

## NOTICE OF MEETING

HUMAN RESOURCES COMMITTEE

May 8, 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, April 24, 2023

Health and Human Services Director Matt Strittmater

- Consideration of Vacant Position Request for ADRC Supervisor

Building Services Director Jim TeBeest

- Consideration of Vacant Position Request for Assistant Director of Building Services

Rocky Knoll Health Care Center Administrator Kayla Clinton

- Consideration of Authorizing Retention Bonuses for Dining Services positions

County Administrator Alayne Krause

- Consideration of Vacant Position Request for Transportation Director
- Human Resources Department updates and comments

Review and Approve Vouchers

Approval of Attendance at Other Meetings or Functions

Adjourn

Prepared by:

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

*Posted Friday, May 5, 2023 2:30 PM*

## 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.

**HUMAN RESOURCES COMMITTEE MEETING MINUTES**

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Monday, April 24, 2023

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



# Sheboygan County VACANT POSITION REQUEST

(To be completed for all vacant positions)

WISCONSIN

Date: 4/24/2023

To: Health & Human Services Committee Members

From: Matt Strittmater

**Position Request:**

Position: Human Services Manager (ADRC Supervisor)

Reason for Vacancy: Retirement

**Justification:**

This position will assist the ADRC Manager in supervising and managing the day-to-day provisions of the ADRC programs and services that address the needs of older adults and persons with disabilities, and will assist in integrating and managing the services of the ADRC. If the position is filled with an internal candidate, the request is to backfill the vacant position.

**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
\$65,062-\$85,280	\$36,589-\$39,773	\$101,651-\$125,053

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

County Administrator/Department Head Signature *Matt Strittmater* Date: 4-24-23

Human Resources Director Signature *Alamy Krause* Date: 4/24/2023

Liaison Committee Signature *Willie Johnson* Date: 5/2/23

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.



# Sheboygan County VACANT POSITION REQUEST

(To be completed for all vacant positions)

WISCONSIN

Date: 4/26/2023

To: Property Committee Members

From: Jim TeBeest, Director Building Services

**Position Request:**

Position: Building Services Assistant Director

Reason for Vacancy: Pending Director Retirement

**Justification:**

Building Services Assistant Director has been in the department's Table of Organization (TO) since 2000. The current Director held this position from August 2000 to January 2003. After his promotion, this position was not funded until July 2023.

It is expected the Assistant will learn the duties and be promoted to Director upon his retirement. There is much to learn about the buildings, budgeting, construction and operational processes and management of 30 department staff.

**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: Funded for 6 months

**Costs:**

2023 Salary range of requested position: DBM - C45 \$65,067/yr - \$106,376/yr (Midpoint - \$85,308)

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

Wages	Benefits	Total
\$91,520	\$40,751	\$132,271

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

County Administrator/Department Head Signature Jim TeBeest Date: 4/26/2023

Human Resources Director Signature Debra Kruse Date: 4/27/23

Liaison Committee Signature [Signature] Date: 5/2/23

Human Resources Committee Signature \_\_\_\_\_ Date: \_\_\_\_\_

**Form Process:**

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



# Sheboygan County VACANT POSITION REQUEST

(To be completed for all vacant positions)

WISCONSIN

Date: 5/1/2023  
To: Transportation Committee  
From: Alayne Krause

**Position Request:**

Position: Transportation Director  
Reason for Vacancy: Retirement

**Justification:**

This position is responsible for managing all operations of the Sheboygan County Transportation Department in compliance with county, state, and federal regulations. The position also administers the Transportation Department annual operations budget, capital equipment budget, and capital improvement budget. Additionally, this position manages all program activities and department staff of the Highway and Airport divisions.

**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
\$86,626 - \$118,191	\$36,679	\$123,305 - \$154,870

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

County Administrator/Department Head Signature Alayne Krause Date: 4/27/2023

Human Resources Director Signature Alayne Krause Date: 4/27/2023

Liaison Committee Signature [Signature] Date: 5-1-23

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.