

NOTICE OF MEETING

HUMAN RESOURCES COMMITTEE

March 13, 2023 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 – Monday, February 13, 2023

Sheriff Cory Roeseler

- Consideration of Overtime Exception

Interim Finance Director Jeremy Fetterer

- Consideration of Vacant Position Request for Staff Accountant
- Consideration of Vacant Position Request for Accounts Receivable Coordinator
- Consideration of Vacant Position Request for Limited Term Employee (LTE)
- Consideration of Pay Exception Request

Rocky Knoll Assistant Administrator Amanda Kohal

- Consideration of Vacant Position Request for Social Worker/Assistant
- Consideration of Vacant Position Request for Area Nurse Manager

County Administrator Alayne Krause

- Human Resources Department updates and comments

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 Friday, March 10, 2023 3:30 PM

SHEBOYGAN COUNTY HUMAN RESOURCES COMMITTEE MINUTES

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

February 13, 2023

Called to Order: 3:30 PM

Adjourned: 4:32 PM

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

MEMBERS ABSENT: Member Carl Nonhof

ALSO PRESENT: **In Person:** County Board Supervisors Gerald Jorgensen, George Kulow, Jon Kuhlow, Interim Human Resources Director/Deputy County Administrator Alayne Krause, Sheriff Cory Roeseler, Building Services Manager Mark Schorer and Penny Elsner
Remote: Health and Human Services Director Matt Strittmater, IT Director Chris Lewinski and Corporation Counsel Crystal Fieber

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 10, 2023 at 4:50 PM, in compliance with the open meeting law.

A motion to approve the minutes of January 23, 2023 as presented was made by Supervisor Wegner. Supervisor Donovan seconded the motion. Motion carried.

Sheriff Cory Roeseler requested approval for the Vacant Position Request of a Limited Term Employee. A motion was made by Supervisor Wegner granting approval. Supervisor Ellis seconded the motion. Motion carried.

Due to the attendance of Sheriff Cory Roeseler, the Committee deviated from the agenda order and considered the Ordinance – Amending Pay Scale for Sheriff's Department Dispatchers. A motion was made by Supervisor Wegner granting approval to introduce to the County Board. Supervisor Donovan seconded the motion. Motion carried.

Building Services Manager Mark Schorer requested approval for the equity adjustments for certain employees. A motion was made by Supervisor Wegner granting approval. Supervisor Ellis seconded the motion. Motion carried.

Due to the attendance of Building Services Manager Mark Schorer, the Committee again deviated from the agenda order and considered the change in DBM for certain positions. A motion was made by Supervisor Ellis granting approval. Supervisor Donovan seconded the motion. Motion carried.

Health and Human Services Director Matt Strittmater requested a change in Table of Organization (Opioid Funding). A motion was made by Supervisor Ellis granting approval. Supervisor Wegner seconded the motion. Motion carried.

HUMAN RESOURCES COMMITTEE MEETING

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Monday, February 13, 2023

IT Director Chris Lewinski and Health and Human Services Director Matt Strittmater requested a change in Table of Organization (transfer of position). A motion was made by Supervisor Donovan granting approval. Supervisor Ellis seconded the motion. After a brief discussion, a motion to amend the motion to include approval of the Vacant Position Request was made by Supervisor Donovan. Supervisor Ellis seconded the motion. Motion carried as amended.

IT Director Chris Lewinski requested approval for an equity increase for the Deputy IT Director. A motion was made by Supervisor Wegner granting approval. Supervisor Ellis seconded the motion. Motion carried.

Corporation Counsel Crystal Fieber and Health and Human Services Director Matt Strittmater requested a change in Table of Organization (transfer of position). A motion was made by Supervisor Wegner granting approval, to include the Vacant Position Request. Supervisor Donovan seconded the motion. Motion carried.

Corporation Counsel Crystal Fieber requested approval for an equity increase for the Child Support Attorney/Assistant Corporation Counsel. A motion was made by Supervisor Wegner granting approval. Supervisor Ellis seconded the motion. Motion carried.

Corporation Counsel Crystal Fieber reviewed with the Committee the year end budget, summary of previous months activities and hours, and the claims and litigation report.

Interim Human Resources Director/Deputy County Administrator Alayne Krause reviewed both the Human Resources Department and Employee Benefits 4th quarter variance reports with the Committee.

Interim Human Resources Director/Deputy County Administrator Alayne Krause reported on current Human Resources initiatives, including the status of staffing within the Human Resources Department, annual pay for performance evaluations and telecommuting forms due by the end of February, along with the status of the comprehensive review and proposed updates to the Human Resources Policy Manual.

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 Ellis. Supervisor Wegner seconded the motion. Motion carried with adjournment at 4:32 PM.

Penny Elsner

Recording Secretary

Christian Ellis

Secretary

SHEBOYGAN COUNTY SHERIFF'S DEPARTMENT
OFFICE OF THE SHERIFF

Cory L. Roeseler, Sheriff
Chad M. Broeren, Inspector

Phone: (920) 459-3111

FAX: (920) 459-4305

To: Sheboygan County Human Resources Committee

From: Sheriff Cory Roeseler and Inspector Chad Broeren
CLR CMB

Date: 03/13/2023

Re: Corrections and Communications Center Overtime – Double time

In an effort to increase morale, retain our existing employees, and attract new applicants, we are proposing to change the overtime rules in our Corrections and Communication Divisions. This proposal would allow for an overtime premium of double time to be paid on hours worked over one's normal scheduled shift (8 hours) on any holiday or on any holiday where an employee is not scheduled to work but is required to report for duty.

