SHEBOYGAN COUNTY HUMAN RESOURCES COMMITTEE MINUTES

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

May 24, 2018 **Called to Order: 3:30 PM** **Adjourned: 6:05 PM**

MEMBERS PRESENT: Chair Ed Procek, Vice Chair Keith Abler, Secretary Charlie Conrardy, Member Fran Damp and Roger TeStroete

OTHERS PRESENT: Human Resources Director Jean Gallimore, Transportation Director Greg Schnell, Health and Human Services Director Tom Eggebrecht, Deputy Human Services Director Jaclyn Moglowsky, County Treasurer Laura Henning-Lorenz, Rocky Knoll Administrator Kayla Clinton, Staff Accountant Jeremy Fredericks, Sheriff Cory Roeseler, Inspector Jim Risseeuw, Finance Director Wendy Charnon, IT Director Chris Lewinski, Corporation Counsel Carl Buesing, Assistant Corporation Counsel Crystal Fieber, Supervisor Vern Koch and Bob Zeigelbauer, Correctional Officers Damian Ballentine, and Richard Saxon

Chairman Procek called the meeting to order at 3:30 PM, in Conference Room 302 of the Administration Building. Chairman Procek confirmed the meeting was posted May 21, 2018 at 4:45 PM, in compliance with the open meeting law.

A motion to approve the organizational meeting minutes of April 24, 2018 as presented was made by Supervisor Damp. Supervisor TeStroete seconded the motion. Motion carried unanimously.

Transportation Director Greg Schnell requested approval for a change in the Table of Organization, and the vacant position requests of Maintenance Manager and Program Manager. A motion was made by Supervisor Conrardy granting approval. Supervisor TeStroete seconded the motion. Motion carried unanimously.

Health and Human Services Director Tom Eggebrecht requested approval for the Vacant Position Request for a Limited Term Employee-WIC (LTE.) A motion was made by Supervisor Conrardy granting approval. Supervisor Abler seconded the motion. Motion carried unanimously.

Health and Human Services Tom Eggebrecht requested approval for a change in the Table of Organization (add Human Services Assistant.) A motion was made by Supervisor TeStroete granting approval. Supervisor Conrardy seconded the motion. Motion carried unanimously.

Health and Human Services Director Tom Eggebrecht requested approval for the Vacant Position Request for a Human Services Assistant. A motion was made by Supervisor Abler granting approval. Supervisor Conrardy seconded the motion. Motion carried unanimously.

Health and Human Services Director Tom Eggebrecht requested approval for the Vacant Position Request for a Deputy Human Services Director. A motion was made by Supervisor Conrardy granting approval. Supervisor TeStroete seconded the motion. Motion carried unanimously.

County Treasurer Laura Henning-Lorenz requested approval for the Vacant Position Request for a Limited Term Employee-Tax Collection (LTE.) A motion was made by Supervisor Conrardy granting approval. Supervisor Abler seconded the motion. Motion carried unanimously.

County Treasurer Laura Henning-Lorenz requested approval for an equity adjustment for Limited Term Employee 19620. A motion was made by Supervisor Conrardy granting approval. Supervisor Abler seconded the motion. Motion carried unanimously.

Rocky Knoll Administrator Kayla Clinton requested approval for a change in the Table of Organization (add a .5 Social Worker and reorganize the Registered and Licensed Practical Nurses.) A motion was made by Supervisor Conrardy granting approval. Supervisor TeStroete seconded the motion. Motion carried unanimously.

Rocky Knoll Administrator Kayla Clinton requested approval for the Vacant Position Request for part time Social Worker. A motion was made by Supervisor Conrardy granting approval. Supervisor Abler seconded the motion. Motion carried unanimously.

Rocky Knoll Administrator Kayla Clinton requested approval for an equity adjustment for employee 80667 and 101376. A motion was made by Supervisor Conrardy granting approval. Supervisor TeStroete seconded the motion. Motion carried unanimously.

Sheriff Cory Roeseler and Inspector Jim Risseeuw requested approval for the Recruitment Incentive of Applicant Referral for $300. A motion was made by Supervisor Conrardy granting approval and to now also include all difficult to fill positions throughout the County as determined by the Human Resources Director. Supervisor Abler seconded the motion. Motion carried unanimously.

