

NOTICE OF MEETING

HUMAN RESOURCES COMMITTEE

October 14, 2025 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 – September 9, 2025

District Attorney Administrative Manager - Ashley Spelshaus

- Consideration of Out of Cycle Pay Adjustment

Sheriff, Matt Spence

- Consideration of Out of Cycle Pay Adjustments

Health and Human Services Director, Matt Strittmater

- Consideration of change to the Table of Organization
- Consideration of Comp Time Policy

Transportation Director, Bryan Olson

- Consideration of Out of Cycle Pay Adjustments
- Consideration of Movement to a Lower Pay Grade Above the Control Point

Corporation Counsel, Crystal Fieber

- Quarterly Report

Human Resources Director, Dave Loomis

- Consideration of Amendment to Ordinance No. 9 Amending Section 1.17 of the Sheboygan County Code - Updating Sheboygan County's Mission, Vision and Core Values
- Consideration of Resolution Adopting Qualified Retirement Plan
- Human Resources Department Updates and Comments
 - o All Employee Summit
 - o HR Marketing Project Update
 - o Deferred Compensation Program
 - o Employee Assistance Program
 - o Tyler Munis Project Update

Posted October 10, 2025 at 10:00 AM

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 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 9, 2025

Called to Order: 12:00 PM

Adjourned: 2:16 PM

MEMBERS PRESENT: Chair Edward Procek, Vice Chair Christian Ellis, Secretary Char Nennig, Member(s) Carl Nonhof, Tom Wegner

Remote:

MEMBERS ABSENT: None

ALSO PRESENT: **In Person:** Bryan Olson, Matt Strittmater, Brett Larson, Jeremy Fetterer
Dave Loomis

Remote: Stephanie Arendt, Starrlene Grossman, Kayla Clinton

Chair Procek called the meeting to order at 12:00 PM, in Conference Room 302 of the Administration Building. Chair Procek confirmed the meeting was posted September 5, 2025 at 12:00 PM, in compliance with the open meeting law.

A motion to approve the minutes of the August 11, 2025 meeting was made by Supervisor Wegner. Supervisor Nennig seconded the motion. Motion carried.

Highway Commissioner, Bryan Olson

- Requested approval of an out of cycle pay adjustment. A motion to approve was made by Supervisor Ellis. Supervisor Wegner seconded the motion. Motion carried.

Human Resources Business Partner, Brett Larson, on behalf of Director-UWEX, Jayna Hintz

- Requested approval of a change to the table of organization. A motion to approve was made by Supervisor Wegner. Supervisor Nonhof seconded the motion. Motion carried.

Rocky Knoll Health Care Center Administrator, Kayla Clinton

- Requested approval of a change to the table of organization. A motion to approve was made by Supervisor Ellis. Supervisor Wegner seconded the motion. Motion carried.

Health and Human Services Director, Matt Strittmater

- Requested approval of a change to the table of organization contingent on County Board approval of the 2026 budget. A motion to approve was made by Supervisor Wegner. Supervisor Nennig seconded the motion. Motion carried.

Human Resources Director, Dave Loomis

- Requested approval of 2026 Human Resources Department budget. A motion to approve was made by Supervisor Nennig. Supervisor Ellis seconded the motion. Motion Carried.
- Requested approval of the 2026 Employee Benefits Budget. A motion to approve was made by Supervisor Wegner. Supervisor Nennig seconded the motion. Motion carried.
- Requested approval of the Annual Report on Health Insurance. A motion to approve was made by Supervisor Nonhof. Supervisor Nennig seconded the motion. Motion carried.
- Requested approval of changes to policy 905 Tobacco Free Work Environment. A motion to approve was made by Supervisor Ellis. Supervisor Wegner seconded the motion. Motion carried.