There will be additional costs with this proposed change; however, we feel that overall morale will increase along with the ability to retain and attract new employees. This overtime rule is established in our Patrol Division currently and in other County Departments as well. We anticipate the funding for this will originate from our line-item overtime budget.

*Additional overtime costs:

Communications Center:	\$1,720
Corrections:	\$4,726
Overall total:	\$6,446

*Accounting staff calculated these amounts based on the aforementioned change being applied to overtime worked in 2022.



Sheboygan County VACANT POSITION REQUEST

(To be completed for all vacant positions)

WISCONSIN

Date: 1/23/2023
To: Finance Committee Members
From: Jeremy J Fetterer

Position Request:

Position: Finance Analyst - Staff Accountant
Reason for Vacancy: Resignation

Justification: This position is an integral part of the operations within the Finance Department. This position assists in the preparation of monthly and year-end financial statements; includes preparing journal entries and reconciling general ledger accounts. This position assists and advises departmental personnel with budget questions, proper expenditure coding and other accounting and operational related activities.

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
61,672.00	35,196.00	96,868.00

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

County Administrator/Department Head Signature *J. Fetterer* Date: 1-24-2023

Human Resources Director Signature *Deanne Krantz* Date: 1/24/23

Liaison Committee Signature *Dogon M. Skate* Date: 1-25-23

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: 12/29/2022
To: Finance Committee Members
From: Jeremy J Fetterer

Position Request:

Position: Accounts Receivable Coordinator, Skilled Nursing Facility
Reason for Vacancy: Resignation

Justification: This position is important to the operations for Rocky Knoll overseeing the medical billing and collections process. The billing for Rocky Knoll is highly specialized with Medicaid and Medicare billing codes. This position also works with insurance providers to become part of their networks. This request is to fill the position and for approval of 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
\$64,000	\$35,529	\$99,529

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

County Administrator/Department Head Signature *J. Fetterer* Date: 2-22-2023
 Human Resources Director Signature *Alayne Krause* Date: 2/17/2023
 Liaison Committee Signature *Roger TeStroete* Date: 2-22-2023
 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: 2/22/2023
To: Finance Committee Members
From: Jeremy Fetterer

Position Request:

Position: Account Clerk LTE
Reason for Vacancy: Resignation

Justification:

An emergency Limited Term Employee (LTE) approved by the Finance Committee Chair has been posted to assist the Finance Staff Accountant with essential accounting and billing tasks surrounding the departures of the Accounts Receivable Coordinator and Medical Biller. The Finance Department has contracted with WIPFLI to cover Rocky Knoll medical billing needs, however, areas where WIPFLI is unable to assist the Finance Department Staff Accountant and Rocky Knoll staff are being tasked to fill these gaps in duties essential to the overall process of billing residents. The timing of year end accounting work and staffing challenges at Rocky Knoll have exposed a need to bring in a quality candidate who can fill immediate needs in the resident accounting and billing areas assisting those employees already stretched thin. We ask this LTE position be extended for a period not to exceed 6 months or until a Business Manager can be onboarded at Rocky Knoll.

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: Position was not budgeted for, however open positions in the Finance Dept. will provide ample dollars to cover this.

Costs:

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

Wages	Benefits	Total
22,880	3,280	26,160

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

County Administrator/Department Head Signature *J. Fetterer* Date: 2-16-2023

Human Resources Director Signature *Alayne Krause* Date: 2/16/2023

Liaison Committee Signature *Roger Te Stroobbe* Date: 2-22-2023

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.
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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: 3/9/2023
To: Health Care Center Committee Members
From: Katherine Clinton, NHA

Position Request:

Position: Social Worker/Social Service Assistant
Reason for Vacancy: Resignation

Justification:

The Social Service Assistant who occupied this position resigned for personal reasons. This position supports the overall function of the Admissions team, assists residents in adjusting to short term rehabilitation and planning for a safe transition back to the community.

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):

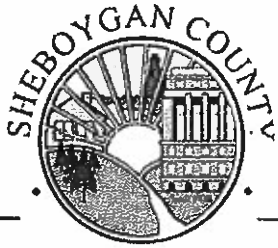
Wages	Benefits	Total
\$60,736	\$35,908	\$96,644

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

County Administrator/Department Head Signature *Katherine Clinton* Date: 3/7/23
 Human Resources Director Signature *Mary Krause* Date: 3/7/2023
 Liaison Committee Signature *Josephine R. Welton* Date: 3/9/2023
 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: 3/9/2023
To: Health Care Center Committee Members
From: Katherine Clinton, NHA

Position Request:

Position: Area Nurse Manager
Reason for Vacancy: Resignation

Justification:

Area Nurse Manger oversees the operation and management of a resident unit. He/she is also responsible for oversight and supervision of the staff.

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
\$81,120	\$39,759	\$120,879

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

County Administrator/Department Head Signature *Kath Clinton* Date: 3/7/23
 Human Resources Director Signature *Alayne Krause* Date: 3/7/2023
 Liaison Committee Signature *Regulene Kelderman* Date: 3/9/2023
 Human Resources Committee Signature _____ Date: _____

Form Process:

1. County Administrator/Department Head completes VPR.
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4. County Administrator/Department Head forwards VPR to HR for Human Resources Committee approval/signature (Salaried Positions Only.)
5. HR begins recruitment process.