SHEBOYGAN COUNTY HUMAN RESOURCES COMMITTEE MINUTES

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

January 24, 2019 **Called to Order: 3:30 PM** **Adjourned: 4:55 PM**

MEMBERS PRESENT: Chair Ed Procek, Vice Chair Charlie Conrardy, Secretary Roger TeStroete, Members Fran Damp and Michael Ogea

OTHERS PRESENT: Human Resources Director Jean Gallimore, County Administrator Adam Payne, Finance Director Wendy Charnon, Transportation Director Greg Schnell, Building Services Director Jim TeBeest, Rocky Knoll Administrator Kayla Clinton, Sheriff Cory Roeseler, Captain Chad Broeren, Health and Human Services Business Analyst Kim Pagel and Deputy Human Services Director Shannon Otten

Chairperson Procek called the meeting to order at 3:30 PM, in Conference Room 302 of the Administration Building. Chairperson Procek confirmed the meeting was posted January 22, 2019 at 8:45 PM, in compliance with the open meeting law.

A motion to approve the minutes of November 29, 2018 as presented was made by Supervisor Conrardy. Supervisor Ogea seconded the motion. Motion carried unanimously.

County Administrator Adam Payne requested approval for the Vacant Position Request for the position of Veteran's Service Officer. A motion was made by Supervisor Conrardy granting approval. Supervisor TeStroete seconded the motion. Motion carried unanimously.

Finance Director Wendy Charnon requested approval for the Vacant Position Request for the position of Staff Accountant. A motion was made by Supervisor Conrardy granting approval. Supervisor Ogea seconded the motion. Motion carried unanimously.

Transportation Director Greg Schnell requested approval for the promotion of a Maintenance Worker to Maintenance Technician, effective October 22, 2018. A motion was made by Supervisor Conrardy granting approval. Supervisor TeStroete seconded the motion. Motion carried unanimously.

Transportation Director Greg Schnell requested approval for a change in the Table of Organization (adding one Senior Maintenance Technician/Maintenance Worker/Maintenance Technician.) A motion was made by Supervisor Conrardy granting approval. Supervisor Damp seconded the motion. Motion carried unanimously.

Building Services Director Jim TeBeest requested approval for the Vacant Position Request for three LTE's (Limited Term Employees.) A motion was made by Supervisor Conrardy granting approval. Supervisor Damp seconded the motion. Motion carried unanimously.

Rocky Knoll Administrator Kayla Clinton requested approval for blanket Vacant Position Requests (CNA's, LPN's, RN's, Personal Care Assistants, Environmental Services Workers II's, and Food Services Workers.) A motion was made by Supervisor TeStroete granting approval. Supervisor Conrardy seconded the motion. Motion carried unanimously.

Rocky Knoll Administrator Kayla Clinton requested approval for the Vacant Position Request for a LTE (Limited Term Employee – snow removal.) A motion was made by Supervisor Conrardy granting approval. Supervisor Damp seconded the motion. Motion carried unanimously.

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

Rocky Knoll Administrator Kayla Clinton last requested approval for the Vacant Position Request for an Area Nurse Manager. A motion was made by Supervisor TeStroete granting approval. Supervisor Conrardy seconded the motion. Motion carried unanimously.

Rocky Knoll Administrator Kayla Clinton last requested approval for the Vacant Position Request for an Nursing Shift Supervisor, contingent upon Health Care Centers Committee approval. A motion was made by Supervisor Conrardy granting approval. Supervisor Damp seconded the motion. Motion carried unanimously.

Sheriff Cory Roeseler and Captain Chad Broeren requested approval for the blanket Vacant Position Requests (Correctional Officers, Deputies and Dispatchers.) A motion was made by Supervisor TeStroete granting approval. Supervisor Ogea seconded the motion. Motion carried unanimously.

Sheriff Cory Roeseler and Captain Chad Broeren requested approval for bringing an employee in above the midpoint of the salary range. A motion was made by Supervisor Conrardy granting approval. Supervisor Ogea seconded the motion. Motion carried unanimously.

Sheriff Cory Roeseler and Captain Chad Broeren requested approval for promotion of an employee above the midpoint of the salary range for Lieutenant. A motion was made by Supervisor Conrardy granting approval. Supervisor Ogea seconded the motion. Motion carried unanimously.

Sheriff Cory Roeseler and Captain Chad Broeren requested approval for promotion of an employee above the midpoint of the salary range for Lieutenant. A motion was made by Supervisor Conrardy granting approval. Supervisor Ogea seconded the motion. Motion carried unanimously.

Sheriff Cory Roeseler and Captain Chad Broeren requested approval for the Vacant Position Request for Captain. A motion was made by Supervisor Conrardy granting approval. Supervisor Ogea seconded the motion. Motion carried unanimously.

Health and Human Services Business Analyst Kim Pagel requested approval for a LTE (Limited Term Employee.) A motion was made by Supervisor Conrardy granting approval. Supervisor Damp seconded the motion. Motion carried unanimously.

Human Resources Director Jean Gallimore reviewed the Resolution with regard to “Reauthorization of Self-insurance Status for Worker’s Compensation.” A motion was made by Supervisor Damp granting approval to move forward to the County Board. Supervisor Conrardy seconded the motion. Motion carried unanimously.

Human Resources Director Jean Gallimore reviewed the All Employee Summit, the 2019 Strategic Benefits Committee and focus with RFP’s being drafted and distributed after March for Medical and InHealth Clinic. In addition, discussed recruitment initiatives and Department priorities with the Committee.

A motion was made by Supervisor Conrardy granting approval for Supervisor Procek to claim per diem for attending the All Employee Summit. Supervisor TeStroete seconded the motion. Motion carried unanimously.

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

A motion to adjourn was made by Supervisor Conrardy. Supervisor Ogea seconded the motion. Motion carried unanimously with adjournment at 4:55 PM.

Penny Elsner
Recording Secretary

Roger TeStroete
Secretary