NOTICE OF MEETING

HUMAN RESOURCES COMMITTEE

February 24, 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 – February 10, 2022

Correspondence – None at time of mailing

County Board Business – Consideration of Amending Section 1.04 of the County Code to Update Qualifications of County Board Supervisor Candidates

Transportation Director Greg Schnell – Consideration of Vacant Position Request for Assistant Surveyor/ Engineer
Consideration of Vacant Position Request for 12 Summer Limited Term Employees (LTE's)

Finance Director Wendy Charnon – Consideration of Vacant Position Request for Accounts Receivable Coordinator – Contingent Upon Finance Committee Approval

Human Resources Director Dennis Miller – Consideration of Ending Employee Face Mask Requirement
Consideration of Equity Adjustment for HR Generalist
Consideration of Authorizing Staff Member to Sign Meeting Material and Vouchers on behalf of the Human Resources Committee Members attending Virtual

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 February 23, 2022 2:15 PM

SHEBOYGAN COUNTY HUMAN RESOURCES COMMITTEE MINUTES

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

February 10, 2022 **Called to Order: 3:30 PM** **Adjourned: 4:01 PM**

MEMBERS PRESENT: Chair Fran Damp, Vice Chair Roger TeStroete, and Secretary Ed Procek

ALSO PRESENT: **In Person:** Human Resources Director Dennis Miller
Remote: Committee Members Kathleen Donovan and Charlette Nennig

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

A motion to approve the minutes of January 27, 2022 as presented was made by Supervisor TeStroete. Supervisor Procek seconded the motion. Motion carried unanimously.

The Committee considered the draft Resolution Reauthorization of Self-Insurance Status for Worker's Compensation. A motion was made by Supervisor TeStroete granting approval and be forwarded to the County Board. Supervisor Nennig seconded the motion. Motion carried unanimously.

The Committee considered the draft Ordinance Chapter 47 Changes – Amending Pay Scale for Certain Positions. A motion was made by Supervisor Procek granting approval and be forwarded to the County Board. Supervisor TeStroete seconded the motion. Motion carried unanimously.

Human Resources Director Dennis Miller requested approval for the Vacant Position Request for Human Resources Coordinator and overlap coverage. A motion was made by Supervisor Procek granting approval. Supervisor TeStroete 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.

A motion was made by Supervisor Procek granting authorization for Human Resources Director Dennis Miller to sign off on documents for those who attended remotely and were presented during the February 10, 2022 meeting. Supervisor TeStroete seconded the motion. Motion carried unanimously.

A motion to adjourn was made by Supervisor TeStroete. Supervisor Nennig seconded the motion. Motion carried unanimously with adjournment at 4:01 PM.

Dennis Miller
Recording Secretary

Ed Procek
Secretary

COMMITTEE REPORT TO THE COUNTY BOARD

WE, THE **HUMAN RESOURCES** COMMITTEE

TO WHOM WAS REFERRED ORDINANCE NO: **04**

RE: **Amending Section 1.04 of the County Code to Update Qualifications of County Board Supervisor Candidates**

HAVE CONSIDERED THE SAME AND RECOMMEND:

_____ ADDITIONAL TIME BE GRANTED TO CONSIDER THE MATTER

_____ THE ORDINANCE BE ENACTED

_____ FILING WITH THE CLERK

_____ AMENDING THE ORDINANCE AS FOLLOWS:

RESPECTFULLY SUBMITTED THIS 15th DAY OF March 2022

HUMAN RESOURCES COMMITTEE

OPPOSED TO THE REPORT:	CONCURRING IN THE REPORT:
FRAN DAMP	FRAN DAMP
ROGER TE STROETE	ROGER TE STROETE
EDWARD J. PROCEK	EDWARD J. PROCEK
KATHLEEN DONOVAN	KATHLEEN DONOVAN
CHARLETTE NENNIG	CHARLETTE NENNIG

SHEBOYGAN COUNTY ORDINANCE NO. 04 (2021/22)

Re: **Amending Section 1.04 of the County Code to Update Qualifications of County Board Supervisor Candidates**

WHEREAS, pursuant to Wis. Stat. § 59.20, no person may file nomination papers as a candidate or, have his or her name placed on a ballot for election to, or hold the office of county supervisor who is not an elector of the supervisory district from which he or she is chosen.

