NOTICE OF MEETING

HUMAN RESOURCES COMMITTEE
August 24, 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 – August 10, 2026

Rocky Knoll Health Care Center Administrator, Kayla Clinton
- Consideration of a Change to the Table of Organization
- Consideration of a Vacant Position Request
- Consideration of a Pay Exception - Hire Above the Control Point

Human Resources Director, Dave Loomis
- Consideration of Policy 608
- 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

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.

Posted August 21, 2026 at 4:00 PM

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.

Posted August 21, 2026 at 4:00 PM

SHEBOYGAN COUNTY HUMAN RESOURCES COMMITTEE
MEETING MINUTES

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

August 10, 2026 **Called to Order: 3:30 PM** **Adjourned: 4:35 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, Crystal Fieber, Ryan O'Rourke, Judge Angela Sutkiewicz, Alayne Krause, Justina Torres, Dave Loomis **Remote:** None

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 August 7, 2026 at 3:00 PM, in compliance with the open meeting law.

A motion to approve the meeting minutes of the July 13, 2026 meeting was made by Supervisor Nelson. Supervisor Nennig seconded the motion. Motion carried.

Court Commissioner, Ryan O'Rourke
- Requested approval of a Headcount Exception. A motion to approve was made by Supervisor Nennig. Supervisor Ellis seconded the motion. Motion carried.

County Administrator, Alayne Krause
- Requested approval of a Temporary Pay Adjustment. A motion to approve was made by Supervisor Nennig. Supervisor Nelson seconded the motion. Motion carried.

Corporation Counsel, Crystal Fieber
- Requested approval of the Proposed 2027 Corporation Counsel Department Budget. A motion to approve was made by Supervisor Nennig. Supervisor Nelson seconded the motion. Motion carried.

Human Resources Director, Dave Loomis
- Discussed pending policy changes. No action was taken.
- 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 August 24, 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 Nennig. Supervisor Arndt seconded the motion. Motion carried with adjournment at 4:35 PM.

David Loomis
Recording Secretary

Christian Ellis
Secretary

REQUEST FOR CHANGE IN DEPARTMENTAL TABLE OF ORGANIZATION

Department: Rocky Knoll Health Care Center	
Request Date: 8/20/26	**Effective Date: 8/24/26**

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
Receptionist	0.0	2	1.0	1.0	0.0	1.0
Life Enrichment Assistants	1	2	2	2	1	2.5
TOTALS						2.5

RATIONALE

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

We would like to change our TO to one, full-time receptionist instead of two, part-time employees due to a resignation of one of the part-time employees who would like the role in a full-time capacity.

We would like to increase the LTE receptionist coverage to full-time due to the resignation.

We would like to increase our FTE for Life Enrichment Aides to reflect our increased census and programming needs.

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 the HR Director regarding pay grades.)

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.

Job Title	*Cost- Rest of Year*	*Cost- Annual*	*Source of Funds*
LTE Receptionist at full-time	$15,444		Wages from open position
Life Enrichment Assistant	$21,422	$78,745	Wages and revenue from increased census over budgeted census

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.

ACTION TAKEN
Department Head Signature Kayla Clinton Date: 8/20/26

Liaison Committee Signature M Moultonaye Date: 8/20/2026

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.*

Rev. 07/2023

VACANT POSITION REQUEST

(To be completed for all vacant positions)

Date: 8/20/26
To: Rocky Knoll Health Care Center Committee
Sheboygan County Human Resource Committee
From:

Position Request:
Position: Life Enrichment Assistant
Reason for Vacancy: Resignation

Justification: We would like to replace the part-time Life Enrichment Assistant with a full-time position. The two previous part-time positions were filled by employees working into two departments. We believe it will be easier to hire a full-time employee and need enough in the department to cover weekends.

Staffing Consideration:
Department has considered all alternate options as it relates to overall staff needs? Yes x 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: $2,911; proposed funds from the unpaid wages and benefits during vacancy

Costs:

The annual costs associated with the position (current year's wage & benefit rates) for 2027:

Wages	Benefits	Total
$40,144	$38,601	$78,745

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

The cost for the remaining 2026:

Wages	Benefits	Total
$13,991	$7,641	$21,422

County Administrator/Department Head Signature______ Date: 8/11/26
Human Resources Director Signature______ Date: 08/12/2026
Liaison Committee Signature M Montemayor Date: 8/20/2026
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.

608- MEAL ALLOWANCE / EXPENSE REIMBURSEMENT

The County recognizes travel is a necessary part of performing business. Reimbursement for meal and travel expenses will be determined in accordance with Chapter 45 of the Sheboygan County Code of Ordinances. In addition, this policy outlines specific criteria and procedures not covered in the Ordinance. Where this policy conflicts with Chapter 45, Chapter 45 shall govern.

Meals

Chapter 45 designates whether a meal is eligible for reimbursement. The Internal Revenue Service regulations determine which meals are taxable.