- Requested approval of changes to Section 500 Compensation of the HR Policy Manual. A motion to approve was made by Supervisor Ellis. Supervisor Wegner seconded the motion. Motion carried.
- Requested approval of a Side Letter Agreement with WPPA RE: Flex Choice Plan. A motion to approve was made by Supervisor Wegner. Supervisor Nonhof seconded the motion. Motion carried.
- Requested approval of a Memorandum of Understanding with WPPA RE: Court Security Work Hours. A motion to approve was made by Supervisor Wegner. Supervisor Nennig seconded the motion. Motion carried.
- Provided updates and comments regarding the following:
 - Deferred Compensation Program
 - Time Away from Work policies.
 - Tyler Munis Project
 - HR Marketing Project

A motion to approve the vouchers was made by Supervisor Wegner. Supervisor Ellis seconded the motion. Motion carried.

Chair Procek requested approval of attendance at other meetings or functions, specifically the three (3) base budget meetings for Corporation Counsel, HR Department and Employee Benefits. A motion to approve was made by Supervisor Wegner. Supervisor Ellis seconded the motion. Motion carried.

The Committee scheduled the next HR Committee meeting for October 13, 2025 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 Ellis. Supervisor Wegner seconded the motion. Motion carried with adjournment at 2:16 PM.

David Loomis
Recording Secretary

Char Nennig
Secretary

REQUEST FOR CHANGE IN DEPARTMENTAL TABLE OF ORGANIZATION

Department: Health & Human Services	
Request Date: 10/7/25	Effective Date: 10/14/25

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
HHS Supervisor – Aging/ADRC	2	-	2.0	2	-	2.0
HHS Driver	1	-	1.0	1	-	1.0
Transportation Program Assistant	2	-	2.0	2	-	2.0
APS Worker	4	-	4.0	5	-	5.0
Elder Benefit Specialist	1	-	1.0	1	-	1.0
Health Programs Coordinator	1	-	1.0	1	-	1.0
Dementia & Caregiver Specialist	1	-	1.0	1	-	1.0
Meal Site Manager	2	-	2.0	1	-	1.0
<i>Above reflects 2 units of the Aging/ADRC division</i>						
TOTALS	14	-	14.0	14	-	14.0

RATIONALE

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

Consistently increasing Adult Protective Services (APS) referrals over the last few years are not able to be effectively addressed given current staffing pattern, resulting in 331 hours of employee overtime (as of 7/26/25) and extremely stressed employees. Mandated investigations must be initiated within 24 hours, and no wait list is allowed. Associated numbers of Protective Placements and Emergency Protective Placements are rising as a result. Pace of referrals is not expected to decrease in the future due to an increasingly aging population.

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.)

Request is to add another existing position (APS Worker - Pay Grade 140).

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>
APS Worker	\$17,550	\$84,240	2025 cost covered by deletion of vacant Meal Site Manager position (\$47,491.16 of budgeted funds not used). Majority of future cost covered by deletion of Meal Site Manager (\$61,022.00 in 2025 budget). Additional future cost able to be absorbed by Aging/ADRC budget.

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 volume of congregate senior dining site attendance has been steadily decreasing and has resulted in a reduction in the number of congregate site days offered in the City of Sheboygan. Deleting the vacant Meal Site Manager will not result in a further decrease of overall Sheboygan County congregate meal site availability.

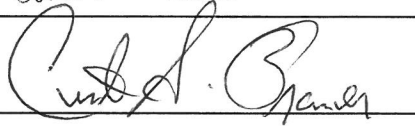
ACTION TAKEN

Department Head Signature



Date: 9-30-25

Liaison Committee Signature



Date: 10/7/25

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.



Origination 08/2024
Last Approved 08/2025
Effective 08/2025
Last Revised 08/2025
Next Review 08/2026

Owner **Matthew Strittmater:**
Health & Human
Serv Director
Area **HHSD Agency**

Overtime & Comp Time for Hourly Employees

PURPOSE STATEMENT:

Clarify expectations related to employee overtime pay for **hourly staff**.

DEFINITIONS:

Sheboygan County Work Week - Under the Federal Labor Standards Act, a work week for an hourly employee consists of seven consecutive 24-hour periods. Sheboygan County Work Weeks are from Sunday to Saturday. Each Work Week stands alone for the purpose of calculating hours worked, overtime, and compliance with wage and hour regulations.

