

NOTICE OF MEETING

HUMAN RESOURCES COMMITTEE
July 13, 2026 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/chs-cetu-ygd>

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 22, 2026

Health & Human Services Director, Matt Strittmater

- Consideration of change to the Table of Organization

Transportation Director, Bryan Olson

- Consideration of Headcount Exception

Building Services Director, Kevin Dulmes

- Consideration of an Out of Cycle Adjustment

Corporation Counsel, Crystal Fieber

- Consideration of Resolution No. ___ Renewing Corporation Counsel Contract

Human Resources Director, Dave Loomis

- Consideration of Resolution No. ___ Adoption of a 401(a) Retirement Plan for Employees
- Human Resources Department Updates and Comments

The Human Resources Department Updates and Comments is a summary of key activities. No action will be taken by the Human Resources Committee resulting from the report unless it is a specific item on the agenda.

Review and Approve Vouchers

Approval of Attendance at Other Meetings or Functions

Consideration of Next Meeting

Adjourn

Prepared by:

Posted July 9, 2026 at 4:30 PM

Dave Loomis
Recording Secretary

Wendy Schobert
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 the Human Resources Department, 920.459.3105 prior to the meeting so that accommodations may be arranged.

**SHEBOYGAN COUNTY HUMAN RESOURCES COMMITTEE
MEETING MINUTES**

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

June 22, 2026

Called to Order: 3:32 PM

Adjourned: 4:45 PM

MEMBERS PRESENT: Chair Wendy Schobert, Vice Chair Henry Nelson, Secretary Christian Ellis, Member(s) Char Nennig, Stephanie Arndt

Remote: None

MEMBERS ABSENT: None

ALSO PRESENT: **In Person:** Judy Nelson, James Webb, Matt Spence, Bryan Olson, Marla Meier, Ryan Arndt, Kendra Haas, Kurt Bushman, Dave Loomis

Remote: Rebecca Clarke, Kayla Clinton, Andrew Severson

Chair Schobert called the meeting to order at 3:32 PM, in Conference Room 302 of the Administration Building. Chair Schobert confirmed the meeting was posted June 19, 2026 at 8:30 AM, in compliance with the open meeting law.

Rocky Knoll Health Care Center Administrator, Kayla Clinton

- Requested approval of out of cycle pay adjustments. A motion to approve was made by Supervisor Ellis. Supervisor Nennig seconded the motion. Motion carried.

Transportation Director, Bryan Olson

- Requested approval of the creation of the Highway Operator job family. A motion to approve was made by Supervisor Nennig. Supervisor Ellis seconded the motion. Motion carried.
- Requested approval of a change to the Table of Organization. A motion to approve was made by Supervisor Nennig. Supervisor Nelson seconded the motion. Motion carried.
- Requested approval of a Vacant Position Request. A motion to approve was made by Supervisor Nennig. Supervisor Ellis seconded the motion. Motion carried.
- Requested approval of Out of Cycle Pay Adjustments. A motion to approve was made by Supervisor Ellis. Supervisor Nennig seconded the motion. Motion carried.

Sheriff, Matt Spence

- Requested approval of a Headcount Exception contingent on the Law Committee approval. A motion to approve was made by Supervisor Ellis. Supervisor Nelson seconded the motion. Motion carried.

Finance Director, James Webb

- Requested approval of a Headcount Exception contingent on Finance Committee approval. A motion to approve was made by Supervisor Nennig. Supervisor Arndt seconded the motion. Motion carried.

Human Resources Director, Dave Loomis

- Provided updates and comments on the activities of the Human Resources Department.

A motion to approve the vouchers was made by Supervisor Nelson. Supervisor Nennig seconded the motion. Motion carried.

There were no requests for approval of attendance at other meetings or functions.

The Committee scheduled the next meeting for July 13, 2026 at 3:30PM in Room 302 of the Administration Building, 508 New York Ave., Sheboygan, WI 53081.

A motion to adjourn was made by Supervisor Ellis. Supervisor Arndt seconded the motion. Motion carried with adjournment at 4:45 PM.

David Loomis

Recording Secretary

Christian Ellis

Secretary

REQUEST FOR CHANGE IN DEPARTMENTAL TABLE OF ORGANIZATION

Department: Health & Human Services	
Request Date: 7/7/26	Effective Date: 7/12/26

Consult with the Human Resources Director before submitting to your liaison committee.

REQUESTED CHANGES

List all the positions in your department (or a sub-unit of the department) which are either currently on the table of organization or are being proposed as new positions. For each job title, list *either* the number of full-time and part-time positions, *or* the authorized full-time equivalent, currently on the T/O and the number that will be on the T/O if this request is approved.

