

NOTICE OF MEETING

HUMAN RESOURCES COMMITTEE August 10, 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 – July 13, 2026

Court Commissioner, Ryan O'Rourke

- Consideration of Headcount Exception contingent on Law Committee Approval

County Administrator, Alayne Krause

- Consideration of Temporary Pay Adjustment contingent on Law Committee Approval

Corporation Counsel, Crystal Fieber

- Consideration of Proposed 2027 Corporation Counsel Departmental Budget

Human Resources Director, Dave Loomis

- Discussion of Policy Changes
- 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:
Dave Loomis
Recording Secretary

Wendy Schobert
Committee Chairperson

Posted August 7, 2026 at 3:00 PM

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

July 13, 2026

Called to Order: 3:30 PM

Adjourned: 4:36 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, Kevin Dulmes, Matt Spence, Bryan Olson, Crystal Fieber, Justina Torres, Dave Loomis

Remote: Matt Strittmater

Chair Schobert called the meeting to order at 3:30 PM, in Conference Room 302 of the Administration Building. Chair Schobert confirmed the meeting was posted July 9, 2026 at 4:30 PM, in compliance with the open meeting law.

A motion to approve the meeting minutes of the June 22, 2026 meeting was made by Supervisor Nennig. Supervisor Nelson seconded the motion. Motion carried.

Transportation Director, Bryan Olson

- Requested approval of a Headcount Exception. A motion to approve was made by Supervisor Ellis. Supervisor Arndt seconded the motion. Motion carried.

Health and Human Services Director, Matt Strittmater

- Requested approval of a Change to the Table of Organization. A motion to approve was made by Supervisor Nennig. Supervisor Ellis seconded the motion. Motion carried.

Building Services Director, Kevin Dulmes

- Requested approval of an Out of Cycle Adjustment. A motion to approve was made by Supervisor Nelson. Supervisor Arndt seconded the motion. Motion carried.

Corporation Counsel, Crystal Fieber

- Requested approval of Resolution No. ____ Renewing Corporation Counsel Contract. A motion to approve was made by Supervisor Nennig. Supervisor Ellis seconded the motion. Motion carried.

Human Resources Director, Dave Loomis

- Requested approval of Resolution No. ____ Adoption of a 401(a) Retirement Plan for Employees. A motion to approve was made by Supervisor Nennig. Supervisor Ellis seconded the motion. Motion carried.
- Provided updates and comments on the activities of the Human Resources Department.

A motion to approve the vouchers was made by Supervisor Ellis. Supervisor Nelson 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 27, 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 4:36 PM.

David Loomis

Recording Secretary

Christian Ellis

Secretary



Memorandum

To: HR Committee; Law Committee

From: Ryan O'Rourke, Court Commissioner ; David Loomis, HR Director

Date: August 10, 2026

Subject: **Consideration of Headcount Exception Request: Legal Assistant**

Purpose This memorandum seeks formal approval from the HR Committee and the Law Committee for a temporary headcount exception regarding the Legal Assistant position.

Background & Rationale The current Legal Assistant to the Family Court Commissioner has submitted a formal retirement notice effective December 11, 2026. Due to the specialized nature of this position, a temporary overlap is requested to ensure a successful transition.

This role is responsible for coordinating court calendars, mediation services, and parent education programs; preparing and processing family court documents; and ensuring compliance with statutory deadlines and court-ordered timelines. The position also serves as a primary point of contact for the public, attorneys, mediators, and County departments while handling highly confidential information.

Approving a temporary headcount exception will provide the incoming employee with the opportunity to receive hands-on training, transfer critical institutional knowledge, and become proficient in the County's court processes and systems before the incumbent retires.

Strategic Alignment This request aligns with the County's goal of maintaining operational excellence and proactive risk mitigation. This overlap will help maintain continuity of court operations, minimize disruptions to services, and reduce the risk of delays or errors in processing time-sensitive legal matters.

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

Sheboygan County Corporation Counsel

2124 Kohler Memorial Drive – Suite 310 · Sheboygan, WI 53081

Telephone: (920) 459-3093

Facsimile: (920) 457-8411

Memo

To: Human Resources Committee

From: Attorney Crystal H. Fieber, Corporation Counsel *Crystal H. Fieber*

Subject: Proposed 2027 Budget for Corporation Counsel

Date: July 29, 2026

Department Goals

- Provide elected and appointed officials, the County Administrator and County staff with legal counsel of the highest caliber with integrity, respect, courtesy, promptness, and the highest adherence to professional ethics.
- Assign continuous dedicated support to the needs of the County.