WHEREAS, pursuant to Wis. Stat. § 6.02, an eligible elector is a U.S. citizen age 18 or older who has resided in an election district or ward for 28 consecutive days before any election; and upon review of County Code Section 1.04, it's been determined that the code language requires updating as the qualifications for candidates for the office of county board supervisor have changed.

NOW, THEREFORE, the County Board of Supervisors of the County of Sheboygan does ordain as follows:

Section 1. **Amending Code**. Section 1.04 of the Sheboygan County Code of Ordinances is hereby amended as follows (deletions indicated by strike-outs, additions by shading):

1.04 QUALIFICATIONS. ~~A candidate for the office of supervisor shall be a qualified elector and resident of his supervisory district at least ten (10) days prior to the earliest time for the commencement of the circulation of nomination papers.~~No person may file nomination papers as a candidate for, have his or her name placed on a ballot for election to, or hold the office of county supervisor who is not an elector of the supervisory district from which he or she is chosen. Pursuant to Wis. Stat. § 6.02, an eligible elector is a U.S. citizen age 18 or older who has resided in an election district or ward for 28 consecutive days before any election.

(The rest of this page intentionally left blank.)

Section 2. **Effective Date**. The herein Ordinance shall take effect upon enactment.

Respectfully submitted this 15th day of February, 2022.

EXECUTIVE COMMITTEE

Vernon Koch, Chairperson

Robert Ziegelbauer, Vice-Chairperson

William C. Goehring, Secretary

Keith Abler

Edward J. Procek

Opposed to Introduction:

Countersigned by:

Vernon Koch, Chairperson

R:\CLIENT\08299\00008\00184380.DOC February 10, 2022, draft

FISCAL NOTE
February 2022

Ordinance No. 04 (2021/22) RE: Amending Section 1.04 of the County Code to Update Qualifications of County Board Supervisor Candidates

Funding:

No funding is required to enact this ordinance change.

Respectfully Submitted,

Wendy A Charnon

Wendy A. Charnon, Finance Director
February 15, 2022

Sheboygan County
VACANT POSITION REQUEST

(To be completed for all vacant positions)

Date: 2/7/2022
To: Human Resources
From: Greg Schnell

Position Request:
Position: Assistant Surveyor / Engineer
Reason for Vacancy: Retirement

Justification: This position assists in designing and drafting plans for road construction projects. These plans need to be in compliance with the Department of Transportation Facilities Development Manual and Standards. This position also assists as a project engineer in the training and supervision of highway related projects. With the work that comes along with the 450 miles of county highways, the position of Assistant / Surveyor / Engineer is essential.

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: DBM Salary Rand of Requested Position: C42 $53,694 - $84,000

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

Wages	Benefits	Total
$68,847	$30,981	$99,828

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

County Administrator/Department Head Signature _____ Date: 1/27/2022
Human Resources Director Signature _____ Date: 02/14/2022
Liaison Committee Signature _____ Date: 2-7-22
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.

01/2021

Sheboygan County
VACANT POSITION REQUEST

(To be completed for all vacant positions)

Date: 2/7/2022
To: Transportation Committee Members
From: Greg Schnell

Position Request:
Position: 12 summer 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
$224,400	$21,785	$246,185

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

County Administrator/Department Head Signature _____ Date: 2/4/2022
Human Resources Director Signature _____ Date: 02/14/2022
Liaison Committee Signature _____ Date: 2-4-22
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.

01/2021

Sheboygan County
VACANT POSITION REQUEST

(To be completed for all vacant positions)

Date: 2/23/2022
To: Finance Committee Members
From: Wendy A. Charnon

Position Request:
Position: Accounts Receivable Coordinator (Finance Management)
Reason for Vacancy: Vacancy Due to Resignation

Justification:

This position is important to the operations of Rocky Knoll billing and collections. The billing for Rocky Knoll is highly specialized with Medicaid and Medicare medical billing codes. This position also works with insurance providers to become part of their networks. This request is to fill the position and also provide for approval for any domino affects with current staffing.

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
66,858	18,981	85,839

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

County Administrator/Depart Head Signature Wendy A Charnon Date: 2-23-22

Human Resources Director Signature [signature] Date: 02/23/2022

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.