Only meals consumed outside the County are reimbursable. Additionally, one of the following criteria must be met:

- meals consumed in conjunction with a business meeting including a third party or non-County employee during~~in~~ which business is conducted; or

- meals at conferences/conventions/seminars that are not provided at the event~~included in the registration fee~~; or

- meals consumed while transporting County inmates or evidence; or

- meals consumed while traveling to and from authorized training/conventions/conferences, business meetings, or similar events.

This policy does not prohibit employee recognition lunches that are part of an approved departmental budget.

Travel - General

Reimbursement is generally limited to the most reasonable cost-effective transportation available. Employees are expected ~~encouraged and may be required~~ to use a County vehicle when available and~~/or~~ car pool as much as possible. ~~See Chapter 45 for limits on mileage if airfare is cheaper.~~

Because of potential liability, in advance of departure, for all out-of-County business travel ~~shall be authorized and approved by~~ the supervisor, manager or department head shall be notified. Management is responsible for ensuring the travel is appropriate and necessary to the mission and objectives of the department.

Personal Vehicle Mileage Reimbursement

Sheboygan County is committed to responsible stewardship of public resources, operational excellence, integrity, and accountability in service to the public. This policy establishes clear, consistent expectations for the use of County vehicles and mileage reimbursement to ensure County resources are used efficiently, ethically, and in alignment with the County's Mission, Vision, and Values.

County vehicles are County assets and shall be used for County business whenever available and reasonable. When a County vehicle is available, mileage reimbursement for use of a personal vehicle shall **not** be provided, except as expressly permitted under this policy. Employees are expected to exercise good judgment, fiscal responsibility, and stewardship when making travel decisions and when requesting mileage reimbursement.

This policy applies to all Sheboygan County employees who operate County vehicles or seek mileage reimbursement for the use of a personal vehicle while conducting County business.

1. **Required Use of County Vehicles** When a County vehicle is available and suitable for business purposes, employees must use the County vehicle. Mileage incurred in a personal vehicle under these circumstances is **not reimbursable.**

2. **Permitted Use of Personal Vehicles** Use of a personal vehicle may be permitted only when:

- No County-owned vehicle is available at the time needed; **or**
- Use of a County-owned vehicle would result in greater overall mileage, time, or cost to the County.

3. When permitted under this policy, mileage reimbursement shall be provided at a rate consistent with **Chapter 45 of the Sheboygan County Ordinances,** subject to the insurance requirements set forth below.

   Commute Mileage Limitation: When an employee seeks mileage reimbursement for travel that begins or ends at the employee's home, including travel occurring at the beginning or end of the workday, reimbursement is limited to mileage that exceeds the employee's normal commute. Mileage equivalent to the employee's normal home-to-work or work-to-home commute is not reimbursable.

4. **Good Stewardship and Planning** Employees are expected to plan travel to minimize cost and mileage to the County, including reserving County vehicles in advance when possible, combining trips when practical, using the most direct routes, and avoiding unnecessary travel or expenses.

5. **Taking County Vehicles Home** As a general rule, County-owned vehicles should not be taken home. When taking a vehicle home is the most responsible and cost-effective way to conduct County business (e.g., early morning departure or late return), employees may do so with prior supervisor approval.

6. **Mileage Reimbursement Requests** Mileage reimbursement requests must be complete, accurate, and submitted in accordance with County procedures. Required documentation includes the date of travel, business purpose, and miles incurred.

7. **Compliance, Verification, and Audits** The County may periodically conduct individual compliance reviews related to vehicle use and mileage reimbursement. The County reserves the right to verify that any employee operating a County vehicle or receiving mileage reimbursement holds a valid driver's license.

8. **Improper Reimbursement** Employees who receive mileage reimbursement in violation of this policy are required to repay the improperly reimbursed amount

Personal Vehicle Insurance Requirements

1. **Proof of Insurance** Employees seeking mileage reimbursement for the use of a personal vehicle must maintain and provide proof of current automobile liability insurance to include minimum coverage of the $100,000/$300,000/$50,000.

2. **Reimbursement Rates Based on Coverage**

- Employees with required automobile insurance coverage shall be reimbursed at the rate outlined in Chapter 45 of the County Code.

3. **No Insurance / No Proof** Employees who do not maintain automobile liability insurance or who fail to provide proof of insurance are not eligible for mileage reimbursement.

County Vehicle Care, Fueling, and Documentation Requirements

Employees who operate County vehicles are responsible for proper care, cleanliness, fueling, and documentation of the vehicle, consistent with the County's values of stewardship and accountability.

1. **Cleanliness** Employees must remove and appropriately dispose of any garbage or waste created during vehicle use and return vehicles in a clean and orderly condition.

2. **Fueling** County vehicles must be returned with a full gas tank.