Key Performance Goals

- The Corporation Counsel office, in collaboration with Health and Human Services, identifies annual goals related to child protection services. In 2020, the County Board transitioned terminations of parental rights (TPRs) and child welfare (CHIPS) cases from the District Attorney's Office to the Corporation Counsel. The partnership between Health and Human Services and the Corporation Counsel Office continues to focus on reducing the time children are in out-of-home placements.
- The Corporation Counsel office also assists the Sheriff's Department in the collection of outstanding room and board fees along with other miscellaneous costs that have accrued and remain unpaid.

Proposed Budget

Attached is the Corporation Counsel's budget request for 2027. The budget meets the target levy of \$400,977.00.

Highlights

- The total Corporation Counsel budget proposed is \$777,280.00. For 2027, the total budget increase is 4.10%, of which a portion is recoverable through interdepartmental charges with Health and Human Services State reimbursements. The total contract fees for 2027 are budgeted at \$573,521.00, which includes general corporation counsel fees as well as the child welfare work.
- The County-employed Assistant Corporation Counsel's wages and benefits, as well as the wages attributable to child welfare work, will continue to be reimbursed via an interdepartmental charge to Health and Human Services.

Closing

The Corporation Counsel looks forward to continuing to provide quality legal services to Sheboygan County within the targeted budget.

CORPORATION COUNSEL

	Outputs	2026		2027
		Target	Projected Actual	Target
Metric	The effectiveness of pursuing former inmates for Detention Center room and board	30	30	30
Importance	Reduce reliance on other funding sources			
Target	File 30 inmate collections to recover fees for Sheboygan County Detention center			
Metric	Maintaining continued progress towards reducing children in out of home placements	35	30	35
Importance	Provide permanency to children in out of home placements			
Target	Continue to resolve child protective services cases through guardianship or termination of parental rights			
Metric				
Importance				
Target				
Metric				
Importance				
Target				
Metric				
Importance				
Target				

*Sheriff's Department has not sent any inmate collections in 2026 due to short staffing and training schedules-will send first batch in September. In 2025 Corporation Counsel filed 50 Inmate Collections.

YEAR	CPS REFERRALS	REFERRALS SCREENED IN	VICTIMS (screened in)	INVESTIGATIONS	SUBSTANTIATED FINDING	CHIPS FILED	CHILDREN IN OHC	CHANGE OF VENUE
2017	1069	470 (44%)	731	470	63	106	298	
2018	1010	430 (43%)	665	430	59	117	301	
2019	1062	441(42%)	751	441	65	165	367	
2020	811	349 (43%)	590	349	38	90	218	
2021	969	352 (36%)	548	352	32	55	152	
2022	979	303 (31%)	484	317	31	69	139	5
2023	961	303 (32%)	458	300	29	60	118	5
2024	1049	283 (27%)	424	290	34	59	101	
2025	989	253 (26%)	374	242	28	45	114	3
2026	574	156 (27%)	234	157	9	29	124	5
Thru June 2026								

WISACWIS- SM02X100 - Access Report (Enhanced) and SM06109 - Initial Assessment Report -- columns B, C, D, E

WISACWIS- SM06Ax109- Initial Assessment Reports - column F

Corporation Counsel data- column G

Becky Zak for OHC data- column H, as of 1st of the year from WISACWIS dashboard and subtract out trial reunifications

*2022- added change of venue cases we accept- column I which is separate from the CHIPS filed in county

*investigations & sub finding numbers include what was completed in calendar year and not what was carried over (in 2024, began w/sort filter to not include inv started after 1/1/24 and their findings)

*CPS referrals does NOT include the Services Reports

*CHIPS filed at various points during the year includes pending actions, dismissed, filed by other parties, etc

Sheboygan County Finance Department
2027 Budget Level 7 Object Trend Analysis

Department 188 - Corporation Counsel | Current Year Actuals Through June 30, 2026