JOB TITLE	CURRENT			PROPOSED		
	FT	PT	FTE	FT	PT	FTE
Lead Economic Support Specialist	3	0	3.0	5	0	5.0
<i>Full proposed HHS T.O.attached</i>						
TOTALS	3	0	3.0	5	0	5.0

RATIONALE

Briefly summarize the reasons for the requested changes in the table of organization.

Two fully state funded Lead Economic Support positions need to be added to the staffing pattern to perform the additional quality assurance duties that align with the additional SNAP funding the legislature approved to keep the statewide SNAP error rate as low as possible.

NEW POSITIONS CREATED

If any new positions are requested, please describe very briefly (a couple sentences) the essential work to be performed by each new position, and give a proposed pay grade for the position. (Consult with HR Director regarding pay grades.)

The positions aren't technically new, but the current job descriptions for all Lead Economic Support Specialists will include additional quality assurance responsibilities. Pay grade: 135.

BUDGET

Identify the specific source of funding for any additional positions being requested. Deletion of other positions may be used as a source of funding if the positions being deleted have already been approved as part of your operational budget.

<i>Job Title</i>	<i>Cost- Rest of Year</i>	<i>Cost- Annual</i>	<i>Source of Funds</i>
Lead Economic Support Specialist	\$31,749 (Sep. - Dec.)	\$95,246	Fully funded by the state
Lead Economic Support Specialist	\$31,749 (Sep. - Dec.)	\$95,246	Fully funded by the state

ADDITIONAL INFORMATION

Is there any other information that the liaison committee or Human Resources Committee ought to have when considering this change? You may attach additional documentation if you wish.

[Empty box for additional information]

ACTION TAKEN

Department Head Signature

Matt Attilio

Date: 6-24-26

Liaison Committee Signature

Nelva Goehry

Date: 6/28/26

Human Resources Committee Signature

Date: _____

Form Distribution: After department head completes form, distribute to liaison committee with copy to Human Resources Director. After liaison committee approval, submit signed original to Human Resources Director.

SHEBOYGAN COUNTY HEALTH & HUMAN SERVICES
TABLE OF ORGANIZATION PER CHAPTER 40 OF THE COUNTY CODE

Position	Current Approved HHS 2026 TO				Change Request (if approved)			
	Approved, but Not Budgeted	Budget FT	Budget PT	Budget FTE	Approved, but Not Budgeted	Budget FT	Budget PT	Budget FTE
Accounting Specialist/Senior Accounting Specialist	1	5		5.00	1	5		5.00
Accounting Supervisor		1		1.00		1		1.00
Administrative Assistant	2	15	1	15.75	2	15	1	15.75
APS Worker	1	5		5.0	1	5		5.0
Assistant Behavioral Health Manager		1		1.00		1		1.00
B-3 Coordinator		1		1.00		1		1.00
Case Manager	6	80		80.00	6	80		80.00
Certified Peer Support Specialist		1		1.00		1		1.00
Child Support Specialist		9		9.00		9		9.00
Communications Specialist/Health Educator		1		1.00		1		1.00
Community Outreach Specialist		2		2.00		2		2.00
Contract Specialist		1		1.00		1		1.00
Crisis Case Manager		6		6.00		6		6.00
Dementia & Caregiver Specialist		1		1.00		1		1.00
Deputy Director - HHS		1		1.00		1		1.00
Disability Benefits Specialist		2		2.00		2		2.00
Economic Support Specialist	2	18		18.00	2	18		18.00
Elder Benefits Specialist		1		1.00		1		1.00
Epidemiologist		1		1.00		1		1.00
Foster Care Coordinator		1		1.00		1		1.00
Health & Human Services Director		1		1.00		1		1.00
Health Educator	1	2		2.00	1	2		2.00
Health Promotions Coordinator		1		1.00		1		1.00
Health Strategist		2		2.00		2		2.00
HHS Driver		1		1.00		1		1.00
HHS Manager - ADRC		1		1.00		1		1.00
HHS Manager - Behavioral Health		1		1.00		1		1.00
HHS Manager - CFS		1		1.00		1		1.00
HHS Manager - ES & CS		1		1.00		1		1.00
HHS Supervisor - Aging/ADRC	1	3		3.00	1	3		3.00
HHS Supervisor - BH	1	9		9.00	1	9		9.00
HHS Supervisor - CFS		6		6.00		6		6.00
HHS Supervisor - CS		2		2.00		2		2.00
HS Supervisor - ES		3		3.00		3		3.00
Home Consultant		1		1.00		1		1.00
I&A Specialist	1	8		8.00	1	8		8.00
Intake & Assessment Worker		2		2.00		2		2.00
Kinship Care Coordinator		1		1.00		1		1.00
Lead Case Manager / Licensed Lead Case Manager	1	6		6.00	1	6		6.00
Lead Child Support Specialist		1		1.00		1		1.00
Lead Economic Support Specialist		3		3.00		5		5.00
Meal Site Manager		1		1.0		1		1.0
Medical Assistant		1		1.00		1		1.00
Office Supervisor (new in April 2026)		1		1.00		1		1.00
OWI Treatment Coordinator		1		1.00		1		1.00
Placement Support Specialist		1		1.00		1		1.00
Preparedness Planner		1		1.00		1		1.00
Psychiatric Nurse		1		1.00		1		1.00
Psychologist		1		1.00		1		1.00
Psychotherapist/Psychotherapist (in training)	1	8		8.00	1	8		8.00
Public Health Aide		2		2.00		2		2.00
Public Health Nurse		5	1	5.70		5	1	5.70
Public Health Supervisor		5		5.00		5		5.00
Quality Assurance Assistant		4		4.00		4		4.00
Quality Assurance Specialist		2		2.00		2		2.00
Registered Dietician			3	2.10			3	2.10
Registered Sanitarian	1	4		4.00	1	4		4.00
Senior Accountant		2		2.00		2		2.00
Social Worker		2		2.00		2		2.00
Sr Administrative Assistant		1		1.00		1		1.00
Staff Accountant		1		1.00		1		1.00
System Analyst (new in April 2026)		1		1.00		1		1.00
Transportation Program Assistant		2		2.00		2		2.00
Treatment Court Coordinator		1		1.00		1		1.00
WIC Assistant		2	1	2.80		2	1	2.80
WIC Support Specialist		1		1.00		1		1.00
Total Positions	19	260	6	264.35	19	262	6	266.35



