

NOTICE OF MEETING

HUMAN RESOURCES COMMITTEE
April 13, 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 23, 2026

District Attorney, Joel Urmanski

- Consideration of Out of Cycle Pay Adjustment

Sheriff Matt Spence

- Consideration of Re-Implementation of Correctional Training Officer Incentive

Health and Human Services Director, Matt Strittmater

- Consideration of Change to the Table of Organization
- Consideration of Vacant Position Requests (2)
- Consideration of Temporary Pay Adjustment

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

- Consideration of Temporary Pay Adjustment

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.

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 23, 2026

Called to Order: 2:30 PM

Adjourned: 2:48 PM

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

Remote: Vice Chair Christian Ellis

MEMBERS ABSENT: None

ALSO PRESENT: **In Person:** James Webb, Chris Lewinski, Justina Torres, Dave Loomis

Remote: None

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 19, 2026 at 4:30 PM, in compliance with the open meeting law.

A motion to approve the minutes of the March 6, 2026 meeting was made by Supervisor Wegner. Supervisor Nennig seconded the motion. Motion carried.

HR Business Partner Justina Torres on behalf of Sheriff, Matt Spence

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

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

- Requested approval of Changes to the Tables of Organization - Transferring a position from Information Technology to Finance. A motion to approve was made by Supervisor Nennig. Supervisor Wegner seconded the motion. Motion carried.

Human Resources Director, Dave Loomis

- Provided updates and comments regarding the following:
 - Tyler Munis System Implementation
 - Contract Negotiation Preparation

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 April 13, 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 Nennig seconded the motion. Motion carried with adjournment at 2:48 PM.

David Loomis
Recording Secretary

Char Nennig
Secretary

**SHEBOYGAN COUNTY SHERIFF'S DEPARTMENT
OFFICE OF THE SHERIFF**

*Matthew Spence, Sheriff
Corey Norlander, Inspector*

Phone: (920) 459-3111 FAX: (920) 459-4305

To: Members of the Law and Human Resources Committee

From: Matt Spence, Sheriff

Re: Correctional Officer Training Incentive

Date: April 6, 2026

I am requesting approval to reinstitute an incentive program for our Correctional Officer Trainers to recognize the significant volume of training they are managing. This incentive would remain in place until hiring and training levels stabilize.

Due to the loss of eight employees in December and January, we have transitioned to hiring two officers at a time. This has placed an immense strain on our training cadre, as they are now training new staff back-to-back without a break.

The proposal is to return to a previous system where trainers receive a \$500 payment for every 60 Daily Observation Reports (DOR) completed. Since it takes approximately 60 DORs to fully train a new employee, this directly rewards the completion of a full training cycle. The cost of this incentive is roughly equivalent to 12 hours of overtime, and increasing our staffing levels more quickly will reduce long-term overtime costs.


I propose making this incentive retroactive to January 1, 2026, to recognize the significant efforts already undertaken this year and to encourage the retention and growth of our training staff.

Thank you for your consideration of this request as we work toward achieving full staffing levels.

I would respectfully request your consideration and approval of this incentive to make sure we can continue to aggressively hire in the pursuit of achieving full staffing levels to more effectively maintain correctional services.

Approved by:

Law Committee

 4-7-26

Human Resources Committee

REQUEST FOR CHANGE IN DEPARTMENTAL TABLE OF ORGANIZATION

Department: Health & Human Services	
Request Date: 4/7/26	Effective Date: 4/14/26

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
Business Analyst	1	0	1.0	0	0	0
Office Supervisor	0	0	0	1	0	1.0
System Analyst	0	0	0	1	0	1.0
Case Manager	81	0	81.0	80	0	80.0
Psychotherapist	7	0	7.0	0	0	0
Psychotherapist (in training)	1	0	1.0	0	0	0
Psychotherapist / Psychotherapist (in training)	0	0	0	8	0	8.0
Lead Case Manager	2	0	2.0	0	0	0
Licensed Lead Case Manager	4	0	4.0	0	0	0
Lead Case Manager / Licensed Lead Case Manager	0	0	0	6	0	6.0
TOTALS	96	0	96.0	96	0	96.0

RATIONALE

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

<p>This request related to three separate changes:</p> <ol style="list-style-type: none"> 1. Eliminate the current Business Analyst position, and replace it with two new roles (Office Supervisor and System Analyst) in order to meet current/future needs. Reduce Case Managers by 1 to help pay for this change. 2. Combine the current Psychotherapist and Psychotherapist (in training) Titles into a single Psychotherapist/Psychotherapist (in training) category to provide flexibility to hire based on the candidate's qualifications without needing to return to committees. 3. Combine the current Lead Case Manager and Licensed Lead Case Manager Titles into a single Lead Case Manager / Licensed Lead Case Manager category to provide flexibility to hire based on the candidate's qualifications without needing to return to committees.

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.)

The volume of work related to our electronic health record and supervising the 8th street reception/clerical team has become too much work for one person. Two new positions would be added to cover this work (and some additional operational activities):

Office Supervisor (Pay Grade: 145) - Supervise 8th street clerical/reception staff, supervise Contract Administrator, and perform a number of operational activities.

System Analyst (Pay Grade: 145) - Overall responsibility for development and support for the SmartCare electronic health record.

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.


Job Title	Cost- Rest of Year	Cost- Annual	Source of Funds
Office Supervisor	\$52,420 - \$59,076 (June - December)	\$104,841 - \$119,152	Savings from elimination of the Business Analyst position.
System Analyst	\$52,420 - \$59,076 (June - December)	\$104,841 - \$119,152	Savings from elimination of a Case Manager position. Remainder covered via existing department budget.

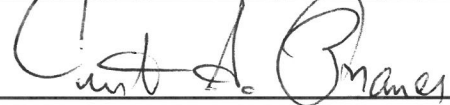
ADDITIONAL INFORMATION

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.

No net changes to the overall number of Health & Human Services employees.

ACTION TAKEN

Department Head Signature  Date: 3-25-26

Liaison Committee Signature  Date: 4/7/26

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.
Rev. 07/2023



SHEBOYGAN COUNTY VACANT POSITION REQUEST FORM

DATE:		3/30/2026
DEPT HEAD NAME:	Matt Strittmater	
POSITION TITLE:	Office Supervisor	
POSITION CONTROL NUMBER:		No. Needed? No
PAY GRADE:		145
REASON FOR VACANCY:	New Position	

JUSTIFICATION FOR FILLING POSITION

The Office Supervisor is responsible for supervising the Contract Specialist and administrative assistant team within Health and Human Services, including front lobby staff who serve as the primary point of contact for the public and handle incoming phone calls. The position ensures efficient administrative operations, consistent customer service, and effective support to the HHS staff and programs and Civil Rights Compliance. Request includes permission to backfill if vacancy is filled by an existing HHS employee.

Department has considered all alternate options as it relates to overall standing needs? Yes

BUDGET

Is this a position within the departments annual operation budget? Yes

If not, please state the amount over budget as well as the proposed source of funds.

COST

The annual cost associated with the position (current year wage & benefit rates)

WAGE	BENEFIT	TOTAL
\$66,393 - \$78,020	\$38,448 - \$40,132	\$104,841 - \$118,152

Note: Cost for health and dental benefits should be net cost, after subtracting revenue from employee contributi

**County
Administrator/
Department
Head :**

Matt Strittmater

Date: 3-30-26

**Human
Resources:**

[Signature]

Date: 03.30.2026

If position changed:

Liasion
Committee:

Carl A. Braney

Date:

4/7/26

HR Committee:

Date:

HR Committee:

Date:
