

NOTICE OF MEETING

HUMAN RESOURCES COMMITTEE

October 23, 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, October 9, 2023

Finance Director, Stephen Hatton

- Consideration of Change to the Table of Organization
- Consideration of Vacant Position Request

Rocky Knoll Health Care Center Administrator, Kayla Clinton

- Consideration of Equity Adjustments (2)

Planning & Conservation Director, Aaron Brault

- Consideration of Equity Adjustment

Corporation Counsel, Crystal Fieber

- Consideration of Sheboygan County Law Enforcement Employees Association WPPA-LEER – **Contemplated Closed Session**: It is contemplated that a motion will be made to consider this agenda item in closed session pursuant to Wis. Stat. § 19.85(1)(e) which states that a closed session may be held for the following purpose: Deliberating or negotiating the purchasing of public properties, the investing of public funds, or conducting other specified public business, whenever competitive or bargaining reasons require a closed session. The Committee will reconvene in OPEN SESSION immediately after the closed session is concluded to vote on matters discussed in closed session requiring decisions if any action is deemed necessary and to conclude work on any other items listed in this meeting notice.

Human Resources Director, Dave Loomis

- Consideration of Ordinance No. ___ - Amending Chapter 47.03 of the Sheboygan County Code Related to Wage Ranges
- Human Resources Department Updates and Comments

Review and Approve Vouchers

Approval of Attendance at Other Meetings or Functions

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 Human Resources, 920.459.3105 prior to the meeting so that accommodations may be arranged.

Posted Friday, October 20, 2023 at 10:00 AM

SHEBOYGAN COUNTY HUMAN RESOURCES COMMITTEE MINUTES

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

October 9, 2023

Called to Order: 3:30 PM

Adjourned: 3:46 PM

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

Remote: None

MEMBERS ABSENT: Secretary Christian Ellis

ALSO PRESENT: **In Person:** Alayne Krause, Jim TeBeest, Kevin Dulmes, Steve Hatton, Matt Strittmater and Dave Loomis

Remote: None

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 October 6, 2023 at 8:30 AM, in compliance with the open meeting law.

A motion to approve the minutes of September 25, 2023 as presented was made by Supervisor Tom Wegner. Supervisor Kathleen Donovan seconded the motion. Motion carried.

Building Services Director Jim TeBeest requested approval for an Equity Adjustment. A motion was made by Supervisor Carl Nonhof granting approval. Supervisor Kathleen Donovan seconded the motion. Motion carried.

Health and Human Services Director Matt Strittmater requested approval to change the Table of Organization as presented to add 3 Human Services Professionals in 2023 to better meet the needs of the county. A motion was made by Supervisor Tom Wegner granting approval. Supervisor Kathleen Donovan seconded the motion. Motion carried.

Health and Human Services Director Matt Strittmater requested approval to change the Table of Organization as presented to add positions in 2024 as approved in the 2024 budget. A motion was made by Supervisor Tom Wegner granting approval. Supervisor Carl Nonhof seconded the motion. Motion carried.

Health and Human Services Director Matt Strittmater requested approval for an Equity Adjustment. A motion was made by Supervisor Carl Nonhof granting approval. Supervisor Kathleen Donovan seconded the motion. Motion carried.

Health and Human Services Director Matt Strittmater requested approval for an Equity Adjustment. A motion was made by Supervisor Tom Wegner granting approval. Supervisor Kathleen Donovan seconded the motion. Motion carried.

Health and Human Services Director Matt Strittmater requested approval to allow a position to be backfilled with an incumbent in the position to allow for training due to the incumbents pending retirement. A motion was made by Supervisor Tom Wegner granting approval. Supervisor Carl Nonhof seconded the motion. Motion carried.

Human Resources Director David Loomis provided an update on the annual employee summit, annual flu clinics, open enrollment, negotiations, and preparation for the all manager summit.

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

A motion to adjourn was made by Supervisor Tom Wegner. Supervisor Carl Nonhof seconded the motion. Motion carried with adjournment at 3:46 PM.

David Loomis

Recording Secretary

Christian Ellis

Secretary

REQUEST FOR CHANGE IN DEPARTMENTAL TABLE OF ORGANIZATION

Department: Finance	
Request Date: October 23, 2023	Effective Date: October 23, 2023

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
Senior Accountant	2	0	0	1	0	0
Staff Accountant	3	0	0	4	0	0
TOTALS	5	0	0	5	0	0

RATIONALE

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

The individual who held the position previously had significant experience that enabled her to function at a high level. As we likely bring someone in from outside the organization they will not have the same level of organizational knowledge and therefore they will not likely be prepared to function in a senior capacity. We feel there may be a broader pool of candidates at the Staff Accountant level. We are taking this opportunity to step the position back slightly so there are opportunities for growth within the department.

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.)

n/a

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
Staff Accountant	17,865	107,188	Reclass of budgeted Senior Accountant

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.

N/A

ACTION TAKEN

Department Head Signature  Date: 10-6-23

Liaison Committee Signature  Date: 10-11-23

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.



VACANT POSITION REQUEST

(To be completed for all vacant positions)

WISCONSIN

Date: 10/23/2023

From: Steve Hatton, Finance Director

Position Request:

Position Title: Staff Accountant

DBM: C42

Reason for Vacancy: Resignation

Justification for Filling Position:

The volume and complexity of transactions at the Highway department require a dedicated accounting resource.

Staffing Consideration:

Department has considered all alternate options as it relates to overall staff needs? Yes No

Budget:

Is this position within the Department's annual operating budget? Yes No

If not, please state the amount over budget as well as the proposed source of funds: n/a

Cost:

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

Wages	Benefits	Total
70,387	36,801	107,188

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

County Administrator/Department Head Signature Steve Hatton Date: 10-6-23

Human Resources Director Signature Debra L... Date: 10/06/2023

If position changed:

Liaison Committee Signature Roger McSt... Date: 10-11-23

Human Resources Committee Signature _____ Date: _____

Form process if no change to the position:

1. County Administrator/Department Head completes VPR Form and refers form to Human Resources Director for approval.
2. HR Department begins recruitment process.

Form process if position changed:

1. County Administrator/Department Head discusses proposed changes with Human Resources Director.
2. County Administrator/Department Head completes VPR Form & TO Change Form and refers forms to Human Resources Director for approval.
3. County Administrator/Department Head presents VPR & TO Change Forms to Liaison Committee for approval.
4. County Administrator/Department Head presents VPR & TO Change Forms to Human Resources Committee for approval
5. HR Department begins recruitment process.

07/2023

1 **SHEBOYGAN COUNTY ORDINANCE NO. _____ (2023/2024)**

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3 **Re: Amending Section 47.03 of the Sheboygan County Code Related to**
4 **Wage Ranges**

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6 **WHEREAS**, Chapter 47 of the Sheboygan County Code of Ordinances governs the
7 compensation program for non-bargaining unit employees, and

8
9 **WHEREAS**, the Human Resources Department and County Administrator are responsible
10 for annually proposing adjustments to the salary schedule, and

11
12 **WHEREAS**, the proposed adjustments raise the minimum wages for each pay scale by
13 2%, the maximum by 3%, and adjust the midpoint accordingly

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15 **NOW, THEREFORE**, the County Board of Supervisors of the County of Sheboygan does
16 ordain as follows

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18 Section 1. **Amending Section 47.03.** Section 47.03 of the Sheboygan County
19 Code of Ordinances is hereby amended as follows (amendments shown through
20 redlining):

21
22 47.03 SALARIES.

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24 (1) The salary range for 2023~~4~~ for positions governed by this Chapter is as follows:

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26 Note: due to market conditions, certain positions, shown below, have their own DBM
27 classifications:

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36 *(The remainder of this page is intentionally left blank)*
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DBM Rating	Minimum				Midpoint				Maximum			
A11	\$24,342	\$11.70	\$24,829	\$11.94	\$30,616	\$14.72	\$31,542	\$15.16	\$37,141	\$17.86	\$38,255	\$18.39
A12	\$27,499	\$13.22	\$28,049	\$13.49	\$34,586	\$16.63	\$35,632	\$17.13	\$41,957	\$20.17	\$43,216	\$20.78
A13	\$30,654	\$14.74	\$31,267	\$15.03	\$38,553	\$18.54	\$39,721	\$19.10	\$46,771	\$22.49	\$48,174	\$23.16
A13-ESW	\$35,360	\$17.00	\$36,067	\$17.34	\$43,089	\$20.72	\$44,362	\$21.33	\$51,123	\$24.58	\$52,657	\$25.32
A13-CNA	\$39,520	\$19.00	\$40,310	\$19.38	\$45,213	\$21.74	\$46,481	\$22.35	\$51,118	\$24.58	\$52,652	\$25.31
B21	\$33,819	\$16.26	\$34,495	\$16.58	\$42,535	\$20.45	\$43,822	\$21.07	\$51,601	\$24.81	\$53,149	\$25.55
B21-BKG CLK	\$43,680	\$21.00	\$44,554	\$21.42	\$49,704	\$23.90	\$51,090	\$24.56	\$55,948	\$26.90	\$57,626	\$27.71
B22	\$36,977	\$17.78	\$37,717	\$18.13	\$46,506	\$22.36	\$47,915	\$23.04	\$56,420	\$27.12	\$58,113	\$27.94
B22-RK/MWII	\$41,142	\$19.78	\$41,965	\$20.18	\$50,767	\$24.41	\$52,281	\$25.14	\$60,774	\$29.22	\$62,597	\$30.09
B23	\$40,133	\$19.29	\$40,936	\$19.68	\$50,476	\$24.27	\$52,003	\$25.00	\$61,234	\$29.44	\$63,071	\$30.32
B23-DISP			\$50,918	\$24.48			\$59,909	\$28.80			\$68,900	\$33.12
B24/B31	\$44,085	\$21.19	\$44,967	\$21.62	\$55,447	\$26.66	\$57,125	\$27.46	\$67,266	\$32.34	\$69,284	\$33.31
B24-RK SR MW	\$48,235	\$23.19	\$49,200	\$23.65	\$59,701	\$28.70	\$61,484	\$29.56	\$71,620	\$34.43	\$73,769	\$35.47
B24-CO	\$52,000	\$25.00	\$53,040	\$25.50	\$61,620	\$29.62	\$63,401	\$30.48	\$71,613	\$34.43	\$73,761	\$35.46
B25/B32	\$48,824	\$23.47	\$49,800	\$23.94	\$61,407	\$29.52	\$63,265	\$30.42	\$74,495	\$35.81	\$76,730	\$36.89
C41	\$50,665	\$24.36	\$51,678	\$24.85	\$66,424	\$31.93	\$68,495	\$32.93	\$82,827	\$39.82	\$85,312	\$41.02
C41-CO SUP	\$64,480	\$31.00	\$65,770	\$31.62	\$70,677	\$33.98	\$72,784	\$34.70	\$87,183	\$41.92	\$89,798	\$43.17
C42	\$53,694	\$25.81	\$54,768	\$26.33	\$70,396	\$33.84	\$72,591	\$34.90	\$87,780	\$42.20	\$90,413	\$43.47
C42-CO SHIFT COM	\$70,720	\$34.00	\$72,134	\$34.68	\$74,651	\$35.89	\$83,507	\$40.15	\$92,117	\$44.29	\$94,881	\$45.62
C43	\$56,725	\$27.27	\$57,860	\$27.82	\$74,369	\$35.75	\$76,688	\$36.87	\$92,735	\$44.58	\$95,517	\$45.92
C44/C51	\$60,518	\$29.10	\$61,728	\$29.68	\$79,343	\$38.15	\$81,817	\$39.33	\$98,937	\$47.57	\$101,905	\$48.99
C45/C52	\$65,067	\$31.28	\$66,368	\$31.91	\$85,308	\$41.01	\$87,968	\$42.29	\$106,376	\$51.14	\$109,567	\$52.68
D61	\$68,863	\$33.11	\$70,240	\$33.77	\$90,283	\$43.41	\$93,098	\$44.76	\$112,578	\$54.12	\$115,955	\$55.75
D62	\$71,893	\$34.56	\$73,331	\$35.26	\$94,255	\$45.31	\$97,194	\$46.73	\$117,531	\$56.51	\$121,057	\$58.20
D63	\$74,922	\$36.02	\$76,420	\$36.74	\$98,227	\$47.22	\$101,289	\$48.70	\$122,483	\$58.89	\$126,157	\$60.65
D64/D71	\$78,716	\$37.84	\$80,290	\$38.60	\$103,203	\$49.62	\$106,421	\$51.16	\$128,690	\$61.87	\$132,551	\$63.73
D65/D72	\$83,267	\$40.03	\$84,932	\$40.83	\$109,168	\$52.48	\$112,571	\$54.12	\$136,126	\$65.45	\$140,210	\$67.41
E81	\$83,712	\$40.25	\$85,386	\$41.05	\$114,215	\$54.91	\$117,872	\$56.67	\$145,979	\$70.18	\$150,358	\$72.29
E82	\$86,626	\$41.65	\$88,359	\$42.48	\$118,191	\$56.82	\$121,974	\$58.64	\$151,058	\$72.62	\$155,590	\$74.80
E83	\$89,538	\$43.05	\$91,329	\$43.91	\$122,164	\$58.73	\$126,076	\$60.61	\$156,139	\$75.07	\$160,823	\$77.32
E91	\$93,188	\$44.80	\$95,052	\$45.70	\$127,144	\$61.13	\$131,214	\$63.08	\$162,502	\$78.13	\$167,377	\$80.47
E92	\$97,563	\$46.91	\$99,606	\$47.89	\$133,112	\$64.00	\$137,419	\$66.07	\$170,129	\$81.79	\$175,233	\$84.25
F101	\$101,210	\$48.66	\$103,234	\$49.63	\$138,090	\$66.39	\$142,510	\$68.51	\$176,492	\$84.85	\$181,787	\$87.40