Flexing - An hourly employee can be approved to flex hours within a Sheboygan County Work Week. Under the Fair Labor Standards Act, hours worked cannot be flexed or shifted from one work week to another within the pay period. Hours in addition to 40 must be compensated at the Overtime Pay or Comp Time rate. Working fewer hours in one week cannot be offset by working more hours in another work week within the same pay period.

Overtime Pay - Hours in excess of 40 per Sheboygan County Work Week for hourly staff that are paid at a rate of 1.5 times the employees standard hourly rate.

Comp Time - Hours in excess of 40 per Sheboygan County Work Week for hourly staff that are banked at 1.5 times the actual hours worked to be used at a later date.

SCOPE/PERSONS AFFECTED:

HHS hourly (not salaried) employees

POLICY:

Employees are expected to manage their time and work to ensure they are completing tasks within their normal scheduled hours of work. Occasionally, due to unforeseen circumstances, or due to an unusually heavy workload, employees may need to work beyond their normal scheduled hours.

Eligible employees who work in excess of 40 hours within a work week may choose to either be paid time and half for all hours worked over 40 or may bank this time at 1.5x the actual hours worked up to a maximum of 40 hours to be used at a later date.

PROCEDURE:

Employees who anticipate a need to work in excess of their normal weekly scheduled hours should proactively seek approval from their supervisor prior to working the additional hours.

- The supervisor should discuss the potential for flexing time within a pay week, removing work, and/or re-prioritizing work prior to approving overtime.
- Supervisors can approve Overtime Pay and/or Comp Time when alternative options to complete necessary work are not feasible.

In the event that due to unforeseen circumstances an employee is unable to proactively seek approval to work in excess of their normally scheduled hours, they should inform their supervisor as soon as practicable but no later than their next scheduled shift.

Once an employee has reached 40 hours in their Comp Time bank, any additional hours worked in excess of 40 hours within a pay week shall be paid out as overtime.

The current financial system is able track Comp Time hours earned, but is unable to cap them at 40. ***It is the responsibility of the Employee/Supervisor to ensure that a maximum of 40 Comp Time hours is approved for an employee Comp Time bank at any given time. Please remember that each hour approved for Comp Time will increase the employee Comp Time bank by 1.5 hours.***

Banked Comp Time can be used by the employee rather than other benefit time for future time off, enabling them to save vacation or sick time for future use.

Banked Comp Time shall be paid out upon:

- The termination of employment, on the employee's final check.
- Upon request of the employee and approval of their Supervisor/Manager, on the next regular payroll check.

Employees who are earning overtime through provision of after-hours/on-call services do not fall under these guidelines.

Employees who fail to follow this procedure and report working in excess of their normal scheduled hours may be subject to discipline up to and including termination.

REFERENCES/RELATES TO:

HR Policy Manual (502 - Overtime Pay)

AGENCY MISSION, VISION, AND VALUES ASSESSMENT

All Sheboygan County Health and Human Services policies are written and reviewed in observance of Sheboygan County Health and Human Services Mission, Vision, and Values by the Policy Owner. Click this link to access the folder with the Assessment Tools: [Policy Assessment Tool Folder](#).

Approval Signatures

Step Description	Approver	Date
Policy Committee Review	Starrlene Grossman: Deputy Director HHS	08/2025
Policy Committee Review	Brittany Savaglio: Contract Administrator	07/2025
Policy Committee Review	Jessica Meade: Senior Accountant	07/2025
Policy Committee Review	Janet Berlick: Mental Health Specialist	07/2025
Policy Committee Review	Hannah Janeshek: Secretary	06/2025
Policy Committee Review	Britney Damkot: Public Health Aide	06/2025
Policy Committee Review	Patti Schmitt: Secretary	06/2025
Policy Committee Review	Matthew Fure: Social Work Supervisor	06/2025
Manager Team Review	Matthew Strittmater: Health & Human Serv Director	06/2025
New Policy Development	Matthew Strittmater: Health & Human Serv Director	06/2025

