

NOTICE OF MEETING

HUMAN RESOURCES COMMITTEE September 28, 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 – September 14, 2026

Health & Human Services Director, Matt Strittmater

Consideration of a change to the Health & Human Services Table of Organization

Judge Angela Sutkiewicz

- Consideration of a change to the Circuit Courts Department Table of Organization

Finance Director, James Webb

- Consideration of Change to the Finance Table of Organization

Sheriff, Matt Spence

- Consideration of Retention and Recruitment Plan
- Consideration of Out of Cycle Adjustments

Human Resources Director, Dave Loomis

- Consideration of Resolution No. ____ Re: Authorizing Human Resources Committee to Enter Into Labor Contract with Sheboygan County Law Enforcement Employee's Association WPPA-LEER
- Consideration of change to section 500 Compensation of the Sheboygan County HR Policy Manual
- 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

Posted September 25, 2026 at 3:00 PM

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.

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

September 14, 2026

Called to Order: 3:36 PM

Adjourned: 5:25 PM

MEMBERS PRESENT: Chair Wendy Schobert, Secretary Christian Ellis, Member(s) Stephanie Arndt

Remote: None

MEMBERS ABSENT: Vice Chair Henry Nelson, Char Nennig

ALSO PRESENT: **In Person:** Laura Henning-Lorenz, Kevin Dulmes, Dave Loomis

Remote: James Webb, Jeremy Fetterer, Melissa Batt

Chair Schobert called the meeting to order at 3:36 PM, in Conference Room 302 of the Administration Building. Chair Schobert confirmed the meeting was posted September 11, 2026 at 3:00 PM, in compliance with the open meeting law.

A motion to approve the meeting minutes of the August 24, 2026 meeting was made by Supervisor Ellis. Supervisor Arndt seconded the motion. Motion carried.

HR Director, Dave Loomis on behalf of Rocky Knoll Health Care Center Administrator, Kayla Clinton

- Requested approval of a Pay Exception - Hire Above the Control Point, contingent on Health Care Center Committee Approval. A motion to approve was made by Supervisor Ellis. Supervisor Arndt seconded the motion. Motion carried.

Building Services Director, Kevin Dulmes

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

Treasurer, Laura Henning-Lorenz

- Requested approval of a change to the Table of Organization. A motion to approve was made by Supervisor Arndt. Supervisor Ellis seconded the motion. Motion carried.
- Requested approval of two promotions. A motion to approve was made by Supervisor Ellis. Supervisor Arndt seconded the motion. Motion carried.
- Requested approval of an out of cycle adjustment. A motion to approve was made by Supervisor Arndt. Supervisor Ellis seconded the motion. Motion carried.

Finance Director, James Webb

- Requested approval of an out of cycle pay adjustment. A motion to approve was made by Supervisor Ellis. Supervisor Arndt seconded the motion. Motion carried.
- Requested approval of a Vacant Position Request. A motion to approve was made by Supervisor Ellis. Supervisor Arndt seconded the motion. Motion carried.

Human Resources Director, Dave Loomis

- Requested approval of the 2027 Human Resources Department Budget. A motion to approve was made by Supervisor Ellis. Supervisor Arndt seconded the motion. Motion carried.
- Requested approval of the 2027 Employee Benefits Budget. A motion to approve was made by Supervisor Ellis. Supervisor Arndt seconded the motion. Motion carried.

- Requested approval of the Annual Report on Health Insurance. A motion to approve was made by Supervisor Ellis. Supervisor Arndt 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 Arndt 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 September 28, 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 Arndt. Supervisor Ellis seconded the motion. Motion carried with adjournment at 5:25 PM.

David Loomis

Recording Secretary

Christian Ellis

Secretary

REQUEST FOR CHANGE IN DEPARTMENTAL TABLE OF ORGANIZATION

Department: Health & Human Services	
Request Date: 9/28/26	Effective Date: 1/1/27

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
Child Support Specialist	9	-	9.0	10	-	10.0
Senior Accountant/Staff Accountant	3	-	3.0	4	-	4.0
Case Manager	81	-	81.0	84	-	84.0
Administrative Assistant	15		15.0	14		14.0
<i>Full HHS TO attached</i>						
TOTALS	108		108.0	112		112.0

RATIONALE

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

Child Support Specialist - Eliminate a contract from a vendor and bring the service in-house to provide more direct and responsive service.

