

NOTICE OF MEETING

SHEBOYGAN COUNTY EXECUTIVE COMMITTEE

May 31, 2023 3:30 P.M.

Administration Building
508 New York Ave
Sheboygan WI 53081
Room 302

Remote Access:

(US) +1 414-882-5987

Pin: 976 294 419#

Meeting ID: meet.google.com/qvi-nmpu-swf

Members of the Committee may be appearing remotely. Persons wanting to observe the meeting may come to the Administration Building or listen remotely.

AGENDA

Call to Order

Certification of Compliance with Open Meeting Law

Correspondence

Approval of Minutes for the May 2, 2023 Executive Committee Meeting

Consideration of Ordinance No. 01 – Amending Chapter 46 of the County Code of Ordinances

Consideration of Ordinance No. 02 – Amending Chapter 12, Emergency Medical Services Council

Consideration of Resolution No. – Approving the Use of American Rescue Plan Act (ARPA) Funds (No. 7)

Consideration of 2022-2023 Per Diem Report

Consideration of 1st Quarter Variance Reports

County Administrator's Report

(The County Administrator's Report is a summary of key activities. No action will be taken by the Executive Committee resulting from the report, unless it is a specific item on the agenda.)

Consideration and Approval of Attendance at Other Meetings/Functions

Review and Approve Vouchers

Next Meeting Date: To Be Determined

Adjournment

Prepared by:

Peggy Osthelder
Recording Secretary

Vern Koch
Committee Chairperson

NOTE: Members of the public are invited to offer comments on topics which may or may not appear on the Agenda, and Committee members may discuss such matters, but no action may be taken by the Committee on non-Agenda topics. Individual speakers may be limited to no more than five minutes.

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.

If listed as an agenda item, the "Administrator's Report" is a summary of key activities for the previous month and planned for upcoming months including performance evaluations, liaison committee issues and County Board issues. No action will be taken by the Executive committee resulting from the report unless it is a specific item on the agenda.

Persons with disabilities needing assistance to attend or participate are asked to notify the County Board Chairman/County Administrator's Office at 920-459-3103 prior to the meeting so that accommodations may be arranged.

SHEBOYGAN COUNTY EXECUTIVE COMMITTEE MINUTES

Administration Building
508 New York Ave
Sheboygan, WI 53081
Room 302

May 2, 2023

Called to Order: 3:00 PM

Adjourned: 3:37 PM

MEMBERS PRESENT: Vernon Koch, Keith Abler, William Goehring, and Edward Procek

MEMBERS ABSENT: Curt Brauer

ALSO PRESENT: **In Person:** Gerald Jorgensen, Karin Kirchmeier, Deidre Martinez, Steve Hatton, Jeremy Fetterer, Stefanie Albrecht, Crystal Fieber, Matt Strittmater, Alayne Krause, and Peggy Osthelder
Remote: Wendy Schobert

Chairman Koch called the meeting to order at 3:00 PM. Peggy Osthelder certified compliance with the open meeting law. The meeting notice was posted at 4:00 PM on April 28, 2023.

There was no correspondence to present to the Committee.

Supervisor Goehring made a motion to approve the minutes of the April 4, 2023 Executive Committee Meeting. Motion seconded by Supervisor Abler. Motion carried.

The Committee discussed Awarding \$500,000 to Partners for Community Development, Inc. for the Affordable Housing Taskforce Programs. Financial Analyst Stefanie Albrecht gave an overview and answered questions. Supervisor Goehring made a motion to approve the agreement. Motion seconded by Supervisor Abler. Motion carried.

The Committee discussed Awarding \$2,000,000 to Sheboygan County Chamber of Commerce, Inc. for the Workforce Development Taskforce Programs. Financial Analyst Stefanie Albrecht gave an overview and answered questions. Supervisor Abler made a motion to approve the agreement. Motion seconded by Supervisor Goehring. Motion carried.

