NOTICE OF MEETING

HUMAN RESOURCES COMMITTEE
March 27, 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, March 13, 2023

Transportation Director Greg Schnell

- Consideration of Change in Table of Organization to include Vacant Position Requests for Casual Maintenance Technicians
- Consideration of Vacant Position Request for Airport Intern

Building Services Director Jim TeBeest

- Consideration of Request to Hire Above Midpoint

Health and Human Services Director Matt Strittmater

- Consideration of Vacant Position Request for Human Services Manager

Closed Session

Consideration of Withdrawal of Funds from Deferred Compensation due to Hardship

It is contemplated that a motion will be made to consider the above agenda item in closed session pursuant to Wis. Stat. §19.85(1)(f) which states that a closed session may be held for the following purpose: Considering financial, medical, social, or personal histories or disciplinary data of specific persons, preliminary consideration of specific personnel problems, or the investigation of charges against specific person which, if discussed in public would likely to have a substantial adverse effect upon the reputation of any person referred to in such problems or investigations. The Committee will reconvene in OPEN SESSION immediately after the closed session requiring

decisions if any action is deemed necessary and to conclude work on any other items listed in this meeting.

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:

Alayne Krause	Edward Procek
County Administrator	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 24, 2023 4:30 PM

SHEBOYGAN COUNTY HUMAN RESOURCES COMMITTEE MINUTES

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

March 13, 2023 **Called to Order: 3:30 PM** **Adjourned: 4:06 PM**

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

ALSO PRESENT: **In Person:** County Administrator Alayne Krause, Inspector Chad Broeren, Interim Finance Director Jeremy Fetterer, and Penny Elsner
Remote: Rocky Knoll Assistant Administrator Amanda Kohal

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 March 10, 2023 at 3:30 PM, in compliance with the open meeting law.

A motion to approve the minutes of February 13, 2023 as presented was made by Supervisor Wegner. Supervisor Donovan seconded the motion. Motion carried.

Inspector Chad Broeren requested approval for the Overtime Exception. A motion was made by Supervisor Wegner granting approval. Supervisor Nonhof seconded the motion. Motion carried.

Interim Finance Director Jeremy Fetterer requested approval for the Vacant Position Request for Staff Accountant. A motion was made by Supervisor Donovan granting approval. Supervisor Ellis seconded the motion. Motion carried.

Interim Finance Director Jeremy Fetterer requested approval for the Vacant Position Request for Accounts Receivable Coordinator. A motion was made by Supervisor Nonhof granting approval. Supervisor Ellis seconded the motion. Motion carried.

Interim Finance Director Jeremy Fetterer requested approval for the Vacant Position Request for Limited Term Employee (LTE.) A motion was made by Supervisor Wegner granting approval. Supervisor Donovan seconded the motion. Motion carried.

Interim Finance Director Jeremy Fetterer requested approval for a pay exception for a certain employee. A motion was made by Supervisor Ellis granting approval. Supervisor Nonhof seconded the motion. Motion carried.

Rocky Knoll Assistant Administrator Amanda Kohal requested approval for the Vacant Position Request for Social Worker/Assistant. A motion was made by Supervisor Ellis granting approval. Supervisor Donovan seconded the motion. Motion carried.

Rocky Knoll Assistant Administrator Amanda Kohal requested approval for the Vacant Position Request for Area Nurse Manager. A motion was made by Supervisor Wegner granting approval. Supervisor Nonhof seconded the motion. Motion carried.

County Administrator Alayne Krause reported on current Human Resources initiatives, including the status of staffing within the Human Resources Department, recruitment efforts for both the Human Resources and Finance Director positions, the County's current vacancies report, an update on the new vendors for the wellness dashboard and the InHealth Clinic, and possible changes for FMLA.

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 Wegner. Supervisor Ellis seconded the motion. Motion carried with adjournment at 4:06 PM.

Penny Elsner	Christian Ellis
Recording Secretary	Secretary

REQUEST FOR CHANGE IN DEPARTMENTAL TABLE OF ORGANIZATION

Department: Transportation	**Date: 3/13/2023**
Effective Date of Change:	**3/13/2023**

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**
Transportation Director	1			1		
Senior Administrative Specialist	1			1		
Accounting Assistant	1			1		
Senior Maintenance Manager	1			1		
Maintenance Manager	1			1		
Surveyor/Engineer	1			1		
Assistant Surveyor / Engineer	1			1		
Business Manager	.50			.50		
Maintenance Supervisor	11			11		
St Main Tech/Main Worker/Main Tech	76			76		
Casual		0			4	
TOTALS	94.5			94.5	4	

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.

The casual part time positions would be doing the same job duties as the rest of our employees; however, we would be utilizing their services during the whole year vs. just summer months. We normally would have hired these individuals as LTE – Summer Truck Drivers.

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.

Job Title	*Cost-Rest of Year*	*Cost-Annual*	*Source of Funds*
Casual Part time – DBM 22	$105,600 est	$105,600 est	The money is already in the budget as we normally hire these individuals as LTE Summer employees.

RATIONALE

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

We currently have 4 LTE Truck drivers (summer) that we would like to convert to casual status as they come back year after year. By converting them to casual status, we would be saving the county money. When we rehire these same individuals annually, we have to pay fees for background checks, drug & alcohol tests, and Federal Motor Carrier Safety Administration fees. This would also eliminate a lot of paperwork that is involved both from our department and Human Resources when an employee is hired.

Also, by converting these individuals to casual status, we could utilize these employees during other times of the year when we become shorthanded (plowing).

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: ✓ Approved ____ Denied

Date: 3/13/2023 Signature: [signature]

Liaison Committee Action: ✓ Approved ____ Denied

Date: 3-13-23 Committee Chair: [signature]

Human Resources Committee: ____ Approved ____ Denied

Date: _____ Committee Chair: _____

Distribution: After department head determination, distribute to liaison committee with copies to County Administrator and Human Resources Director. After liaison committee approval, submit signed original to Human Resources Director.

DRAFT

Sheboygan County
VACANT POSITION REQUEST

(To be completed for all vacant positions)

Date: 3/13/2023
To: Transportation Committee Members
From: Greg Schnell

Position Request:
Position: Casual - Maintenance Technician
Reason for Vacancy: New position

Justification:

We would like to change 4 LTE - Summer Truck drivers to Casual status so we can utilize them all year long and to save money on rehiring and terminating.

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
$105,600	$0	$105,600

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

County Administrator/Department Head Signature _____ Date: 3/7/2023
Human Resources Director Signature Alayne Krause Date: 3/13/2023
Liaison Committee Signature _____ Date: 3-13-23
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)

Date: 3/13/2023
To: Transportation Committee Members
From: Greg Schnell

Position Request:
Position: Airport Intern
Reason for Vacancy: Summer position

Justification:

The airport continues to grow. Additional temporary staff will assist current employees with workload as well as gain valuable experience for future career.

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
$8,640	$0	$8,640

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

County Administrator/Department Head Signature _____ Date: 3/7/2023

Human Resources Director Signature Wayne Krause Date: 3/13/2023

Liaison Committee Signature _____ Date: 3-13-23

Human Resources Committee Signature _____ Date: _____

Form Process:

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5. HR begins recruitment process.

Sheboygan County
VACANT POSITION REQUEST

(To be completed for all vacant positions)

Date: 3/14/2023
To: Health & Human Services Committee Members
From: Matt Strittmater

Position Request:
Position: Human Services Manager - ADRC Supervisor (Elder Services)
Reason for Vacancy: Resignation

Justification:
Primary responsibility for the continuum of Aging Programs offered within the Aging & Disability Resources Center of Sheboygan County Health & Human Services. Continuum includes Senior Dining Sites, Home Delivered Meals, Information and Referral, Transportation, and Adult Protective Services. The Department requests permission to backfill if a scenario occurs where this position is filled with 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: Click here to enter text.

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

Wages	Benefits	Total
$65,062-85,300	$36,589-$39,773	$101,651-$125,073

(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: 3-14-23
Human Resources Director Signature Alayne Krause Date: 3/14/2023
Liaison Committee Signature Curt A. Brauer Date: 3/21/23
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.