Senior Accountant/Staff Accountant - The demand for accounting support has increased due to the growth of complex medicaid reimbursable services.

Case Managers - Continue to expand intense wrap-around Behavioral Health services that are nearly fully funded by Medicaid (97 - 99% funded). Waiting lists continue to exist as referrals for eligible individuals come in weekly.

Eliminating a vacant Administrative Specialist and Child Welfare case manager to help fund the additional positions.

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.)

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>
Child Support Specialist	-	\$95,118	Covered by using deleted contract savings and savings from deleted positions
Senior Accountant/Staff Accountant	-	\$124,188	Approximately \$18,628 of local cost covered by deleted positions
Case Managers	-	\$286,470	Approximately \$6,000 local cost covered by deleted positions

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



Date: 9-15-26

HHS Committee approved budget/new positions on 8/18/26

Liaison Committee Signature

Date:

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

Position	Budget FT	Budget PT	Budget FTE	Budget FT	Budget PT	Budget FTE
Accounting Specialist/Senior Accounting Specialist	5		5.00	5		5.00
Accounting Supervisor	1		1.00	1		1.00
Administrative Assistant	15	1	15.75	14	1	14.75
APS Worker	5		5.0	5		5.0
Assistant Behavioral Health Manager	1		1.00	1		1.00
B-3 Coordinator	1		1.00	1		1.00
Case Manager	81		81.00	84		84.00
Certified Peer Support Specialist	1		1.00	1		1.00
Child Support Specialist	9		9.00	10		10.00
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	18		18.00	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	2		2.00	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 - CPS	1		1.00	1		1.00
HHS Manager - ES & CS	1		1.00	1		1.00
HHS Supervisor - Aging/ADRC	3		3.00	3		3.00
HHS Supervisor - BH	9		9.00	9		9.00
HHS Supervisor - CPS	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
ISA Specialist	8		8.00	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	5		5.00	5		5.00
Lead Child Support Specialist	1		1.00	1		1.00
Lead Economic Support Specialist	5		5.00	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)	8		8.00	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	4		4.00	4		4.00
Senior Accountant	2		2.00	3		3.00
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	262	6	266.95	266	6	270.95

REQUEST FOR CHANGE IN DEPARTMENTAL TABLE OF ORGANIZATION

Department: Circuit Court Services	
Request Date: 9/23/2026	Effective Date: 9/20/2026

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
Register in Probate	1		1	1		1
Deputy Register in Probate	1		1	1	1	1.45
TOTALS						

RATIONALE

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

Request to add a casual employee to the Register in Probate TO to provide flexible support during high-volume periods, employee absences, holidays, and critical statutory deadlines.

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 position will assist with guardianship and probate duties, provide cross-training and backup coverage, address overdue inventories and inactive cases, and support special projects that current staffing levels do not allow. This additional capacity will help balance workload, improve efficiency, and create opportunities for increased fee revenue and cost savings.

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>
Deputy Register in Probate	\$3,950.00	\$15,837.00	

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.

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ACTION TAKEN

Department Head Signature_____ Date:_____

Liaison Committee Signature Charlotte Denning Date: 9-23-2026

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

REQUEST FOR CHANGE IN DEPARTMENTAL TABLE OF ORGANIZATION

Department: Finance	
Request Date: September 11, 2026	Effective Date: January 1, 2027

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
Finance Director	1	0	1	1	0	1
Deputy Finance Director	1	0	1	1	0	1
Senior Accountant	2	0	2	0	0	0
Accounting Specialists	5	.5	5.5	0	0	0
Staff Accountant	3	0	3	0	0	0
Accounting Specialist/Staff Accountant/Senior Accountant	0	0	0	7	0	7
Accounting Manager - HHS	1	0	1	1	0	1
Accounting Supervisor	1	0	1	1	0	1
Payroll Coordinator	1	0	1	1	0	1
Billing/AR/AP Coordinator	2	0	2	3	0	3
Purchasing Agent	1	0	1	1	0	1
Auditor/Analyst	1	0	1	1	0	1
Financial Systems Analyst	1	0	1	1	0	1
Sr. Administrative Assistant	1	0	1	1	0	1
TOTALS	21	.5	21.5	19	0	19

RATIONALE

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

This request aligns the Finance Department table of organization with the staffing model developed for the 2027 budget following the Tyler Munis implementation, employee turnover, and reassignment of work. It consolidates the separate Senior Accountant, Staff Accountant, and Accounting Specialist authorizations into seven positions within a unified accounting classification structure so individual assignments and classification levels can reflect responsibility, experience, and operational need.