Memorandum

To: HR Committee; Transportation Committee

From: Bryan Olson, Transportation Director; David Loomis, HR Director

Date: July 6, 2026

Subject: **Consideration of Headcount Exception Request: Office Coordinator**

Purpose This memorandum seeks formal approval from the HR Committee and the Transportation Committee for a temporary headcount exception regarding the Office Coordinator position.

Background & Rationale The current Office Coordinator has submitted a formal retirement notice with an effective departure date of December 11th. This role is an integral part of the Transportation Department in its daily functioning.

To ensure comprehensive training and sufficient overlap, we are requesting approval to recruit and hire a successor prior to the current Office Coordinator's departure. This strategic overlap will allow the incoming employee to receive hands-on training directly from the incumbent, ensuring that vital institutional knowledge is preserved and that there is no disruption in service during the transition.

Strategic Alignment This request aligns with the County's goal of maintaining operational excellence. By facilitating this overlap, we uphold the County's standards for professional service.

Recommendation We request that the HR and Transportation Committees approve this headcount exception to allow for the recruitment and onboarding of a new Office Coordinator immediately, providing for the necessary training period prior to December 11th.

1 **SHEBOYGAN COUNTY RESOLUTION NO. _____ (2026/27)**

2
3 Re: Adoption of 401(a) Retirement Plan

4
5
6 **WHEREAS**, after review and evaluation, the Human Resources Committee recommends
7 adoption of the Sheboygan County Employees 401(a) Plan ("Plan), a qualified retirement plan,
8 for the benefit of its eligible employee; and

9
10 **WHEREAS**, the Employer wishes to appoint Voya Financial , Inc. as Trustee of the Plan.

11
12 **NOW, THEREFORE, BE IT RESOLVED** that the Sheboygan County Board of
13 Supervisors hereby adopts the Plan, to be effective on January 1, 2026.

14
15 **BE IT FURTHER RESOLVED**, that the County Administrator is authorized to execute the
16 Plan document and authorize the performance of any other actions necessary to implement the
17 adoption of the Plan. The Sheboygan County Human Resources Department will maintain a copy
18 of the approved Plan in its files.

19
20 **BE IT FURTHER RESOLVED**, that Voya Financial, Inc. is authorized to act as Trustee
21 of the Plan.

22
23 **BE IT FURTHER RESOLVED**, that Plan participants shall be provided with a summary of
24 the Plan provisions within a reasonable period of time following the adoption of the Plan.

25
26 Respectfully submitted this 21st day of July, 2026.

27
28
29 **HUMAN RESOURCES COMMITTEE**

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33 _____
34 Wendy Schobert, Chairperson

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36 _____
37 Henry Nelson, Vice-Chairperson

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41 _____
42 Christian Ellis, Secretary

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44 _____
45 Stephanie Arndt

46
47 _____
48 Charlette Nennig

49 Opposed to Introduction:

50
51 _____
52 *County Board members signing only

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54 _____