

NOTICE OF MEETING

HUMAN RESOURCES COMMITTEE January 26, 2026 2:30 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 – January 12, 2026

Transportation Director, Bryan Olson

- Consideration of Reclassification of Position
- Consideration of Change to the Table of Organization - Highway
- Consideration of Vacant Position Request
- Consideration of Out of Cycle Pay Adjustments
- Consideration of Change to the Table of Organization - Lake Breeze Aviation

Human Resources Director, Dave Loomis

- Discussion of Compensation Program
- 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

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

Posted January 23, 2026 at 3:30 PM

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

January 12, 2026

Called to Order: 2:30 PM

Adjourned: 3:13 PM

MEMBERS PRESENT: Chair Edward Procek, Secretary Char Nennig, Member(s)

Remote: Vice Chair Christian Ellis, Tom Wegner

MEMBERS ABSENT: Carl Nonhof

ALSO PRESENT: **In Person:** Matthew Strittmater, Aaron Brault, Bradley Robinson

Remote: Christopher Lewinski, Brian Judd

Chair Procek called the meeting to order at 2:30 PM, in Conference Room 302 of the Administration Building. Chair Procek confirmed the meeting was posted January 9, 2026 at 2:30 PM, in compliance with the open meeting law.

A motion to approve the minutes of the December 8, 2025 meeting was made by Supervisor Wegner. Supervisor Nennig seconded the motion. Motion carried.

Health and Human Services Director, Matt Strittmater

- Requested approval of a Vacant Position Request contingent on Health and Human Services Committee approval. A motion to approve was made by Supervisor Ellis. Supervisor Nennig seconded the motion. Motion carried.
- Requested approval of a Pay Exception to Hire Above the Control Point contingent on Health and Human Services Committee approval. A motion to approve was made by Supervisor Ellis. Supervisor Wegner seconded the motion. Motion carried.

Planning and Conservation Director, Aaron Brault

- Requested approval of the implementation of a comp time policy for the Planning and Conservation Department. A motion to approve was made by Supervisor Nennig. Supervisor Wegner seconded the motion. Motion carried.

Human Resources Director, Dave Loomis

- Requested approval to carry over funds from 2025 to 2026 in support of a training initiative. A motion to approve was made by Supervisor Wegner. Supervisor Ellis seconded the motion. Motion carried.
- Discussed the adoption of a 401(a) plan.
- Discussed the Tyler Munis implementation.
- Provided updates and comments regarding the following:
 - o Evaluations & Performance Increases
 - o Circuit Court Department creation.

A motion to approve the vouchers and allow someone to sign on behalf of Supervisor Ellis and Supervisor Wegner was made by Supervisor Nennig. Supervisor Wegner seconded the motion. Motion carried.

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

The Committee scheduled the next HR Committee meeting for January 26, 2026 at 2:30 PM in Room 302 of the Administration Building, 508 New York Ave., Sheboygan, WI 53081.

A motion to adjourn was made by Supervisor Nennig. Supervisor Wegner seconded the motion. Motion carried with adjournment at 3:13 PM.

David Loomis

Recording Secretary

Char Nennig

Secretary

Sheboygan County Transportation Department - Highway Division

Memo

To: Human Resources Committee

From: Bryan Olson, Transportation Director

Date: 1/19/2026

RE: Reclassification of foreman position to a supervisor position

The current State Crew Foreman position functions as a year-round role, unlike other foreman positions that are only assigned during the construction season. Given that the responsibilities of this role are comparable to our Shop Supervisor, we would like to reclassify the State Crew Foreman position as a State Crew Supervisor.

Under this new classification, the position would be responsible for employee evaluations and disciplinary actions for the crew.

Bryan Olson

REQUEST FOR CHANGE IN DEPARTMENTAL TABLE OF ORGANIZATION

Department: Transportation - Highway	Date: 1/19/2026
Effective Date of Change:	Date: 1/25/2026

It is strongly suggested that you consult with the Human Resources Department before submitting any request for change in the table of organization to your liaison committee.

TABLE OF ORGANIZATION CHANGE REQUESTED

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. Each job title should be listed on a separate line. For each job title, list *either* the number of full-time and part-time positions, *or* the authorized FTE, 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
Transportation Director	1		1	1		1
Office Coordinator	1		1	1		1
Accounting Technician	1		1	1		1
Administrative Assistant	1		1	1		1
Highway Superintendent	2		2	2		2
Surveyor / Highway Engineer	1		1	1		1
Assistant Surveyor	1		1	1		1
Highway Supervisors	4		4	4		4
Shop Supervisor	1		1	1		1
State Crew Supervisor	0		0	1		1
Highway Foremen	6		6	5		5
Mechanic / Welder / Fabricator	5		5	5		5
Inventory Technician	1		1	1		1
Highway Operator	70		70	70		70
Highway Operator / Casual		8			8	
Mechanic / Casual		1			1	
Limited Term Employee (Summer Student)		6			6	
Limited Term Employee (Winter Student)		2			2	
TOTALS	95	16		95	16	

NEW POSITIONS CREATED

The current State Crew Foreman position functions as a year-round role, unlike other foreman positions that are only assigned during the construction season. Given that the responsibilities of this role are comparable to our Shop Supervisor, we would like to reclassify the State Crew Foreman position as a State Crew Supervisor.