The request also increases the Billing/AR/AP Coordinator authorization from two to three positions to strengthen accounts receivable, accounts payable, billing, reconciliation, and cross-training capacity. One of the three coordinator positions will have divided responsibilities, with approximately 0.50 FTE assigned to billing/AR/AP functions and 0.50 FTE assigned to payroll backup, payroll-related filings and reconciliations, and WRS administration. Overall authorized staffing decreases from 21.5 FTE to 19.0 FTE.

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.)

Adds one Billing/AR/AP Coordinator authorization to strengthen billing, AR/AP, reconciliation, and cross-training capacity while reducing reliance on outside assistance. Of the three coordinator positions, approximately 2.50 FTE will support billing and AR/AP, while 0.50 FTE will provide payroll backup, tax filings and reconciliations, and WRS administration. No new accounting positions or pay grades are created; seven consolidated accounting authorizations replace the existing Senior Accountant, Staff Accountant, and Accounting Specialist individual structure.

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>
Billing/AR/AP Coordinator	\$0 additional appropriation	\$0 incremental to proposed budget	Included in 2027 Finance personnel budget; offset by eliminated/consolidated authorizations

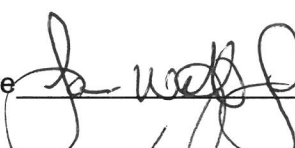
No additional tax levy or supplemental appropriation is requested with this table-of-organization change.

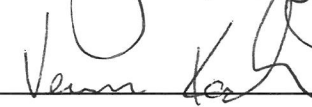
ADDITIONAL INFORMATION

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.

The proposed 2027 Finance Department budget reflects this 19.0 FTE structure. The request reduces authorized staffing by 2.5 FTE overall while preserving the Financial Systems Analyst authorization needed for Tyler Munis support, reporting, workflow improvement, and system administration. The unified accounting structure supports recruitment, retention, succession planning, and flexible assignment of staff, including Highway billing and Countywide accounting support. Expanded AR/AP coverage strengthens internal capacity and supports the plan to reduce reliance on outside assistance. Appointments and compensation remain subject to Human Resources review, County policy, and approved appropriations.

ACTION TAKEN

Department Head Signature  Date: 9/16/26 Liaison

Committee Signature  Date: 9/16/26

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.

Rev. 07/2023

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

2
3 Re: Authorizing Human Resources Committee to Enter Into Labor Contract
4 with Sheboygan County Law Enforcement Employees' Association
5 WPPA-LEER
6

7
8 **WHEREAS**, a tentative three-year labor agreement from January 1, 2027, through
9 December 31, 2029, has been reached by the Human Resources Committee with employees
10 represented by the Sheboygan County Law Enforcement Employees' Association WPPA-LEER.
11

12 **NOW, THEREFORE, BE IT RESOLVED** that by the adoption of this Resolution, the
13 tentative agreement is hereby ratified, and the Human Resources Committee is hereby directed
14 and authorized to execute on behalf of Sheboygan County a new labor contract as approved
15 with the Sheboygan County Law Enforcement Employees' Association WPPA-LEER, a copy of
16 which is on file with the County Clerk.
17

18 Respectfully submitted this 20th day of October, 2026.
19

20 **HUMAN RESOURCES COMMITTEE**
21

22
23
24 _____
25 Wendy Schobert, Chairperson

Henry Nelson, Vice-Chairperson

26
27 _____
28 Christian Ellis, Secretary

Stephanie Arndt

29
30 _____
31 Charlette Nennig
32

33 Opposed to Introduction:
34

35 _____
36
37 *County Board members signing only
38

39 C:8456\548727
40

September 22, 2026, draft