The Committee discussed Reallocation of American Rescue Plan Act (ARPA) Funds at Health & Human Services for the Neighborhood Support Program. Health & Human Services Director Matt Strittmater gave an overview and answered questions. Supervisor Goehring made a motion to approve the reallocation of \$50,000. Motion seconded by Supervisor Procek. Motion carried.

County Administrator Alayne Krause reported on staffing updates within the Department Head team including the Human Resources Director recruitment process, an introduction of the new Finance Director, the pending retirement of the Transportation Director, and the reorganization of area UW-Extension Directors which resulted in Sheboygan County being assigned a new area director. Administrator Krause also reported on recent meetings that she has attended including a UW-Green Bay's STEM program recognition event and a quarterly Government Roundtable event hosted by the Sheboygan County Chamber of Commerce. Administrator Krause then reported that Sheboygan County will be hosting the Northeast Highway Commissioners at Road America this year. Administrator Krause also provided an update on Fixed Based Operator (FBO) negotiations at the Sheboygan County Memorial Airport, labor contract negotiations with the Sheriff's Department, and discussions regarding

Correctional Officers protective status reclassification within the Wisconsin Retirement System. Additionally, Administrator Krause presented a draft Budget Assumptions memo for the 2024 budget development to the Executive Committee.

Vouchers were reviewed. Supervisor Goehring made a motion to approve the vouchers. Motion seconded by Supervisor Abler. Motion carried.

The next Executive Committee meeting is scheduled for Wednesday, May 31, 2023 at 3:30 PM.

Supervisor Procek made a motion to adjourn. Motion seconded by Supervisor Abler. Motion carried.

Peggy Osthelder, Recording Secretary

William Goehring, Secretary

COMMITTEE REPORT TO THE COUNTY BOARD

WE, THE EXECUTIVE COMMITTEE

TO WHOM WAS REFERRED ORDINANCE NO: 01

RE: **Amending Chapter 46 of the County Code of Ordinances**

HAVE CONSIDERED THE SAME AND RECOMMEND:

- ADDITIONAL TIME BE GRANTED TO CONSIDER THE MATTER
- THE ORDINANCE BE ENACTED
- FILING WITH THE CLERK
- AMENDING THE ORDINANCE AS FOLLOWS:

RESPECTFULLY SUBMITTED THIS 20th DAY OF June 2023

EXECUTIVE COMMITTEE

OPPOSED TO THE REPORT:

CONCURRING IN THE REPORT:

VERNON KOCH

VERNON KOCH

KEITH ABLER

KEITH ABLER

WILLIAM C. GOEHRING

WILLIAM C. GOEHRING

CURT BRAUER

CURT BRAUER

EDWARD PROCEK

EDWARD PROCEK

1 SHEBOYGAN COUNTY ORDINANCE NO. 01 (2023/24)

2
3 Re: **Amending Chapter 46 of the County Code of Ordinances**

4
5
6 **WHEREAS**, Chapter 46 of the Sheboygan County Code of Ordinances governs the
7 County's hiring process; and

8
9 **WHEREAS**, upon review of Chapter 46, in light of the current job market, County staff
10 and the Human Resources Committee have determined it is necessary and appropriate to
11 streamline the hiring process; and

12
13 **WHEREAS**, pursuant to Sheboygan County Board Ordinance No. 1 (2006/07), and
14 authorized by Wis. Stat. § 83.01, the County Board converted the County Highway
15 Commissioner position from a two-year term to an indefinite appointment; and

16
17 **WHEREAS**, pursuant to Sheboygan County Board Ordinance No. 9 (2013/14), the
18 County Board renumbered the Highway Commissioner Ordinance from 46.05 to 46.07, and
19 upon review it has been discovered that the renumbered language was unintentionally omitted
20 from Chapter 46 during the last update.

