

NOTICE OF MEETING

HUMAN RESOURCES COMMITTEE January 12, 2026 2:30 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/chs-cetu-ygd>

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 - Human Resources Committee – December 8, 2025

Health and Human Services Director, Matt Strittmater

- Consideration of Vacant Position Request
- Consideration of Pay Exception - Hire Above Control Point

Planning & Conservation Director, Aaron Brault

- Consideration of implementation of Planning and Conservation Department Comp Time Policy

Human Resources Director, Dave Loomis

- Consideration of carryover of funds from 2025 budget to 2026 budget
- Discussion of the adoption of a 401(a) Plan
- Discussion of Tyler Munis Implementation
- Human Resources Department Updates and Comments

The Human Resources Department Updates and Comments is a summary of key activities. No action will be taken by the Human Resources Committee resulting from the report unless it is a specific item on the agenda.

Review and Approve Vouchers

Approval of Attendance at Other Meetings or Functions

Consideration of Next Meeting

Adjourn

Prepared by:

Dave Loomis
Recording Secretary

Edward Procek
Committee Chairperson

Posted January 9, 2026 at 2:30 PM

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 the Human Resources Department, 920.459.3105 prior to the meeting so that accommodations may be arranged.

**SHEBOYGAN COUNTY HUMAN RESOURCES COMMITTEE
MEETING MINUTES**

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

December 8, 2025

Called to Order: 2:30 PM

Adjourned: 3:11 PM

MEMBERS PRESENT: Chair Edward Procek, Vice Chair Christian Ellis, Secretary Char Nennig, Member(s) Tom Wegner

Remote: None

MEMBERS ABSENT: Carl Nonhof

ALSO PRESENT: **In Person:** Jerry Jorgensen, Crystal Fieber, Angela Sutkiewicz, Kevin Dulmes, Bryan Olson, Dave Loomis

Remote: Stephanie Arndt, James Webb

Chair Procek called the meeting to order at 2:30 PM, in Conference Room 302 of the Administration Building. Chair Procek confirmed the meeting was posted December 5, 2025 at 2:30 PM, in compliance with the open meeting law.

A motion to approve the minutes of the November 24, 2025 meeting was made by Supervisor Wegner. Supervisor Nennig seconded the motion. Motion carried.

HR Director, Dave Loomis on behalf of Rocky Knoll Health Care Center Administrator, Kayla Clinton

- Requested approval of a Vacant Position Request contingent on Health Care Center Committee approval. A motion to approve was made by Supervisor Ellis. Supervisor Wegner seconded the motion. Motion carried.

Transportation Director, Bryan Olson

- Requested approval of an Out of Cycle Pay Adjustment. A motion to approve was made by Supervisor Wegner. Supervisor Nennig seconded the motion. Motion carried.

Building Services Director, Kevin Dulmes

- Requested approval of a change to the Table of Organization and a corresponding Vacant Position Request contingent on Property Committee approval. A motion to approve was made by Supervisor Ellis. Supervisor Wegner seconded the motion. Motion carried.

Corporation Counsel, Crystal Fieber and Judge Angela Sutkiewicz

- Discussed the creation of the Circuit Court Department.

Human Resources Director, Dave Loomis

- Provided updates and comments regarding the following:
 - o Tyler Munis Project

A motion to approve the vouchers was made by Supervisor Wegner. Supervisor Nennig seconded the motion. Motion carried.

There were no requests for attendance at other meetings or functions.

The Committee scheduled the next HR Committee meeting for January 12, 2026 at 2:30 PM in Room 302 of the Administration Building, 508 New York Ave., Sheboygan, WI 53081.

A motion to adjourn was made by Supervisor Ellis. Supervisor Wegner seconded the motion. Motion carried with adjournment at 3:11 PM.

David Loomis

Recording Secretary

Char Nennig

Secretary

Planning & Conservation Department

Compensatory Time Policy

1. Purpose

The purpose of this policy is to clearly outline expectations regarding work hours, overtime avoidance, compensatory time (comp time), and related approval processes for non-exempt employees in the Planning and Conservation Department. This policy ensures compliance with the Fair Labor Standards Act (FLSA) while supporting effective workload management and operational efficiency.