Object	Description	3-Yr Average 2023-2025	2026 Original Budget	2026 Revised Budget	Current Year At June 30th	Current Year Projection	Dept Budget Request 2027	\$ Variance to 2026 Budget	% Change to 2026 Budget
Operating Revenues									
411100	Property Tax Levy	(334,515)	(383,874)	(383,874)	(191,937)	(383,874)	(400,977)	(17,103)	4.46%
	Subtotal - 41 Taxes	(334,515)	(383,874)	(383,874)	(191,937)	(383,874)	(400,977)	(17,103)	4.46%
452127	Witness & Jury Fees	(6)	-	-	-	-	-	-	-
	Subtotal - 45 Public Charges for Services	(6)	-	-	-	-	-	-	-
466125	Miscellaneous Reimbursements	(1,453)	(350)	(350)	(1,770)	(3,540)	(350)	-	-
	Subtotal - 46 Interest and Other Income	(1,453)	(350)	(350)	(1,770)	(3,540)	(350)	-	-
476108	Employee Wages & Related Costs	(312,660)	(360,015)	(360,015)	(169,442)	(338,883)	(373,936)	(13,921)	3.87%
476145	Other Interdept. Revenue	(1,787)	(2,027)	(2,027)	-	-	(2,027)	-	-
	Subtotal - 47 Interdepartmental Revenue	(314,447)	(362,042)	(362,042)	(169,442)	(338,883)	(375,963)	(13,921)	3.85%
	Total Operating Revenues	(650,421)	(746,266)	(746,266)	(363,149)	(726,297)	(777,290)	(31,024)	4.16%
Operating Expenses									
511105	Regular Wages	132,401	152,748	152,748	67,947	135,895	159,330	6,582	4.31%
512105	Social Security	9,958	11,304	11,304	5,076	10,152	12,188	884	7.82%
512110	Retirement (Employer)	9,172	10,998	10,998	4,892	9,785	11,359	361	3.28%
512145	Unemployment Compensation	0	-	-	1	1	-	-	-
	Subtotal - 51 Personnel Related Expenses	151,531	175,050	175,050	77,916	155,833	182,877	7,827	4.47%
531205	Legal	473,004	551,463	551,463	275,730	551,460	573,521	22,058	4.00%
532225	Office Equip Maintenance	13	-	-	-	-	-	-	-
533205	Mileage - Employee	128	100	100	-	-	145	45	45.00%

Sheboygan County Finance Department **2027 Budget Level 7 Object Trend Analysis**

Department 188 - Corporation Counsel | Current Year Actuals Through June 30, 2026

Object	Description	3-Yr Average 2023-2025	2026 Original Budget	2026 Revised Budget	Current Year At June 30th	Current Year Projection	Dept Budget Request 2027	\$ Variance to 2026 Budget	% Change to 2026 Budget
533215	Meals - Employee	51	-	-	-	-	74	74	
533220	Lodging - Employee	403	150	150	-	-	650	500	333.33%
533235	Commercial Trans. - Employee	19	-	-	-	-	-	-	
533245	Seminars and Training	213	400	400	-	400	400	-	-
533305	Membership Dues	224	625	625	-	625	625	-	-
533470	Filing Fees	-	300	300	-	300	300	-	-
533705	Office Supplies	127	-	-	-	-	-	-	
533725	Postage	-	-	-	-	-	-	-	
533875	Subscriptions	1,774	2,028	2,028	-	2,028	2,028	-	-
533925	Office F&E Non-Capitalized	63	-	-	-	-	-	-	
533928	Computer Sys Non-Capitalized	463	200	200	-	200	200	-	-
534115	Rental of Equipment	53	-	-	-	-	-	-	
	Subtotal - 53 Operating Expenditures	476,535	555,266	555,266	275,730	555,013	577,943	22,677	4.08%
551105	Health Insurance	9,574	11,472	11,472	5,171	10,343	12,048	576	5.02%
551110	Dental Insurance	229	259	259	120	240	259	-	-
551115	Group Life Insurance	73	99	99	0	0	89	(10)	(10.10%)
551125	Worker Compensation Insurance	97	92	92	84	167	110	18	19.57%
551130	Unemployment Insurance	-	-	-	-	-	-	-	
551140	Pension Retirement	-	-	-	-	-	-	-	
551905	General Liability Insurance	908	1,169	1,169	584	1,169	1,219	50	4.28%
551930	Deductible Escrow	143	172	172	86	172	172	-	-

Sheboygan County Finance Department
2027 Budget Level 7 Object Trend Analysis

Department 188 - Corporation Counsel | Current Year Actuals Through June 30, 2026