21
22 **NOW, THEREFORE**, the County Board of Supervisors of the County of Sheboygan
23 does ordain as follows:

24
25 Section 1. **Amending Chapter 46.** Chapter 46 of the Sheboygan County
26 Code of Ordinances is hereby amended as follows:

27
28 46.01 FAIR EMPLOYMENT AND EQUAL OPPORTUNITY STANDARDS. It is the
29 policy of Sheboygan County to recruit and select the most qualified persons for
30 positions in the County. In accordance with state law and the guidelines for the
31 Equal Employment Opportunity Commission, recruitment and selection shall be
32 conducted in an affirmative manner to ensure open competition and to provide
33 equal employment opportunity to qualified individuals regardless of age, race,
34 creed, color, disability, marital status, sex, national origin, ancestry, sexual
35 orientation, political affiliation, arrest record, conviction record (except as
36 permitted by statute), membership in the National Guard, state defense force, or
37 any other reserve component of the military force of the United States or this
38 State, or use or non-use of lawful products off the employer's premises during
39 non-working hours, except as otherwise provided.

40
41 46.02 ~~FILLING POSITION VAGANCIES. VACANT POSITION REQUESTS.~~ When a
42 vacancy exists or is anticipated, the Department Head must complete a Vacant
43 Position Request ("VPR") before the position may be filled. The VPR shall be in a
44 format developed by the Human Resources Department and shall include: (a) the
45 program(s) ~~or programs~~ that are served by the position including any priority
46 attributed to such programs, ~~(b) the likely costs associated with filling the position~~
47 ~~including the extent to which such costs are included in the current year's expense~~
48 ~~budget; and (c) (b) the rationale for filling the position rather than keeping the~~
49 ~~position vacant (either temporarily or permanently), reassigning staff, utilizing~~

50 limited term employees, or other options, ~~including the possible effect on~~
51 ~~revenues as well as the effects on County services that may result.~~ (c) the likely
52 costs associated with filling the position, and (d) confirmation that the position is
53 included in the Department's approved budget.
54

55 ~~46.03 APPROVALS. If the Department Head determines that the position should be~~
56 ~~filled, he or she shall submit the VPR to the Liaison Committee. If the Liaison~~
57 ~~Committee approves filling the position, it shall be submitted to the Human~~
58 ~~Resources Committee. The Human Resources Department. Non-exempt~~
59 ~~positions require Liaison Committee approval, while exempt positions also require~~
60 ~~Human Resources Committee approval. The Human Resources Committee may~~
61 ~~grant "blanket" approvals to particular positions or classifications for particular~~
62 ~~periods of time, and if it does so, approval shall be considered granted with~~
63 ~~respect to vacancies falling within the terms of such blanket approvals without~~
64 ~~requiring further action by the Committee.~~
65

66 46.043 LIMITED-TERM EMPLOYEES. Department Heads may hire limited-term
67 employees ("LTEs") on an emergency basis for a period of time not to exceed
68 three (3) weeks, or for a period of time greater than three (3) weeks provided the
69 position was part of the Department's approved budget, with a VPR approved by
70 the Human Resources Director. ~~unless otherwise directed by their Liaison~~
71 ~~Committee.~~ A Department Head who wishes to hire an LTE for a position which
72 was not part of the approved budget for a period of time greater than three (3)
73 weeks must submit a VPR with an identified source of funding to the Liaison
74 Committee ~~and to the Human Resources Committee~~ for approval before hiring.
75 No LTE will be hired for a period of time exceeding twelve (12) consecutive
76 months., ~~unless approved by the Liaison Committee.~~
77

78 46.054 FILLING VACANT POSITIONS WITHOUT CHANGES. When a position on the
79 Table of Organization becomes vacant, and the Department Head wishes to fill
80 the position, and the position was funded in the Department's annual budget, and
81 the Department Head does not wish to retitle, reclassify, or otherwise change the
82 position as it exists on the Table of Organization, the Department Head ~~with the~~
83 ~~approval of the Liaison Committee,~~ is empowered to do so, provided the
84 Department Head completes a Vacant Position Request ("VPR") and such VPR is
85 approved by the Human Resources Director. The Human Resources Director
86 may grant "blanket" approvals to particular positions or classifications for specific
87 periods of time. The Department Head shall ~~provide routinely~~ notify the VPR to its
88 Liaison Committee of approved VPRs. ~~such reports to the Human Resources~~
89 ~~Department as may be required by the Human Resources Committee and~~
90 ~~developed by the Human Resources Department. The reports shall include:~~
91