2. Standard Workweek Expectation

The standard work week for the Planning and Conservation Department is **Sunday through Saturday**. Employees are expected to manage their schedules to **primarily maintain a 40-hour work week**. Planning ahead and adjusting time worked within the same pay week is critical to minimizing overtime and supporting effective work-life balance.

3. Flexing Time Within the Same Pay Week (1:1 Ratio)

3.1 Flexing Time After Working a Longer-Than-Normal Day

If an employee works longer than normal earlier in the week, they are expected to **flex their schedule later in the same pay week** to return their total hours to 40.

Examples include:

- Coming in later for an approved reason
- Leaving earlier for an approved reason
- A night meeting

Flex time is applied at a **1:1 ratio**. For example, if an employee works **one hour longer** on Monday, they should reduce their schedule by **one hour** on another day of the same pay week.

3.2 Proactively Flexing Time for Anticipated Longer Days

If an employee anticipates needing to work a longer day later in the week, they should **proactively manage their time earlier in the week** to offset the additional hours and prevent overtime.

3.3 Requirement to Flex Within the Same Pay Week

All flexing of time must occur **within the same Sunday–Saturday pay week**. Flexing hours across multiple weeks is not permitted.

4. Overtime and Comp Time

4.1 Approval Requirement

All overtime must be approved in advance by:

- The **Planning and Conservation Director**, or
- In the Director's absence, the **County Conservationist**

If advance approval is not practicable due to urgent operational needs, the employee must notify the Director **as soon as practicable**, and no later than the **start of their next scheduled shift**.

Additional requirements:

- Employees must not work beyond their scheduled hours unless they have **prior approval** from the Director (or County Conservationist in the Director's absence) whenever practicable.

4.2 Overtime Compensation

If an employee works more than 40 hours in a pay week and these hours cannot be flexed within that same pay week, the employee will receive either:

- **Overtime pay at 1.5×** their regular hourly rate, **or**
- **Compensatory time at 1.5 hours for each hour worked** beyond 40.

The method of compensation (pay or comp time) will follow County policy and departmental practices.

5. Kohler Center for Marsh Education – On-Call Compensation

5.1 On-Call Status

Employees assigned on-call duty for Kohler Center for Marsh Education rentals will receive:

- **2 hours of comp time**, added to their comp time bank, **even if they are not called in.**

5.2 Call-In Compensation

If the employee is called in while on call, they will earn:

- **Comp time or overtime at 1.5×** for the hours spent on duty, **in addition to**
 - the **2 hours of comp time** earned for being on call.
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6. Use of Comp Time

Employees are **strongly encouraged** to **use banked comp time before using other benefit time**, such as:

- Vacation
- Sick time
- Personal time (if applicable)

Comp time usage must be scheduled consistent with departmental staffing needs and supervisory approval procedures.

7. Comp Time Payouts

7.1 End-of-Year Payout

Any unused comp time remaining at the end of the calendar year will be **paid out on the first payroll check of the following year**.

7.2 Payout Upon Termination

Accrued but unused comp time will be **paid out on the employee's final paycheck** upon separation.

7.3 Transition to Exempt Status

If an employee transitions from a **non-exempt** to an **exempt** position, all accumulated comp time will be **paid out** at their current rate of pay prior to the transition.

8. Responsibility for Compliance

Employees are responsible for:

- Accurately tracking and reporting hours worked
- Managing schedules to avoid unnecessary overtime
- Seeking advance approval when overtime is anticipated
- Communicating proactively regarding workload and schedule adjustments

Supervisors and department leadership are responsible for ensuring compliance with this policy and approving overtime only when operationally necessary.

Carryover of Unexpended 2025 Appropriations to 2026

Department Name: Human Resources

Account Number	Requested \$ Amount	Item Description	Justification	Reason Unexpended in 2025
531150	\$25,000	Consulting	Employee and Leadership development initiative.	Started in 2025 but will continue throughout 2026
	\$25,000		TOTAL REQUEST	