Under this new classification, the position would be responsible for employee evaluations and disciplinary actions for the crew.

BUDGET

Identify the specific source of funding for any new or additional positions being requested. Deletion of other positions may be used as a source of funding only if the positions being deleted are specifically identified in your department's budget spreadsheet as submitted to the County Administrator during the budget process.

<i>Job Title</i>	<i>Cost-Rest of Year</i>	<i>Cost-Annual</i>	<i>Source of Funds</i>
State Crew Supervisor	\$4,763	\$ 72,925	The time for this role is billed out to equipment and municipalities. These costs are covered either by our department's budget or through direct billing to the relevant entities.

RATIONALE

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

We would like to update our Table of Organization. The current State Crew Foreman position functions as a year-round role, unlike other foreman positions that are only assigned during the construction season. Given that the responsibilities of this role are comparable to our Shop Supervisor, we would like to reclassify the State Crew Foreman position as a State Crew Supervisor.

Under this new classification, the position would be responsible for employee evaluations and disciplinary actions for the crew.

ADDITIONAL INFORMATION

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

No

ACTION TAKEN

Department Head Determination:



Date: 1/16/2026

Liaison Committee Signature:



Date: 1-19-26

Human Resources Committee: Signature: _____

Date: _____

Distribution: After department head determination, distribute to liaison committee with copies to County Administrator and Human Resources Director. After liaison committee approval, submit signed original to Human Resources Director.



SHEBOYGAN COUNTY VACANT POSITION REQUEST FORM

DATE: 1/19/2026
DEPT HEAD NAME: Bryan Olson

POSITION TITLE: State Crew Supervisor
POSITION CONTROL NUMBER: No. Needed?
PAY GRADE: 140

REASON FOR VACANCY: Position was reclassified

JUSTIFICATION FOR FILLING POSITION

The previous State Crew Foreman was promoted.

Department has considered all alternate options as it relates to overall standing needs? **Yes**

BUDGET

Is this a position within the departments annual operation budget? **Yes**

If not, please state the amount over budget as well as the proposed source of funds.

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COST

The annual cost associated with the position (current year wage & benefit rates)

WAGE	BENEFIT	TOTAL
\$72,925	\$10,000	\$82,925

Note: Cost for health and dental benefits should be net cost, after subtracting revenue from employee co

County
Administrator/Department
Head :

Date: 1/16/2026

Human
Resources:

Date: _____

If position changed:

Liaison
Committee:

Date: 1-19-26

HR Committee:

Date: _____

REQUEST FOR CHANGE IN DEPARTMENTAL TABLE OF ORGANIZATION

Department: Transportation	Date: 1/19/2026
Effective Date of Change:	Date: 1/25/2026

It is strongly suggested that you consult with the Human Resources Department before submitting any request for change in the table of organization to your liaison committee.

TABLE OF ORGANIZATION CHANGE REQUESTED

List all of 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. Each job title should be listed on a separate line. For each job title, list *either* the number of full-time and part-time positions, *or* the authorized FTE, 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
Airport Superintendent	1	0	1.0	1	0	1.0
Maintenance Technician	5	2	6.0	5	2	6.0
Casual – Airport Technician	0	2	0.8	0	2	0.8
Intern - Summer	0	2	.50	0	2	.50
Cleaner	0	1	.20	0	1	0.2
Fix Based Operator (FBO) Supervisor	2	0	2	2	0	2
Customer Service Representative	2	2	3	3	1	3.5
TOTALS	10	9	13.5	11	8	14

NEW POSITIONS CREATED

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

Changing a part-time Customer Service Representative (pay grade 110) to a full-time position. This position's primary responsibilities are: Assisting customers with transportation, accommodation, and directions, answering phones and processing transactions for fuel and related fees. Also managing point-of-sale operations, developing invoices, and receiving payments, monitoring arriving and departing aircraft, developing and updating marketing materials for the FBO.

BUDGET

Identify the specific source of funding for any new or additional positions being requested. Deletion of other positions may be used as a source of funding only if the positions being deleted are specifically identified in your department's budget spreadsheet as submitted to the County Administrator during the budget process.

<i>Job Title</i>	<i>Cost-Rest of Year</i>	<i>Cost-Annual</i>	<i>Source of Funds</i>
Customer Service Representative	\$ 20,000	\$ 47,216	FBO budget/revenue

RATIONALE


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


The existing part-time employee is working additional shifts to ensure proper coverage. This change will allow for consistent CSR coverage moving forward.

ADDITIONAL INFORMATION

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

ACTION TAKEN

Department Head Determination: ☒ Approved ☐ Denied
Date: 1-19-26 Signature: 

Liaison Committee Action: ☒ Approved ☐ Denied
Date: 1-19-26 Committee Chair: 

Human Resources Committee: ☐ Approved ☐ Denied
Date: _____ Committee Chair: _____

Distribution: After department head determination, distribute to liaison committee with copies to County Administrator and Human Resources Director. After liaison committee approval, submit signed original to Human Resources Director.