- 92 a) ~~confirmation that the position is funded in the current year's Departmental~~
93 ~~expense budget;~~
94 b) ~~the Department Head's receipt of the rationale for filling the position rather than~~
95 ~~keeping the position vacant either temporarily or permanently;~~
96 c) ~~the Department Head's receipt of the rationale for filling the position rather than~~
97 ~~reassigning staff, autonomy, or utilizing limited term employees, or other options.~~

98 ~~d) a copy of the Liaison Committee minutes reflecting approval of refilling the~~
99 ~~position.~~


100
101 46.065 FILLING VACANT POSITIONS WITH CHANGES. When a position on the Table
102 of Organization becomes vacant, and the Department Head wishes to fill the
103 position in circumstances where the position was not funded in the Department's
104 current budget, or the Department Head wishes to retitle, reclassify, or otherwise
105 change the position, the Department Head shall seek a change to the Table of
106 Organization under the provisions of Chapter 40 of this Code ~~prior to submitting a~~
107 ~~VPR.~~

108
109 46.06 ~~ELECTION APPOINTMENT OF HIGHWAY COMMISSIONER.~~ Pursuant to Wis.
110 Stat. § 83.01(2), the ~~County Board shall elect a~~ County Highway Commissioner
111 ~~for an indefinite term of office shall be appointed by the County Administrator for~~
112 ~~an indefinite term of office.~~ Pursuant to Wis. Stat. § 83.01(1)(c), the County Board
113 ~~elects to waive confirmation of the appointment.~~

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115
116 Section 2. Effective Date. The herein Ordinance shall take effect upon
117 enactment.

118
119
120 Respectfully submitted this 16th day of May, 2023.

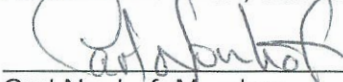
121
122
123 **HUMAN RESOURCES COMMITTEE**

124
125
126 
127 _____
128 Edward J. Procek, Chairperson

125
126 
127 _____
128 Thomas Wegner, Vice-Chairperson

129
130 _____
131 Christian Ellis, Secretary

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130 
131 _____
132 Kathleen Donovan, Member

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133 
134 _____
135 Carl Nonhof, Member

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Opposed to Introduction:

140 Countersigned by:
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144 _____
145 Vernon Koch, Chairperson

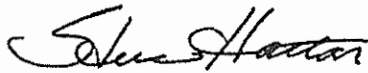
FISCAL NOTE
May 2023

Ordinance No. 01 (2023/24) RE: Amending Chapter 46 of the County Code of Ordinances

Funding:

No additional funding is required.

Respectfully Submitted,



Steve Hatton, Finance Director
May 16, 2023

COMMITTEE REPORT TO THE COUNTY BOARD

WE, THE EXECUTIVE COMMITTEE

TO WHOM WAS REFERRED ORDINANCE NO: 02

RE: **Amending Chapter 12, Emergency Medical Services Council**

HAVE CONSIDERED THE SAME AND RECOMMEND:

- ADDITIONAL TIME BE GRANTED TO CONSIDER THE MATTER
- THE ORDINANCE BE ENACTED
- FILING WITH THE CLERK
- AMENDING THE ORDINANCE AS FOLLOWS:

RESPECTFULLY SUBMITTED THIS 20th DAY OF June 2023

EXECUTIVE COMMITTEE

OPPOSED TO THE REPORT:

CONCURRING IN THE REPORT:

VERNON KOCH

VERNON KOCH

KEITH ABLER

KEITH ABLER

WILLIAM C. GOEHRING

WILLIAM C. GOEHRING

CURT BRAUER

CURT BRAUER

EDWARD PROCEK

EDWARD PROCEK

1 SHEBOYGAN COUNTY ORDINANCE NO. 02 (2023/24)

2
3 Re: **Amending Chapter 12, Emergency Medical Services Council**

4
5 **WHEREAS**, the Sheriff's Department has reviewed County Code Section 12 regarding
6 the Emergency Medical Services Council and has determined an update to the code language
7 is appropriate.

