

## SHEBOYGAN COUNTY HUMAN RESOURCES COMMITTEE MINUTES

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

**April 24, 2023**

**Called to Order: 3:32 PM**

**Adjourned: 4:21 PM**

**MEMBERS PRESENT:** Chair Edward Procek, Vice Chair Tom Wegner, Secretary Christian Ellis, Members Carl Nonhof and Kathleen Donovan

**ALSO PRESENT:** **In Person:** County Administrator Alayne Krause, Sheriff Cory Roeseler, Captain Matt Spence and Penny Elsner  
**Remote:** Rocky Knoll Administrator Kayla Clinton and Health and Human Services Director Matt Strittmater

Chair Procek called the meeting to order at 3:32 PM, in Conference Room 302 of the Administration Building. Chair Procek confirmed the meeting was posted April 21, 2023 at 11:00 AM, in compliance with the open meeting law.

A motion to approve the minutes of April 10, 2023 as presented was made by Supervisor Wegner. Supervisor Donovan seconded the motion. Motion carried.

Sheriff Cory Roeseler requested approval for an exception to the Donation of Benefit Time Policy. A motion was made by Supervisor Wegner granting approval. Supervisor Ellis seconded the motion. Motion carried.

Rocky Knoll Administrator Kayla Clinton requested approval for an equity increase for a certain employee. A motion was made by Supervisor Wegner granting approval. Supervisor Donovan seconded the motion. Motion carried.

Rocky Knoll Administrator Kayla Clinton requested approval for a change in table of organization to include vacant position request for Administrative Assistant. A motion was made by Supervisor Ellis granting approval. Supervisor Nonhof seconded the motion. Motion carried.

Rocky Knoll Administrator Kayla Clinton requested approval for the Vacant Position Request of a Limited Term Employee for maintenance. A motion was made by Supervisor Donovan granting approval. Supervisor Wegner seconded the motion. Motion carried.

Corporation Counsel Crystal Fieber reviewed with the Committee the year to date budget, summary of previous months activities and hours, and the claims and litigation report.

Corporation Counsel Crystal Fieber reviewed proposed changes of Chapter 46 of the County Code of Ordinances. A motion was made by Supervisor Wegner granting approval as presented and forward to the County Board. Supervisor Ellis seconded the motion. Motion carried.

County Administrator Alayne Krause reported on current Human Resources staffing, including the status and recruitment efforts of the vacant Human Resources Director position and the decrease in hours of the interim Human Resources Manager, announcement of the retirement of the Transportation Director, the first quarter Wellness challenge and that the Human Resources Policy Manual is being updated as requested.

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

A motion to adjourn was made by Supervisor Ellis. Supervisor Nonhof seconded the motion. Motion carried with adjournment at 4:21 PM.

Penny Elsner  
Recording Secretary

Christian Ellis  
Secretary