COMMITTEE REPORT TO THE COUNTY BOARD

WE, THE HUMAN RESOURCES COMMITTEE

TO WHOM WAS REFERRED ORDINANCE NO: 09

RE: **Amending Section 1.17 of the Sheboygan County Code-Updating Sheboygan County's Mission, Vision, and Core Values**

HAVE CONSIDERED THE SAME AND RECOMMEND:

- ☐ ADDITIONAL TIME BE GRANTED TO CONSIDER THE MATTER
- ☐ THE ORDINANCE BE ENACTED
- ☐ FILING WITH THE CLERK
- ☐ AMENDING THE ORDINANCE AS FOLLOWS:

RESPECTFULLY SUBMITTED THIS 21st DAY OF October 2025

HUMAN RESOURCES COMMITTEE

OPPOSED TO THE REPORT:

EDWARD PROCEK

CHRISTIAN ELLIS

CHARLETTE NENNIG

CARL NONHOF

THOMAS WEGNER

CONCURRING IN THE REPORT:

EDWARD PROCEK

CHRISTIAN ELLIS

CHARLETTE NENNIG

CARL NONHOF

THOMAS WEGNER

1 SHEBOYGAN COUNTY ORDINANCE NO. 09 (2025/26)

2
3 Re: **Amending Section 1.17 of the Sheboygan County Code-**
4 **Updating Sheboygan County's Mission, Vision, and Core**
5 **Values**

6
7
8 **WHEREAS**, Sheboygan County's current Mission Statement, Vision
9 Statement, and Guiding Principles were adopted many years ago and do not fully
10 reflect the County's current organizational priorities; and

11
12 **WHEREAS**, as part of a broad strategic effort to renew and align
13 organizational direction, Sheboygan County engaged employees from a cross-section
14 of departments in a series of Mission, Vision, and Values workshops; and

15
16 **WHEREAS**, these workshops provided an opportunity to gather input from
17 employees at all levels and from a variety of operational backgrounds, resulting in
18 shared language that reflects both who we are today and who we aspire to become;
19 and

20
21 **WHEREAS**, the newly proposed Mission, Vision, and Core Values emphasize
22 resilience, collaboration, integrity, continuous learning, and fiscal and environmental
23 stewardship—principles that align with Sheboygan County's goal of providing
24 responsive, compassionate, and effective services; and

25
26 **WHEREAS**, it is in the best interest of the County Board, its departments,
27 employees, and the public to formally update Section 1.17 of the County Code to
28 reflect the County's refreshed mission, vision and values.

29
30 **NOW, THEREFORE**, the County Board of Supervisors of the County of
31 Sheboygan does ordain as follows:

32
33 Section 1. **Amending Code**. Sections 1.17 of the Sheboygan
34 County Code of Ordinances are hereby amended as follows (only those
35 Sections or portions of Sections affected appear – deletions indicated by
36 strikeouts; additions by shading):

37
38 1.17 MISSION STATEMENT, VISION STATEMENT, AND ~~GUIDING PRINCIPLES~~
39 ~~CORE VALUES~~. This Section shall be applicable to all full-time and part-time
40 elected and appointed County officials and employees.

41
42 (1) ~~The mission of Sheboygan County is to provide courteous, responsive,~~
43 ~~efficient, and effective services to those we serve.~~ MISSION: We
44 provide essential services to create a safe and thriving County by
45 fostering strong partnerships, supporting rural and urban communities,
46 and eliminating barriers.

(2) ~~The vision of Sheboygan County is to be recognized as a leader of responsive and cost-effective local government.~~ VISION: Sheboygan County empowers employees to thrive through resilience, collaboration, and a solutions-focused mindset, building a stronger future together.