Object	Description	3-Yr Average 2023-2025	2026 Original Budget	2026 Revised Budget	Current Year At June 30th	Current Year Projection	Dept Budget Request 2027	\$ Variance to 2026 Budget	% Change to 2026 Budget
553105	Telephone	-	193	193	97	193	193	-	-
553115	Telephone - Long Distance	-	-	-	-	-	-	-	
553125	Office Equipment	-	-	-	-	-	-	-	
553150	Data Processing Services	1,455	2,494	2,494	1,247	2,494	2,380	(114)	(4.57%)
	Subtotal - 55 Interdepartmental Charges	12,478	15,950	15,950	7,389	14,778	16,470	520	3.26%
Total Operating Expenses		640,544	746,266	746,266	361,035	725,624	777,290	31,024	4.16%
Operating Surplus (Deficit)		(9,877)	-	-	(2,113)	(674)	-	(0)	
Net Other Financing Sources (Uses)		-	-	-	-	-	-	-	-
Budgetary Change in Fund Balance / Net Posit		(9,877)	-	-	(2,113)	(674)	-	(0)	

MUNIS ORG CHART

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graph TD; A["CORPORATION COUNSEL (1)"] --> B["ASSISTANT CORPORATION COUNSEL (1)"]; B --> C["LEGAL ASSISTANT (1)"]
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**CORPORATION
COUNSEL (1)**

**ASSISTANT CORPORATION
COUNSEL (1)**

LEGAL ASSISTANT (1)

	INTERDEPARTMENTAL CHARGES				
Department	Account Number & Name	Amount	Shared Service Department	Account Number & Name	
Corporation Counsel	1112.476108	(52,800)	HHS (Chapter 51)	2259.556105 - Services - \$15,840 - 30%	
	Employee Wages & Related Costs			2019.556105 - Services - \$36,960 - 70%	
Corporation Counsel	1114.476108	(71,240)	HHS (Child Support Attorney)	26995035.556108 - Services - \$71,240	
	Employee Wages & Related Costs				
Corporation Counsel	1113.476108	(249,897)	HHS (CA-CPS-CM)	2511.556108 - Employee Wages & Related Costs - CHIPS/TPR Contract \$	
	Employee Wages & Related Costs			26995035.556108 - Employee Wages & Related Costs - CHIPS/TPR Contract \$	
Corporation Counsel	1112.476145	(852)	HHS (Chapter 51)	2259.556105 - Services - \$256 - 30%	
	Other (WestLaw Tool)			2019.556105 - Services - \$596 - 70%	
Corporation Counsel	1114.476145	(1,175)	HHS (Child Support Attorney)	26995035.556108 - Services - \$1,175	
	Other (WestLaw Tool)				

2027 Travel and Training Requests

Department: Corporation Counsel

Date	Request	Location (if known)	Number of Employees Attending	Employee Mileage 533205	Employee Meals 533215	Employee Lodging 533220	Commercial Transport 533235	Seminars and Training 533245	Total Cost per request	Requirement for Accreditation or Certification?	Out of County Yes/No
August	Continuing Education Credit		1	145	74.00	650.00		400.00	1269.00	Yes	Yes
									-		
									-		
									-		
									-		
									-		
									-		
									-		
									-		
									-		
									-		
									-		
			Object Account Total	145	74.00	650.00	-	400.00	1269.00		

Grand Total 1,269.00

Grand Total amount above should match the subtotal on the Proposed Variance Report

Liaison Committee Budget Sign Off

2027

Department Corporation Counsel
Liaison Committee Human Resources Committee
Committee Chair Wendy Schobert

Targets Set by Finance Committee		
Levy	\$	400,977
Transfer Out	\$	0
Transfer In	\$	0
Equity	\$	0

Department Budget Requested		
Total Revenue	\$	-777,280
Total Expense	\$	777,280
Transfer In	\$	0
Transfer Out	\$	0
Equity	\$	0
Variance	\$	0

Note: **Variance** should be zero = meets budget target; or
Variance is a negative number = under budget; excess funds

Signatures:

Committee Chair

Date



Department Head

July 29, 2026

Date

Note: If the liaison committee supports one or more exceptions to the target; a letter of justification and a completed and approved Additional Levy Request form must be submitted with this form. The amounts are not to be included in the totals above.