Sheriff Cory Roeseler and Inspector Jim Risseeuw requested approval for equity adjustment for employee 25495. A motion was made by Supervisor Abler granting approval. Supervisor Conrardy seconded the motion. Motion carried unanimously.

Sheriff Cory Roeseler and Inspector Jim Risseeuw requested approval for equity adjustment for employee 9809. A motion was made by Supervisor Conrardy granting approval. Supervisor Abler seconded the motion. Motion carried unanimously.

Sheriff Cory Roeseler and Inspector Jim Risseeuw requested approval for equity adjustment for employee 3230. A motion was made by Supervisor Conrardy granting approval. Supervisor Damp seconded the motion. Motion carried unanimously.

Sheriff Cory Roeseler and Inspector Jim Risseeuw requested approval for equity adjustment for certain employee 15955. A motion was made by Supervisor Damp granting approval. Supervisor Conrardy seconded the motion. Motion carried unanimously.

Sheriff Cory Roeseler and Inspector Jim Risseeuw requested approval for a change of DBM and an equity adjustment for Patrol Corporal. A motion was made by Supervisor Conrardy granting approval. Supervisor Abler seconded the motion. Motion carried unanimously.

Sheriff Cory Roeseler and Inspector Jim Risseeuw requested approval for a change in the Table of Organization (add of 2 FTE Correctional Officer.) A motion was made by Supervisor Damp granting approval. Supervisor Conrardy seconded the motion. Motion carried unanimously.

Sheriff Cory Roeseler and Inspector Jim Risseeuw requested approval for the Vacant Position Request for the two FTE Correctional Officers. A motion was made by Supervisor Conrardy granting approval. Supervisor TeStroete seconded the motion. Motion carried unanimously.

Sheriff Cory Roeseler and Inspector Jim Risseeuw requested approval for renewing the Correctional Incentives for Field Training Officers. A motion was made by Supervisor TeStroete granting approval. Supervisor Conrardy seconded the motion. Motion carried unanimously.

Supervisor Conrardy excused himself due to another commitment at 5:00 PM.

Chairman Procek deviated from the agenda and requested approval for Supervisor Conrardy to claim per diem for attending the Strategic Benefits Committee Meeting. A motion was made by Supervisor Abler granting approval. Supervisor TeStroete seconded the motion. Motion carried unanimously.

Finance Director Wendy Charnon requested approval for the Vacant Position Request for Accountant at the Sheriff's Department with overlap coverage. A motion was made by Supervisor TeStroete granting approval. Supervisor Conrardy seconded the motion. Motion carried unanimously.

IT Director Chris Lewinski requested approval for the Vacant Position Request for IT Architect to include any domino effect. A motion was made by Supervisor Conrardy granting approval. Supervisor Abler seconded the motion. Motion carried unanimously.

IT Director Chris Lewinski requested approval for the Vacant Position Request for Limited Term Employee-Web Technician (LTE.) A motion was made by Supervisor Conrardy granting approval. Supervisor Abler seconded the motion. Motion carried unanimously.

Corporation Counsel Carl Buesing reviewed the department year to date budget, monthly activities and hours, claims and litigation report.

The Committee considered the Resolution Addressing Corporate Partnership Program with Lakeland University. A motion was made by Supervisor Abler granting approval and refer to County Board. Supervisor TeStroete seconded the motion. Motion carried unanimously.

The Committee considered the Ordinance Addressing Chapter 40 and 46. A motion was made by Supervisor Abler granting approval and moving forward to County Board. Supervisor TeStroete seconded the motion. Motion carried unanimously.

The Committee considered the Resolution Addressing Renewing Corporation Counsel Contract. A motion was made by Supervisor Abler granting approval and moving forward to County Board. Supervisor TeStroete seconded the motion. Motion carried unanimously.

Human Resources Director Jean Gallimore reviewed recruitment initiatives, the annual management professional development training, Strategic Benefits Planning Committee, pay for performance and the Human Resources Annual Report with the Committee.

A motion was made by Supervisor Abler granting approval for Supervisor Damp and TeStroete to claim per diem for attending the Executive Committee Meeting. Supervisor Procek seconded the motion. Motion carried unanimously.

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

A motion to adjourn was made by Supervisor TeStroete. Supervisor Abler seconded the motion. Motion carried unanimously with adjournment at 6:05 PM.

Penny Elsner	Charles Conrardy
Recording Secretary	Secretary