- The County's **Kwik Trip gas program** shall be used whenever a Kwik Trip location is reasonably available.
- When a Kwik Trip location is not available, employees may purchase fuel elsewhere and must retain receipts for reimbursement in accordance with County procedures.

3. **Vehicle Logs** Employees must accurately complete the in-vehicle log for all trips using a County-owned vehicle.

~~Employees shall receive mileage reimbursement at the per mile rate provided under Chapter 45 for all authorized travel in their personal vehicle. Mileage from your home to your regular work site or from your regular work site to your home is not reimbursable under this policy.~~

~~Mileage reimbursement for authorized, work-related business shall be limited to the lesser of:~~

- ~~permanent work site to the travel destination; or~~
- ~~home to the travel destination (if you are leaving from home); or~~
- ~~the travel destination to permanent work site; or~~
- ~~the travel destination to home.~~

~~Employees seeking mileage reimbursement shall provide the Human Resources Department with proof of automobile insurance including specific details related to liability coverage (typically found on the declaration page of an individual's insurance policy, not on the insurance card typically kept within a vehicle) at least annually along with a signed acknowledgement form demonstrating understanding that the employee shall maintain like insurance coverage throughout the course of the year or otherwise notify Human Resources of insurance changes. Employees who have not submitted proof of adequate insurance shall not receive mileage reimbursement.~~

Air Travel

Reimbursement for commercial air travel shall be limited to the least costly direct coach fare that uses a regularly scheduled commercial carrier and that prohibits preference for any airline and type of aircraft. The additional cost of premium (first class or business class) travel is not reimbursable.

When airfare can be significantly reduced by adding additional days to a trip (i.e. staying over a weekend or flying on a particular day), the County will pay the additional expenses including lodging and meals for the minimum number of additional days needed to produce the savings, with the additional expense not to exceed the expected savings. These requests shall be reviewed in advance of travel by the respective department head or County Administrator, and approval shall be on a case-by-case basis.

Registration Fees

When provided proper notice, the County will pay approved registration fees in advance. If a request for payment is not made timely, the employee shall pay the registration fees and submit a reimbursement request for repayment.

Registration fees are reimbursable if:

- evidence of payment, along with applicable page from the ~~brochure,~~ application, or registration form is provided; and

- documentation includes actual dates, location, title of the conference/ seminar/training/convention and the amount of the fee. ~~When available, a breakdown of specific costs, such as meals, included in the fee should be provided.~~

Expenses for non-business-related activities, such as sightseeing tours, are not reimbursable. Expenses for these non-business-related activities that are included as a specific charge in the registration fee are not reimbursable unless specifically authorized by Chapter 45 and this policy.

Required Documentation

Unless specified elsewhere, all travel expenses shall be reimbursed to the employee by the County through completion of the ~~Sheboygan County Detail of Expenses spreadsheet form~~department specific expense claim process. Receipts (including but not limited to name of establishment, date and time) for all expenses incurred must accompany all claims for reimbursement. By submitting the expense for reimbursement the employee affirms the accuracy of the claim. The employee's immediate supervisor, manager and/or department head shall review and approve the expense claim.~~This form must be signed by the employee affirming the accuracy of the claim and by their immediate supervisor, manager and/or department head.~~ The department head is responsible for the validity of all claims approved~~signed~~. The County Administrator must approve claims for reimbursement of expenses incurred by a~~the~~ department head. The Finance Department will process all reimbursements.

Expenses Reimbursable

Job related expenses, including professional licenses and continuing education, are reimbursable at the discretion of the department head and if budgeted accordingly.

Expenses Not Reimbursable

An employee shall not seek reimbursement for goods or services provided free of charge, not personally paid for by the employee~~, reimbursed by another source~~, or which will be paid or reimbursed from another source. Any reimbursement received by the employee from another source for the same costs reimbursed shall be deposited back to the County funding source, which was initially charged.

The following is a non-exhaustive list of expenses that are~~is~~ not reimbursable. There may be other expenses which are not reimbursable if not specifically identified~~specified~~ as reimbursable expenses elsewhere in this policy.

- Snacks
- Spouse, family member, or any other accompanying individual's travel expenses
- Lost or stolen cash or personal property~~,~~
- ~~p~~Personal items and services, such as toiletries, luggage, clothes, haircuts, shoeshines

- Traffic citations, parking tickets, and other fines, except as required by law
- Locksmith charges
- Cost of side trips or circuitous trips for personal reasons
- Repairs, towing service, or maintenance for personal vehicles
- ~~Pay per view movies in hotel/motel rooms~~
- Personal entertainment
- Additional charges for late checkout or failure to cancel guaranteed reservations
- Trip/flight insurance
- Extra baggage charges for personal items such as golf clubs or skis
- Airline, car, hotel, or corporate card club membership dues
- Childcare costs
- Kennel fees

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Required Documentation

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- Extra baggage charges for personal items such as golf clubs or skis
- Airline, car, hotel, or corporate card club membership dues
- Childcare costs

- Kennel fees