		4		4		4
Lead Public Health Professional	1				1			
Public Health Professional	1	14	3	16	1	14	3	16
Senior Administrative Specialist		1		1		1		1
Senior Financial Analyst		3		3		3		3
Senior Human Services Assistant		2		2		3		3
Senior Human Services Professional	2	19		19	2	19		19
Senior Lead Human Services Professional		1		1		1		1
Senior Lead Public Health Professional		1		1		1		1
Senior Public Health Professional	1	8		8	1	8		8
Total Positions	20	214	5	217.3	20	214	5	217.3
	Accounting Specialist - 1 position				Accounting Specialist - 1 position			
	Administrative Specialist - 1 position				Administrative Specialist - 1 position			
	Finance Analyst - 1 position				Finance Analyst - 1 position			
	Human Services Assistant - 1 position				Human Services Assistant - 1 position			
	Human Services Manager - 1 position				Human Services Manager - 1 position			
	Human Services Professional - 6 positions				Human Services Professional - 6 positions			
	Human Services Specialist - 2 positions				Human Services Specialist - 2 positions			
	Human Services Supervisor - 1 positions				Human Services Supervisor - 1 positions			
	Lead Human Services Professional - 1 position				Lead Human Services Professional - 1 position			
	Lead Public Health Professional - 1 position				Lead Public Health Professional - 1 position			
	Public Health Professional - 1 position				Public Health Professional - 1 position			
	Senior Human Services Professional - 2 positions				Senior Human Services Professional - 2 positions			
	Senior Public Health Professional - 1 positions				Senior Public Health Professional - 1 positions			
	Total			20	Total			20



# Sheboygan County VACANT POSITION REQUEST

(To be completed for all vacant positions)

**Date:** 1/6/2022

**To:** Human Resources Committee Members

**From:** Matt Strittmater

**Position Request:**

**Position:** LTE Transportation Scheduler

**Reason for Vacancy:** Current full-time scheduler has been on leave since August 2021 and will continue to be on leave for the foreseeable future. The elderly and disabled transportation program needs a scheduler in order to set up and coordinate rides this for Sheboygan County residents.

**Justification:**

Sheboygan County receives 5310 grant funding to provide the coordination of transportation services for the elderly and disabled population in Sheboygan County. The program needs the additional support of a staff person to meet the funding and grant requirements. There are no additional costs associated with the LTE position since the full time scheduler is not receiving compensation at this time.

**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
\$17.63	N/A	\$36,670.40

(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: 1-25-22

Human Resources Director Signature A. M. Hill 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:** 1/24/2022

**To:** Health & Human Services Committee Members

**From:** Matthew Strittmater

**Position Request:**

**Position:** Software Administrator

**Reason for Vacancy:** Resignation

**Justification:** The Human Services Professional-Software Administrator is responsible for the software/hardware implementation project identifying department needs, developing project requirements, assisting in the implementation and data migration, developing and managing software integrations, providing training materials and tutorials, document the current and new processes and report writing. The software administrator evaluates identified processes of issue, creates a new, more efficient process, and include cost-benefit information tied directly to each process step. If the position is filled with an internal candidate, request is made to backfill the position.

The urgency to refill this position is based upon the implementation of new software system with HHS.

**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
\$53,684.80-\$83,990.40	\$35,514.51	\$89,199.37-\$119,504.97

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

County Administrator/Department Head Signature \_\_\_\_\_

Date: 1-25-22

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:** 1/27/2022  
**To:** Human Resources Committee Members  
**From:** Dennis Miller

**Position Request:**

**Position:** Human Resources Manager  
**Reason for Vacancy:** Retirement

**Justification:**

The Human Resources Department is requesting to fill the above position as to oversee the day to day activities within the Human Resources Department as well as back up the Human Resources Director when he is unavailable. Maintaining appropriate staffing levels is essential for County operations. The primary responsibilities of this position are handling employee relation issues throughout the County, administer the compensation program and address any issues that arise with equity and compression, job description and job review, assist with preparing and monitoring budgets both department and employee benefits.

**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
\$87,500	\$37,720	\$125,220

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

Department Head Signature \_\_\_\_\_ Date: \_\_\_\_\_  
Human Resources Director Signature *Dennis Miller* Date: 01/27/2022  
County Administrator Signature \_\_\_\_\_ Date: \_\_\_\_\_  
Liaison Committee Signature \_\_\_\_\_ Date: \_\_\_\_\_  
Human Resources Committee Signature \_\_\_\_\_ Date: \_\_\_\_\_

**Form Process:**

1. Department Head completes VPR.
2. Department Head refers to Human Resources Director for approval.
3. Human Resources Director and Department Head discuss with County Administrator for approval.
4. County Administrator/Department Head presents VPR to Liaison Committee for approval/signature.
5. Department Head forwards VPR to HR for Human Resources Committee approval/signature.
6. HR begins recruitment process.





# Sheboygan County

## VACANT POSITION REQUEST

(To be completed for all vacant positions)

WISCONSIN

Date: 1/27/2022

To: Human Resources Committee Members

From: Dennis Miller

**Position Request:**

Position: Human Resources Generalist/Limited Term Employee (LTE)

Reason for Vacancy: Project Based Work

**Justification:**

The Human Resources Generalist will be responsible for assisting in all phases of recruitment as well as general Human Resources functions. This position will collaborate with the present Human Resources Generalist in researching and coordinating recruitment efforts for those hard to fill positions, mainly at Rocky Knoll, the Sheriff's Department and Health and Human Services. This person will assist orientation, job analysis, analyzing compensation and compression issues, and other value-added assistance.

**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: The Human Resources Generalist is a vacant position presently unbudgeted. We will be requesting that this Limited Term Employee be funded through ARPA funds for the duration of 2022-2024.

**Costs:**

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

Wages	Benefits	Total
\$52,000	\$33,800	\$85,800

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

County Administrator/Department Head Signature \_\_\_\_\_

Date: \_\_\_\_\_

Human Resources Director Signature \_\_\_\_\_

Date: 01/27/2022

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.