

## NOTICE OF MEETING

### HUMAN RESOURCES COMMITTEE

**April 10, 2023 3:30 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/rma-uxpu-bhz>**

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 – Monday, March 27, 2023

Clerk of Courts Chris Koenig

- Consideration of Vacant Position Request for Lead Court Clerk

County Administrator Alayne Krause

- Consideration of Offer Above the Midpoint
- Consideration of Human Resources Policy Manual Review
- Human Resources Department updates and comments

Review and Approve Vouchers

Approval of Attendance at Other Meetings or Functions

Adjourn

Prepared by:

Alayne Krause

County Administrator

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.

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

*Posted Thursday, April 6, 2023 1:00 PM*

## SHEBOYGAN COUNTY HUMAN RESOURCES COMMITTEE MINUTES

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

**March 27, 2023**

**Called to Order: 3:30 PM**

**Adjourned: 4:37 PM**

MEMBERS PRESENT:

**In Person:** Chair Edward Procek, Vice Chair Tom Wegner,  
Members Carl Nonhof and Kathleen Donovan

MEMBERS ABSENT:

Secretary Christian Ellis

ALSO PRESENT:

**In Person:** Supervisor Henry Nelson, County Administrator Alayne Krause, Transportation Director Greg Schnell, Airport Superintendent Matthew Grenoble, and Building Services Director Jim TeBeest

**Remote:** Corporation Counsel Crystal Fieber and Health & Human Services Director Matt Strittmater

Chair Procek called the meeting to order at 3:30 PM, in Conference Room 302 of the Administration Building. Chair Procek confirmed the meeting was posted March 24, 2023 at 4:30 PM, in compliance with the open meeting law.

A motion to approve the minutes of March 13, 2023 as presented was made by Supervisor Wegner. Supervisor Donovan seconded the motion. Motion carried.

Transportation Director Greg Schnell requested a change in the Table of Organization to include Vacant Position Requests for Casual Maintenance Technicians. A motion was made by Supervisor Donovan granting approval. Supervisor Wegner seconded the motion. Motion carried.

Airport Superintendent Matthew Grenoble requested approval for the Vacant Position Request for an Airport Intern. A motion was made by Supervisor Nonhof granting approval. Supervisor Wegner seconded the motion. Motion carried.

Building Services Director Jim TeBeest requested approval to Hire Above Midpoint. A motion was made by Supervisor Wegner granting approval. Supervisor Donovan seconded the motion. Motion carried.

Health & Human Services Director Matt Strittmater requested approval for the Vacant Position Request for Human Services Manager. A motion was made by Supervisor Wegner granting approval. Supervisor Nonhof seconded the motion. Motion carried.

Supervisor Wegner made a motion to go into closed session at 3:47 pm pursuant to Wis. Stat. § 19.85(1)(f) to consider financial, medical, social, or personal histories or disciplinary data of specific persons, preliminary consideration of specific personnel problems, or the investigation of charges against specific person. Motion seconded by Supervisor Donovan. Motion carried on a unanimous roll call vote.

**HUMAN RESOURCES COMMITTEE MEETING**

Monday, March 27, 2023

Supervisor Wegner made a motion to go into open session at 4:23 pm. Motion seconded by Supervisor Donovan. Motion carried on a unanimous roll call vote.

Supervisor Wegner made a motion determining the employee experienced an unforeseeable emergency and established a hardship; authorizing a release of \$15,000 net from their deferred compensation account to Associated Bank for mortgage payments; disallowing contributions to the deferred compensation program for 6 months; and for the Human Resources Department to recommend the Employee Assistance Program for financial counseling for the employee. Motion seconded by Supervisor Donovan. Motion carried on a unanimous roll call vote.

County Administrator Alayne Krause reported on the status of the vacant Human Resources and Finance Director positions, various employee matters, and the end of Federal Public Health Emergency in May as it relates to benefit coverages.

A motion to approve the vouchers as presented was made by Supervisor Wegner. Supervisor Donovan seconded the motion. Motion carried.

The Committee discussed attendance at special meetings. Supervisor Wegner requested approval to attend the Executive Committee Meeting on Tuesday, April 4, 2023. Supervisor Donovan made a motion to approve. Motion seconded by Supervisor Nonhof. Motion carried.

A motion to adjourn was made by Supervisor Wegner. Supervisor Nonhof seconded the motion. Motion carried with adjournment at 4:37 PM.

Alayne Krause  
\_\_\_\_\_  
Recording Secretary

Christian Ellis  
\_\_\_\_\_  
Secretary



# Sheboygan County VACANT POSITION REQUEST

(To be completed for all vacant positions)

**Date:** 3/15/2023  
**To:** Law Committee Members  
**From:** Christine Koenig

**Position Request:**

**Position:** Lead Court Clerk  
**Reason for Vacancy:** Lead Court Clerk transferred to a Judicial Assistant Position

**Justification:**

The Lead Court Clerk position provides a valuable resource to all staff members who seek guidance in the many processes of this office and in the courtroom. The person in this position will be knowledgeable in all court proceedings, they will have a complete understanding of the processes of this office and will provide detailed training to all new staff members. Additionally, this position will ensure that all staff is kept apprised of all changes in the processes and procedures of this office.

Requesting approval to fill any vacated positions from domino effect of internal hires.

**Staffing Consideration:**

Department has considered all alternate options as it relates to overall staff needs? Yes  No

**Budget Consideration:**

Is this position within the Department's annual operation budget? Yes  No

If not, please state the amount over budget as well as the proposed source of funds: [Click here to enter text.](#)

**Costs:**

The annual costs associated with the position (current year's wage & benefit rates):

Wages	Benefits	Total
\$48,818.	\$33,352.	\$82,170.

(Note: Costs for health and dental benefits should be net costs, after subtracting revenue from employee contributions.)

County Administrator/Department Head Signature Christine Koenig Date: 3.15.23  
 Human Resources Director Signature Alayne Krause Date: 3/15/2023  
 Liaison Committee Signature David Green Date: 4-5-23  
 Human Resources Committee Signature \_\_\_\_\_ Date: \_\_\_\_\_

**Form Process:**

1. County Administrator/Department Head completes VPR.
2. County Administrator/Department Head refers to Human Resources Director for approval.
3. County Administrator/Department Head presents VPR to Liaison Committee for approval/signature.
4. County Administrator/Department Head forwards VPR to HR for Human Resources Committee approval/signature (*Salaried Positions Only.*)
5. HR begins recruitment process.