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- (5) No pay-for-performance increase may be granted except at the completion of the initial period (if applicable), at twelve (12) months, and annually thereafter. To receive a pay-for-performance increase, the employee must receive a performance evaluation rating of at least 2.5. The following ratings shall be used in determining the amount of the employee's pay-for-performance increase:

Rating	Pay-for-Performance Increase
2.5	1.00%
3.0	2.00%
3.5	2.50%
4.0	3.00%
4.5	3.25%
5.0	3.50%

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~~In addition to the pay for performance increases outlined above, for the year 2023, all employees employed as of January 1, 2023 will receive an increase of 1.5%~~

- (6) Notwithstanding Subsection (5) above, the maximum pay-for-performance increase shall be the amount that would put the employee at the maximum in the salary schedule for that employee's position. ~~For those employees who have been identified as being paid more than the maximum amount for their assigned DBM pay range effective January 1, 2016, although their salary will not be decreased, no additional salary increases will be given as long as they remain above the maximum amount of their assigned DBM Rating. However, if such an employee~~

~~receives an overall rating of 5.0 or higher on the annual performance evaluation, the employee will receive a pay-for-performance increase that will be exclusive of the employee's base pay in an amount equal to one percent (1.0%) of the base salary or regular hours.~~

Section 2. **Effective Date.** The herein Ordinance shall take effect on January 1, 2024.

Respectfully submitted this 7th day of November, 2023.

HUMAN RESOURCES COMMITTEE

Edward J. Procek, Chairperson

Thomas Wegner, Vice-Chairperson

Christian Ellis, Secretary

Kathleen Donovan

Carl Nonhof

Opposed to Introduction:

Countersigned by:

Vernon Koch, Chairperson