(3) ~~The guiding principles of Sheboygan County are:~~

- ~~(a) to provide leadership,~~
- ~~(b) to be dedicated to the concept of democratic local government,~~
- ~~(c) to maintain a constructive, objective, and creative attitude,~~
- ~~(d) to maintain a deep sense of social responsibility as a trusted public servant,~~
- ~~(e) to be dedicated to the highest ideals of honor and integrity in all public and personal relationships,~~
- ~~(f) to recognize that the chief function of local government is to serve the best interests of all citizens,~~
- ~~(g) to improve the quality and image of public service, to encourage regular communication between citizens and County officials,~~
- ~~(h) to emphasize friendly and courteous service to the public,~~
- ~~(i) to treat your colleagues and staff with respect and courtesy,~~
- ~~(j) to foster problem-solving and continuous learning in the work environment,~~
- ~~(k) to train and empower staff to attain high standards of professionalism, and~~
- ~~(l) to actively seek shared services opportunities with local, state, and federal agencies.~~

(3) CORE VALUES:

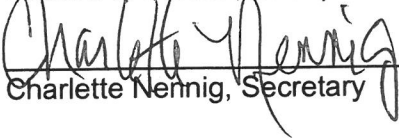
- (a) Integrity: We uphold honesty, transparency, and accountability in all actions. We cultivate an inclusive environment by treating all individuals with dignity and respect.
- (b) Forward Thinking: We foster a culture of continuous learning, open-mindedness and adaptability, empowering individuals to grow, solve problems, and lead with purpose and confidence.
- (c) Stewardship: We protect fiscal responsibility and resource sustainability, building safe, clean, and vibrant communities for current and future generations.
- (d) Collaboration: We demonstrate collaboration and teamwork by working across departments and with the community to deliver effective services.
- (e) Excellence: We are professional and responsive, delivering high-quality services with a commitment to excellence in everything we do.

93
94 Section 2. Effective Date. The herein Ordinance shall take effect
95 upon enactment.
96

97
98 Respectfully submitted this 19th day of August 2025.
99

100
101 **HUMAN RESOURCES COMMITTEE**
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105 Edward J. Procek, Chairperson

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108 Charlette Nennig, Secretary

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111 Christian Ellis, Vice-Chairperson

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114 Carl Nonhof

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117 Thomas Wegner

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120 Opposed to Introduction:

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123 Countersigned by:

124

Keith Abler, Chairperson

C:8443\346379

August 12, 2025, draft

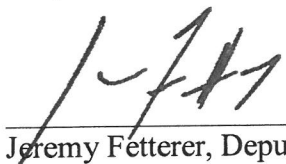
FISCAL NOTE
August 2025

Ordinance No. 9 (2025/26) **RE:** Amending Section 1.17 of the Sheboygan County Code-Updating Sheboygan County's Mission, Vision, and Core Values

Funding:

No additional funding is required.

Respectfully Submitted,



Jeremy Fetterer, Deputy Finance Director
August 19, 2025

SHEBOYGAN COUNTY RESOLUTION NO. _____ (2025/26)

Re: Adoption of 401(a) Retirement Plan for Sheriff's Department Deputies

WHEREAS, after review and evaluation, the Human Resources Committee recommends adoption of the Sheboygan County Deputies 401(a) Plan ("Plan"), a qualified retirement plan, for the benefit of its eligible employees; and

WHEREAS, the Employer wishes to appoint Pelion Benefits, Inc. as Trustee of the Plan.

NOW, THEREFORE, BE IT RESOLVED, that the Sheboygan County Board of Supervisors hereby adopts the Plan, to be effective on January 1, 2025.

BE IT FURTHER RESOLVED, that the County Administrator is authorized to execute the Plan document and authorize the performance of any other actions necessary to implement the adoption of the Plan. The Sheboygan County Human Resources Department will maintain a copy of the approved Plan in its files.

BE IT FURTHER RESOLVED, that the Human Resources Director, or his designee, will act as administrator of the Plan and will be responsible for performing all actions necessary to carry out the administration of the Plan.

BE IT FURTHER RESOLVED, that Pelion Benefits, Inc. is authorized to act as Trustee of the Plan.

BE IT FURTHER RESOLVED, that Plan participants shall be provided with a summary of the Plan provisions within a reasonable period of time following the adoption of the Plan.

Respectfully submitted this 21st day of October, 2025.

HUMAN RESOURCES COMMITTEE

Edward J. Procek, Chairperson

Christian Ellis, ViceChairperson

Charlette Nennig, Secretary

Carl Nonhof

Thomas Wegner

Opposed to Introduction: