

NOTICE OF MEETING

HUMAN RESOURCES COMMITTEE
September 11, 2023 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/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 – Monday, August 14, 2023

Introduction of Human Resources Director Dave Loomis

County Administrator Alayne Krause

- Review of 2nd Quarter Variance Reports
- Consideration of Proposed Employee Benefits 2024 Budget
- Human Resources Department Updates and Comments

Review and Approve Vouchers

Approval of Attendance at Other Meetings or Functions

Adjourn

Prepared by:
Alayne Krause
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 Human Resources, 920.459.3105 prior to the meeting so that accommodations may be arranged.

Posted Friday, September 8, 2023 at 3:30 PM

SHEBOYGAN COUNTY HUMAN RESOURCES COMMITTEE MINUTES

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

August 14, 2023

Called to Order: 3:30 PM

Adjourned: 5:01 PM

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

ALSO PRESENT: **In Person:** Alayne Krause, Crystal Fieber, Bryan Olson, Cory Roeseler, Jackie Moglowsky, and Jeremy Fetterer

Remote: Jacob Verhelst

Chair Procek called the meeting to order at 3:30 PM, in Conference Room 302 of the Administration Building. Chair Procek confirmed the meeting was posted August 11, 2023 at 2:00 PM, in compliance with the open meeting law.

A motion to approve the minutes of July 24, 2023 as presented was made by Supervisor Wegner. Supervisor Nonhof seconded the motion. Motion carried.

Health & Human Services Behavioral Health Manager Jackie Moglowsky requested approval to change the department Table of Organization as presented. A motion was made by Supervisor Wegner granting approval. Supervisor Donovan seconded the motion. Motion carried.

Health & Human Services Behavioral Health Manager Jackie Moglowsky requested approval for an equity adjustment as a result of the Table of Organization changes. A motion was made by Supervisor Wegner granting approval. Supervisor Ellis seconded the motion. Motion carried.

Sheriff Cory Roeseler requested approval to hire the Communications and Electronics Technician above the midpoint of salary range retroactively. A motion was made by Supervisor Nonhof granting approval. Supervisor Ellis seconded the motion. Motion carried.

Transportation Director Bryan Olson requested approval for a temporary pay adjustment for the Maintenance Manager. A motion was made by Supervisor Ellis granting approval. Supervisor Donovan seconded the motion. Motion carried.

Corporation Counsel Crystal Fieber reviewed the Claim and Litigation Report, Year-to-Date Budget, and Previous Months Activities and Hours and answered questions from the Committee. No action was taken.

Corporation Counsel Crystal Fieber presented the proposed 2024 budget for the Corporation Counsel Department. A motion was made by Supervisor Ellis approving the budget proposal. Supervisor Wegner seconded the motion. Motion carried.

County Administrator Alayne Krause presented the proposed 2024 budget for the Human Resources Department. A motion was made by Supervisor Ellis approving the budget proposal. Supervisor Wegner seconded the motion. Motion carried.

County Administrator Alayne Krause requested approval for an equity adjustment for an Administrative Assistant. A motion was made by Supervisor Donovan granting approval. Supervisor Wegner seconded the motion. Motion carried.

County Administrator Alayne Krause requested approval to hire above the midpoint of the salary range for the Human Resources Director with sign-on bonus as presented in the offer. A motion was made by Supervisor Ellis granting approval. Supervisor Donovan seconded the motion. Motion carried.

County Administrator Alayne Krause requested confirmation of the appointment of the Human Resources Director. A motion was made by Supervisor Wegner confirming the Department Head appointment. Supervisor Nonhof seconded the motion. Motion carried.

County Administrator Alayne Krause provided an update on director-level staffing. Administrator Krause then reported on scheduling onsite flu shot clinics, open enrollment preparations, the health insurance renewal process, and new benefit offerings being considered. She then provided an update on recent and future trainings for employees and supervisors, as well as contract negotiations.

A motion to approve the vouchers as presented was made by Supervisor Wegner. Supervisor Donovan seconded the motion. Motion carried.

The Committee discussed attendance at special meetings. Supervisor Wegner requested approval for attending the Human Resources Director interview on July 26, 2023. Supervisor Donovan made a motion to approve the request. Supervisor Ellis seconded the motion. Motion carried.

A motion to adjourn was made by Supervisor Wegner. Supervisor Donovan seconded the motion. Motion carried with adjournment at 5:01 PM.

Alayne Krause
Recording Secretary

Christian Ellis
Secretary

**VARIANCE REPORT FOR DEPARTMENT -- HUMAN RESOURCES DEPARTMENT
FOR THE QUARTER ENDING 06/30/2023**

TIMING	G/L CATEGORY	VARIANCE FROM BUDGET	EXPLANATION OF VARIANCE
	Personnel Related Expenditure		
	Wages	79,485.58	Department Vacancies
	Benefits	13,601.54	Department Vacancies
	Operating Expenses		
	Purchased Services	35,374.54	All Employee Summit is being planned for in fall along with manager/supervisor training.
	General Operating	17,256.04	Advertising, office supplies and recognition expenses are less than budgeted to date.
	Interdepartmental Charges		
	Employee Related Insurance	22,713.21	Department Vacancies
	Variances Less Than Justification Threshold	(22,458.46)	
	TOTAL	145,972.45	Positive

**VARIANCE REPORT FOR DEPARTMENT -- EMPLOYEE BENEFITS INSURANCE
FOR THE QUARTER ENDING 06/30/2023**

TIMING	G/L CATEGORY	VARIANCE FROM BUDGET	EXPLANATION OF VARIANCE
	Public Charges for Services		
	Health Care Services	(154,722.73)	2023 health, dental and life insurance enrollment is below budgeted amounts due to vacancies and changes in the types of coverage
	Interest and Other Revenue		
	Other Misc. Revenue	(10,998.65)	Delay in COBRA payments, less COBRA participants than budgeted. Fitness participation enrollment has decreased from 2022 to 2023.
	Interdepartmental Revenue		
	Insurance & Employee Related	(857,868.81)	2023 health, dental and life insurance enrollment is below budgeted amounts due to vacancies and changes in the types of coverage
	Personnel Related Expenditure		
	Benefits	1,187,690.40	2023 health, dental and life insurance enrollment is below budgeted amounts due to vacancies and changes in the types of coverage elected. Unemployment expenses were below budgeted amounts.
	Operating Expenses		
	Purchased Services	(4,386.20)	Two of USI's consulting fees from 2022 were outstanding bills paid in 2023. Delta Dental administrative fees are less than budgeted due timing of transfers. Workers Compensation administrative fees are less than budgeted.
	Variances Less Than Justification Threshold	104.82	
	TOTAL	159,818.83	Positive