8
9 **NOW, THEREFORE**, the County Board of Supervisors of the County of Sheboygan
10 does ordain as follows:

11
12 Section 1. **Amending Code**. Section 12 of the Sheboygan County Code of
13 Ordinances is hereby amended as follows (additions indicated by shading, deletions by
14 strike out):

15
16 12.01 CREATION OF COUNCIL. There is hereby established a County Emergency Medical
17 Services Council to be appointed by the Chairperson of the County Board and confirmed by the County
18 Board to serve Sheboygan County representing the following agencies, disciplines, or areas of expertise,
19 but not to exceed a total of 20 members:

- 20
21 (a) County Board.
22 (b) Hospital Administration.
23 (c) Sheboygan Fire Department.
24 (d) Sheboygan County Fire Departments.
25 (e) Law Enforcement – City, Village or Town
26 (f) Law Enforcement - County.
27 (g) Private Ambulance Services.
28 (h) Rescue Services.
29 (i) County Bar Association.
30 (j) Consumers interested but not involved in provision of EMS Services.
31 (k) City Government.
32 (l) Village Government.
33 (m) Town Government.
34 (n) Emergency Management and Highway Safety Coordination.
35 (o) First Responder.
36 (p) Nursing.
37 (q) County Medical Society.
38 (r) County Medical Society.
39 (s) Industry.
40 (t) Member at-large.

41
42 12.02 COUNCIL ORGANIZATION. The officers of the Council shall be a chairperson, vice
43 chairperson, and secretary who shall annually be elected by members of the Council.

44
45 12.03 DUTIES. The Council shall have the following duties:

46
47 (a) To act as an advisor to the County Traffic Safety Commission concerning matters
48 of County Emergency Medical Services.

49
50 (b) To advise the Health and Human Services Board and Law Committee on all
51 matters of County Emergency Medical Services when appropriate and shall work with the Law

52 Committee in an advisory capacity in the administration of ambulance and rescue services
53 agreements.

54
55 (c) To have responsibility for county-wide coordination and planning of EMS services
56 and in carrying out such responsibilities it shall develop and annually update a county-wide plan
57 and act as the resource agency under state- and area-wide plans for Emergency Medical
58 Services.

59
60 (d) To carry out such other duties as may from time to time be assigned to it by the
61 County Board or Law Committee.

62
63 12.04 STAFF SERVICES. The professional staff services, i.e. secretarial services including
64 distribution of minutes and other such duties required by the Council, shall be provided by the Sheboygan
65 County Sheriff's Department.

66
67 12.05 COUNCIL MEETINGS. The Council shall hold regular meetings quarterly at such times
68 and places as it determines. Special meetings may be called pursuant to any additional rules of order as
69 may be adopted by the Council. Meetings will be open and notices of said meetings shall be posted in
70 advance of the meeting.

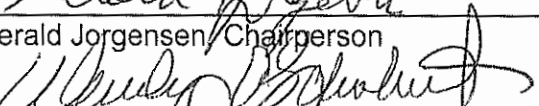
71
72 12.06 RULES OF ORDER AND OPERATING PROCEDURES. The Council may, by majority
73 vote, establish such additional Rules of Order and operating procedures as it determines necessary
74 except such rules shall not be inconsistent with the authority herein granted.

75
76 Section 2. **Effective Date.** The herein Ordinance shall take effect *upon
77 enactment.

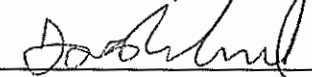
78
79
80 Respectfully submitted this 16th day of May, 2023.

