

NOTICE OF MEETING

HUMAN RESOURCES COMMITTEE

June 13, 2022 3:30 PM

Administration Building
508 New York Avenue, Conference Room 302
Sheboygan WI 53081

Remote Access: +1-216-508-0648

Enter Meeting ID: 411 062 297#

Or 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 - Human Resources Committee – May 25, 2022

Announcements and Correspondence

County Sheriff Cory Roeseler

- Consideration of Request of Salary and Equity Adjustments for County Dispatchers, subject to Law Committee approval

Transportation Director Greg Schnell

- Consideration of Request of Salary and Equity Adjustments for certain employees

Rocky Knoll Administrator Kayla Clinton

- Consideration of Request of Vacant Position Request for Data Set and Coding Support Limited Term Employee
- Consideration of Request of Salary and Equity Adjustments for certain employees

Human Resources Director Dennis Miller

- Human Resources Department updates and comments

Review and Approve Vouchers

Approval of Attendance at Other Meetings or Functions

Adjourn

Prepared by:

Hollynn Gahagan, Phone: (920) 459-6481

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 Holly Gahagan, 920.459.6481 prior to the meeting so that accommodations may be arranged.

Posted June 9, 2022 1:30 PM

SHEBOYGAN COUNTY HUMAN RESOURCES COMMITTEE MINUTES

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

May 25, 2022

Called to Order: 3:00 P.M.

Adjourned: 3:25 P.M.

MEMBERS PRESENT: Chair Edward Procek, Vice Chair Thomas Wegner, Secretary Christian Ellis, Committee Member Kathleen Donovan

MEMBERS ABSENT: Committee Member Carl Nonhof

ALSO PRESENT: **In Person:** Dennis Miller, Hollynn Gahagan, Adam Payne, Kayla Clinton, Wendy Charnon
Remote: None

Chairperson Procek called the meeting to order at 3:00 P.M., in Conference Room 302 of the Administration Building and certified the meeting is in compliance with the open meeting law. The meeting notice was posted at 1:30 P.M. on May 24, 2022.

Approval of May 23, 2022 minutes – A motion was made by Supervisor Wegner to approve the minutes. Supervisor Donovan seconded the motion. Motion carried.

Rocky Knoll Administrator Kayla Clinton requested approval for Vacant Position Request for Director of Health Information Services. A motion was made by Supervisor Ellis to approve the request. Supervisor Donovan seconded the motion. Motion carried.

Rocky Knoll Administrator Kayla Clinton requested approval for Vacant Position Request for Admissions Coordinator. A motion was made by Supervisor Wegner to approve the request. Supervisor Ellis seconded the motion. Motion carried.

Rocky Knoll Administrator Kayla Clinton requested approval to Hire the Deputy Administrator above the DBM Midpoint. A motion was made by Supervisor Wegner to approve the request. Supervisor Ellis seconded the motion. Motion carried.

County Administrator Adam Payne requested approval for Vacant Position Request for Finance Director. A motion was made by Supervisor Wegner to approve the request. Supervisor Ellis seconded the motion. Motion carried.

County Administrator Adam Payne requested approval for Change in Table of Organization for the Finance Department. A motion was made by Supervisor Wegner to approve the request. Supervisor Ellis seconded the motion. Motion carried.

County Administrator Adam Payne requested approval for Vacant Position Request for Finance Systems Director. A motion was made by Supervisor Ellis to approve the request subject to Finance Committee approval. Supervisor Wegner seconded the motion. Motion carried.

Finance Director Wendy Charnon requested approval for Finance Department Equity Adjustments for certain employees. A motion was made by Supervisor Wegner to approve the

request subject to Finance Committee approval. Supervisor Donovan seconded the motion. Motion carried.

Supervisor Wegner made a motion to adjourn. Supervisor Donovan seconded the motion. Motion carried with adjournment at 3:25 P.M.

Hollynn Gahagan
Recording Secretary

Christian Ellis
Secretary



Sheboygan County VACANT POSITION REQUEST

(To be completed for all vacant positions)

WISCONSIN

Date: 6/9/2022
To: Health Care Center Committee Members
From: Kayla Clinton

Position Request:

Position: Limited Term Employee (Minimum Data Set and Coding Support)
Reason for Vacancy: Resignation

Justification: This LTE is needed to complete the diagnosis coding for short-term and long-term residents so Rocky Knoll can adequately be reimbursed from the Center for Medicare and Medicaid Services. The coding is completed by the Health Information Services Director who resigned but is willing to stay on to provide this support until September 1, 2022 or until position is filled.

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
\$4,875	\$368	\$5,243

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

County Administrator/Department Head Signature [Signature] Date: 6/6/22
 Human Resources Director Signature [Signature] Date: 6/9/2022
 Liaison Committee Signature [Signature] Date: 6/9/2022
 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.