

## NOTICE OF MEETING

### HUMAN RESOURCES COMMITTEE March 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.

#### \* AGENDA \*

Call to Order

Certification of Compliance with Open Meeting Law

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

Sheriff Matt Spence

- Consideration of Temporary Pay Adjustments contingent on Law Committee Approval

Finance Director, James Webb and Information Technology Director, Chris Lewinski

- Consideration of Change to the Table of Organization - Transfer Position from Information Technology to Finance

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 March 19, 2026 at 4:30 PM*

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

**March 09, 2026**

**Called to Order: 2:30 PM**

**Adjourned: 3:00 PM**

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

**Remote:** None

MEMBERS ABSENT: None

ALSO PRESENT: **In Person:** Sheriff Matt Spence, Justina Torres, Dave Loomis

**Remote:** Stephanie Arendt

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 March 6, 2026 at 2:00 PM, in compliance with the open meeting law.

A motion to approve the minutes of the February 23, 2026 meeting was made by Supervisor Nonhof. Supervisor Wegner seconded the motion. Motion carried.

Sheriff, Matt Spence

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

Human Resources Director, Dave Loomis

- Requested re-consideration of Ordinance No. \_\_\_\_ Re: Amending Certain Elected Officials' Salaries (Clerk of Court and Sheriff). A motion was made to approve as presented by Supervisor Ellis. Supervisor Nennig seconded the motion. Motion carried.
- Provided updates and comments regarding the following:
  - Tyler Project
  - Operational & Cultural Audit RFP
  - Safety Program Audit

A motion to approve the vouchers 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 March 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 Wegner. Supervisor Ellis seconded the motion. Motion carried with adjournment at 3:00 PM.

\_\_\_\_\_  
David Loomis  
Recording Secretary

\_\_\_\_\_  
Char Nennig  
Secretary

## REQUEST FOR CHANGE IN DEPARTMENTAL TABLE OF ORGANIZATION

<b>Department: Finance</b>	
<b>Request Date: 3/12/2025</b>	<b>Effective Date: 3/12/2025</b>

*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
Finance Director	1	0	1	1	0	1
Deputy Finance Director	1	0	1	1	0	1
Accounting Specialists	5	.5	5.5	5	.5	5.5
Accounting Manager - HHS	1	0	1	1	0	1
Accounting Supervisor	1	0	1	1	0	1
Payroll Coordinator	1	0	1	1	0	1
Senior Accountant	1	0	1	1	0	1
Billing/AR Coordinator	1	0	1	1	0	1
Staff Accountant	1	0	1	1	0	1
Purchasing Agent	1	0	1	1	0	1
Auditor/Analyst	1	0	1	1	0	1
Financial Systems Analyst	0	0	1	1	0	1
Office Coordinator	1	0	1	1	0	1
<b>TOTALS</b>	<b>20</b>	<b>.5</b>	<b>20.5</b>	<b>21</b>	<b>.5</b>	<b>21.5</b>

### RATIONALE

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

This change would transfer the current Financial Systems Analyst position from the IT Department to the Finance Department. After evaluating system governance and reporting workflows over the past several months, it has become clear that the Financial Systems Analyst's primary responsibilities are operationally and strategically aligned with financial reporting, internal controls, and ERP governance.

To strengthen accountability for financial system configuration and reporting integrity, it is recommended that the position be returned to the Finance Department Table of Organization.

IT will continue to support infrastructure and technical components in a collaborative model.

**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 HR Director regarding pay grades.)

**BUDGET**

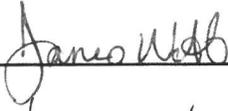
Identify the specific source of funding for any additional positions being requested. Deletion of other positions may be used as a source of funding if the positions being deleted have already been approved as part of your operational budget.

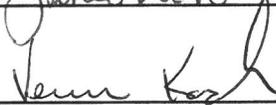
<i>Job Title</i>	<i>Cost- Rest of Year</i>	<i>Cost- Annual</i>	<i>Source of Funds</i>
Financial Systems Analyst	\$64,484.28	\$85,023.00	Budgeted wages and benefits in the Finance Dept.

**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: 2-26-26

Liaison Committee Signature  Date: 3/11/2026

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.

## REQUEST FOR CHANGE IN DEPARTMENTAL TABLE OF ORGANIZATION

<b>Department: Information Technology</b>	
<b>Request Date: 3/11/2026</b>	<b>Effective Date: 3/11/2026</b>

*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
Information Technology Director	1			1		
Deputy Director	1			1		
Administrative Clerk	0.5			0.5		
Lead Printer	1			1		
IT Architect	1			1		
IT Administrator	1			1		
Applications Analyst	2			2		
Business Analyst	1			1		
Financial Systems Analyst	1			0		
<b>TOTALS</b>	<b>9.5</b>			<b>8.5</b>		

### RATIONALE

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

This change would transfer the current Financial Systems Analyst position from the IT Department to the Finance Department. After evaluating system governance and reporting workflows over the past several months, it has become clear that the Financial Systems Analyst's primary responsibilities are operationally and strategically aligned with financial reporting, internal controls, and ERP governance.

To strengthen accountability for financial system configuration and reporting integrity, it is recommended that the position be returned to the Finance Department Table of Organization.

IT will continue to support infrastructure and technical components in a collaborative model.

**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 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>
Financial Systems Analyst	\$64,484.28	\$85,023.00	Budgeted Wages and benefits in the Finance Dept.

**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 Christopher S. Lewinski Date: 3/11/2026

Liaison Committee Signature [Signature] Date: 3/11/2026

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.