

AMENDED NOTICE OF MEETING

HUMAN RESOURCES COMMITTEE February 23, 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.

* AMENDED AGENDA *

Call to Order

Certification of Compliance with Open Meeting Law

Approval of Minutes - Human Resources Committee – February 9, 2026

Rocky Knoll Health Care Center Administrator, Kayla Clinton

- Consideration of Change to the Table of Organization

Human Resources Director, Dave Loomis

- 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

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.

Posted February 20, 2026 at 10:30 AM

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

February 9, 2026

Called to Order: 2:31 PM

Adjourned: 3:04 PM

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

Remote: Tom Wegner

MEMBERS ABSENT: Carl Nonhof

ALSO PRESENT: **In Person:** Matt Strittmater, Dave Loomis

Remote:

Chair Procek called the meeting to order at 2:31 PM, in Conference Room 302 of the Administration Building. Chair Procek confirmed the meeting was posted February 6, 2026 at 10:30 AM, in compliance with the open meeting law.

A motion to approve the minutes of the January 26, 2026 meeting was made by Supervisor Ellis. Supervisor Nennig seconded the motion. Motion carried.

Health & Human Services Director, Matt Strittmater

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

Human Resources Director, Dave Loomis

- Requested approval of Ordinance No. ____ - Amending Certain Elected Officials' Salaries (Clerk of Court and Sheriff). A motion granting approval was made by Supervisor Nennig. Supervisor Ellis seconded the motion. Motion carried.
- Provided updates and comments regarding the following:
 - Tyler Project
 - Compensation Program

A motion to approve the vouchers and allow someone to sign on behalf of Supervisor Wegner was made by Supervisor Wegner. Supervisor Nennig seconded the motion. Motion carried.

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

The Committee scheduled the next HR Committee meeting for February 23, 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 Nennig seconded the motion. Motion carried with adjournment at 3:04 PM.

David Loomis
Recording Secretary

Char Nennig
Secretary

REQUEST FOR CHANGE IN DEPARTMENTAL TABLE OF ORGANIZATION

Department: Rocky Knoll Health Care Center	
Request Date:	Effective Date: 3/8/26

Consult with the Human Resources Director before submitting to your liaison committee.

REQUESTED CHANGES

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. For each job title, list *either* the number of full-time and part-time positions, *or* the authorized full-time equivalent, 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
MDS Nurse	0.0	0.6	0.6	1.0	0.0	1.0
TOTALS						1.0

RATIONALE

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

Increase the part-time MDS nurse to full-time to assist with the increased Medicare and Medicaid required assessment and documentation needed for accurate reimbursement. To assist with achieving and maintaining compliance increasing demands of regulatory nursing home requirements.

NEW POSITIONS CREATED

If any new positions are requested, please describe very briefly (a couple sentences) the essential work to be performed by each new position, and give a proposed pay grade for the position. (Consult with the HR Director regarding pay grades.)

BUDGET

Identify the specific source of funding for any additional positions being requested. Deletion of other positions may be used as a source of funding if the positions being deleted have already been approved as part of your operational budget.

<i>Job Title</i>	<i>Cost- Rest of Year</i>	<i>Cost- Annual</i>	<i>Source of Funds</i>
MDS Nurse	\$35,776	\$42,883	Wages and revenue from increased census over budgeted census

ADDITIONAL INFORMATION

Is there any other information that the liaison committee or Human Resources Committee ought to have when considering this change? You may attach additional documentation if you wish.

ACTION TAKEN

Department Head Signature  Date: 2/13/26

Liaison Committee Signature  Date: 2/19/2026

Human Resources Committee Signature _____ Date: _____

Form Distribution: After department head completes form, distribute to liaison committee with copy to Human Resources Director. After liaison committee approval, submit signed original to Human Resources Director.