

NOTICE OF MEETING

HUMAN RESOURCES COMMITTEE

June 27, 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 – June 13, 2022

Announcements and Correspondence

County Sheriff Cory Roeseler

- Consideration of Vacant Position Request for Limited Term Employee Administrative Clerk-Secretary I position, subject to Law Committee approval

Transportation Director Greg Schnell

- Consideration of Request of Employee Promotion Request for certain employee

Health and Human Services Director Matt Strittmater

- Consideration of Vacant Position Request for Human Services Manager-Behavioral Health Assistant Manager

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 23, 2022 1:30 PM

SHEBOYGAN COUNTY HUMAN RESOURCES COMMITTEE MINUTES

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

June 13, 2022

Called to Order: 3:30 P.M.

Adjourned: 4:18 P.M.

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

ALSO PRESENT: **In Person:** Dennis Miller, Hollynn Gahagan, Greg Schnell, **Remote:** Cory Roeseler, Kayla Clinton

Chairperson Procek called the meeting to order at 3:30 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 June 9, 2022.

Approval of May 25, 2022 minutes – A motion was made by Supervisor Wegner to approve the minutes. Supervisor Nonhof seconded the motion. Motion carried.

County Sheriff Cory Roesler requested approval for Consideration of Request of Salary and Equity Adjustments for County Dispatchers, subject to Law Committee approval. A motion was made by Supervisor Wagner to approve the request. Supervisor Donovan seconded the motion. Motion carried.

Transportation Director Greg Schnell requested approval for Consideration of Request of Salary and Equity Adjustments for certain employees. A motion was made by Supervisor Ellis to approve the request. Supervisor Nonhof seconded the motion. Motion carried.

Rocky Knoll Administrator Kayla Clinton requested approval Consideration of Request of Vacant Position Request for Data Set and Coding Support Limited Term Employee. A motion was made by Supervisor Donovan to approve the request. Supervisor Nonhof seconded the motion. Motion carried.

Rocky Knoll Administrator Kayla Clinton requested approval Consideration of Request of Salary and Equity Adjustments for certain employees. A motion was made by Supervisor Wagner to approve the request. Supervisor Ellis seconded the motion. Motion carried.

Vouchers were reviewed. A motion was made by Supervisor Wagner to approve the request. Supervisor Donovan seconded the motion. Motion carried.

Approval of Attendance at Other Meetings or Functions. None

Supervisor Wegner made a motion to adjourn. Supervisor Donovan seconded the motion. Motion carried with adjournment at 4:18 P.M.

Hollynn Gahagan

Recording Secretary

Christian Ellis

Secretary



WISCONSIN

Sheboygan County VACANT POSITION REQUEST

(To be completed for all vacant positions during soft hiring freeze)

Monija
Will need to
post after
Liaison Approval

Date: 8/3/2022
To: Law Committee Members
From: Sheriff Cory Roeseler & Inspector Chad Broeren

Position Request:

Position: LTE Administrative Clerk – Secretary I

Reason for Vacancy: LTE Position expired

Justification: This position is responsible for receptionist duties at the reception desk and medical area of the Adult Detention Center during normal business hours. Secretary I's will log all visitors to the Adult Detention Center, log medications and/or items dropped off for inmates, and notify the Alternatives to Incarceration Unit when inmates are checking in.

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: N/A

Costs:

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

Wages	Benefits	Total
\$15-16 per hour	\$0	\$6500

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

Department Head Signature [Signature]

Date: 6/27/2022

Human Resources Director Signature [Signature]

Date: 06/22/2022

Liaison Committee Signature _____

Date: _____



Sheboygan County

VACANT POSITION REQUEST

(To be completed for all vacant positions)

WISCONSIN

Date: 6/27/2022

To: Health & Human Services Committee Members

From: Jaclyn Moglowsky, Behavioral Health Manager

Position Request:

Position: Human Services Manager - Behavioral Health Assistant Manager

Reason for Vacancy: New Position

Justification:

The Behavioral Health Division has been unable to fill C52 position for a Crisis Supervisor, which was first posted in 2020. As a result, the Behavioral Health Manager has been filling the role of direct supervision of all crisis programming as well as the typical manager responsibilities. As the behavioral health programs continue to grow and services expand, this is no longer manageable by one person. As the crisis supervisor position has been unable to be filled, we have decided the best option is to maintain the crisis program under the manager and add an assistant manager position to assist in other areas of the division. This position will be responsible for intense focus on the CCS programs to carry forward the programs strategic plan for growth of services and maximum revenue generation.

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:

Costs:

The annual costs associated with the position (current year's wage & benefit rates): C52

Wages	Benefits	Total
\$65,067 - \$101,795	\$32,018	\$103,085-\$133,813

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

County Administrator/Department Head Signature _____

Date: 6-20-22

Human Resources Director Signature _____

Date: 06/22/2022

Liaison Committee Signature _____

Date: _____

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.