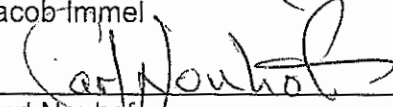
81
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83 **LAW COMMITTEE**

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85 
86 _____
87 Gerald Jorgensen, Chairperson

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89 _____
90 Wendy Schobert, Secretary

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93 Paul A. Gruber, Vice-Chairperson

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95 _____
96 Jacob Immel

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98 _____
99 Carl Nonhof

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102 Opposed to Introduction:
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105 Countersigned by:

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107 _____
108 Vernon C. Koch, Chairperson

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110 May 4, 2023, draft

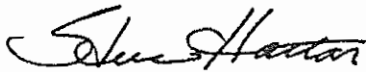
FISCAL NOTE
May 2023

Ordinance No. 02 (2023/24) RE: Amending Chapter 12, Emergency Medical Services Council

Funding:

No additional funding is required.

Respectfully Submitted,



Steve Hatton, Finance Director
May 16, 2023



SHEBOYGAN COUNTY

Vernon Koch
County Board Chairman

WISCONSIN

COMMITTEE REPORT TO THE COUNTY BOARD

We, the Executive Committee, herewith submit a summary of payments for per diem for the County Board members for the period commencing April 19, 2022 through April 17, 2023.

NAME	TOTAL MEETINGS	PER DIEM EARNED
Abler, Keith	82	\$ 3,045.00
Bosman, Alan J	46	1,680.00
Brauer, Curt A	78	2,835.00
Clarke, Rebecca	74	2,800.00
James Coulson	0	--
Donovan, Kathleen	59	2,170.00
Ellis, Christian	0	--
Goehring, William C	129	5,390.00
Gruber, Paul	30	1,190.00
Immel, Jacob	4	140.00
Jorgensen, Gerald	54	1,960.00
Koch, Vernon C – Chair	0	--
Kuhlow, Jon	69	2,765.00
Kulow, George	0	--
Montemayor, Marilyn	40	1,435.00
Nelson, Henry	51	1,820.00
Nelson, John	30	1,050.00
Nonhof, Carl	43	1,505.00
Procek, Edward J	58	2,030.00
Schobert, Wendy	26	910.00
Smith, Brian	0	--
Speltz, Suzanne	31	1,155.00
Te Stroete, Roger	103	3,955.00
Veldman, Jacqueline	46	1,680.00
Wegner, Thomas G	126	5,005.00
GRAND TOTAL	1,179	\$ 44,520.00

Respectfully submitted this 20th day of June, 2023.

EXECUTIVE COMMITTEE

Vernon Koch, Chairperson

Keith Abler

William C. Goehring

Curt Brauer

Edward J. Procek

**VARIANCE REPORT FOR DEPARTMENT -- COUNTY BOARD
FOR THE QUARTER ENDING 03/31/2023**

TIMING	G/L CATEGORY	VARIANCE FROM BUDGET	EXPLANATION OF VARIANCE
X	Personnel Related Expenditure		
	Wages	1,919.45	Timing of payroll accruals
	Operating Expenses		
	General Operating	40,017.16	Optional year 2 of Discover WI Contract not executed. Postive variance will continue forward throughout year.
	Variances Less Than Justification Threshold	(38,271.93)	Optional year 2 of Discover WI Contract not executed so ARPA revenue was not transferred. Negative variance will continue forward throughout year.
	TOTAL	3,664.68	Positive

**VARIANCE REPORT FOR DEPARTMENT -- COUNTY ADMINISTRATOR
FOR THE QUARTER ENDING 03/31/2023**

TIMING	G/L CATEGORY	VARIANCE FROM BUDGET	EXPLANATION OF VARIANCE
	Personnel Related Expenditure		
	Wages	31,074.00	Less than budgeted expenditures due to vacant positions
	Benefits	5,829.09	Less than budgeted expenditures due to vacant positions
	Operating Expenses		
X	General Operating	2,931.99	Less than budgeted expenditures for travel/training, vehicle related expenses, and employee recognition
	Interdepartmental Charges		
	Employee Related Insurance	11,181.51	Less than budgeted expenditures due to vacant positions
	Variances Less Than Justification Threshold	(23,377.44)	ARPA Revenue not transferred in due to vacant position
	TOTAL	27,639.15	Positive