

NOTICE OF MEETING

HUMAN RESOURCES COMMITTEE October 27, 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 – October 14, 2025

Rocky Knoll Health Care Center Administrator, Kayla Clinton

- Consideration of change to the Table of Organization
- Consideration of Out of Cycle Pay Adjustments (2)

Health and Human Services Director, Matt Strittmater

- Consideration of change to the Table of Organization
- Consideration of Vacant Position Request - Health Educator
- Consideration of Out of Cycle Adjustments (3)

Human Resources Director, Dave Loomis

- 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

Posted October 24, 2025 at 10:00 AM

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

October 14, 2025

Called to Order: 2:30 PM

Adjourned: 3:27 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, Crystal Fieber, Ashley Spelshaus, Joel Urmanski, Matt Spence, Corey Norlander, Justina Torres, Dave Loomis

Remote: Brian Smith

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 October 10, 2025 at 10:00 AM, in compliance with the open meeting law.

A motion to approve the minutes of the September 9, 2025 meeting was made by Supervisor Wegner. Supervisor Nonhof seconded the motion. Motion carried.

District Attorney, Joel Urmanski and DA Administrative Manager, Ashley Spelshaus

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

Sheriff, Matt Spence

- Requested approval of out of cycle pay adjustments. A motion to approve was made by Supervisor Nennig. Supervisor Nonhof seconded the motion. Motion carried.

Health and Human Services Director, Matt Strittmater

- Requested approval of a change to the table of organization. Supervisor Ellis made a motion granting approval. Supervisor Nennig seconded the motion. Motion carried.
- Requested approval of implementation of a Comp Time policy. A motion to approve was made by Supervisor Nennig. Supervisor Nonhof seconded the motion. Motion carried.

Transportation Director, Bryan Olson

- Requested approval of out of cycle pay adjustments. A motion to approve was made by Supervisor Nennig. Supervisor Ellis seconded the motion. Motion carried.
- Requested approval to move an employee to a lower pay grade above the control point. A motion to approve was made by Supervisor Ellis. Supervisor Nonhof seconded the motion. Motion carried.

Corporation Counsel, Crystal Fieber

Provided a quarterly report on the budget and activities of the Office of the Corporation Counsel

Human Resources Director, Dave Loomis

- Requested approval of an amendment to Ordinance No. 9 Amending Section 1.17 of the Sheboygan County Code - Updating Sheboygan County's Mission, Vision and Core Values.

- o Specifically, it was requested to amend line 46 to include the words, “while promoting fiscal responsibility.” So that the full Mission statement would read: “We provide essential services to create a safe and thriving County by fostering strong partnerships, supporting rural and urban communities, and eliminating barriers while promoting fiscal responsibility.”
- o It was also requested to amend line 50 to include “and residents” after employees. As well as line 52 to strike the word future and replace it with County. So that the full Vision statement would read: “Sheboygan County empowers employees and residents to thrive through resilience, collaboration, and a solution-focused mindset, building a stronger County together.

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

- Requested approval of Resolution No. ____ Re: Adoption of 401(a) Retirement Plan for Sheriff’s Department Deputies. A motion to approve was made by Supervisor Nennig. Supervisor Ellis seconded the motion. Motion carried.
- Provided updates and comments regarding the following:
 - o All Employee Summit
 - o HR Marketing Project Update
 - o Deferred Compensation Program
 - o Employee Assistance Program
 - o Tyler Munis Project Update

A motion to approve the vouchers was made by Supervisor Wegner. Supervisor Ellis 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 October 27, 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 3:27 PM.

David Loomis
Recording Secretary

Char Nennig
Secretary

REQUEST FOR CHANGE IN DEPARTMENTAL TABLE OF ORGANIZATION

Department: Rocky Knoll Health Care Center	
Request Date: 10/14/25	Effective Date: 11/16/25

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
2nd Shift Supervisor	1.0		1.0	2.0		2.0
3rd Shift Supervisor	0.0		0.0	1.0		1.0
MDS Nurse	0.0		0.0		.6	.6
Nursing Health Unit Coordinator	0.0		0.0	1.0		1.0
TOTALS						4.6

RATIONALE

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

In response to continued high use of agency staff on 2nd shift and 3rd shift we would like to add a second and third shift supervisor to assist with supervision.

A part-time MDS nurse will assist with the increased Medicare and Medicaid documentation needed for accurate reimbursement.

A Health Unit Coordinator to assist the supervisors and admissions on the second shift will assist the supervisors and nursing 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 the HR Director regarding pay grades.)

2nd/3rd Shift Supervisor - pay grade 170

MDS Nurse - pay grade being determined by HR Director/McGrath

Nursing HUC - pay grade 110

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>
2nd Shift Supervisor	9,497.00	136,533.00	Wages and revenue from increased census over budgeted census
3rd Shift Supervisor	9,497.00	136,533.00	Wages and revenue from increased census over budgeted census
MDS Nurse	5,699.00	90,714.00	Wages and revenue from increased census over budgeted census
Nursing HUC	6,225.00	90,714.00	Wages and revenue from increased census over budgeted census

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 wages and benefits for these positions are factored into the 2026 Rocky Knoll Budget

ACTION TAKEN

Department Head Signature

Date: 10/15/25

Liaison Committee Signature

Date: 10/16/2025

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: Health and Human Services - Division of Public Health	
Request Date: 10/15/25	Effective Date: 11/10/25

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
Public Health Nurse	6	1	6.7	5	1	5.7
Health Educator	3	0	3	4	0	4
TOTALS	9	1	9.7	9	1	9.7

RATIONALE

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

Currently have 3 vacant nursing positions - based on current staffing patterns and needs of the division, would like to transition one of the three vacancies to a Health Educator role. This position would allow us to transition some Sheb Co Activity and Nutrition Action team work from the WIC Supervisor to the Health Educator. Currently WIC is averaging over 200 new clients a month at this time (109%) of the caseload. This change will allow us to balance the work on the plate of the WIC supervisor and also transition work from existing PHN plates.

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 the HR Director regarding pay grades.)

The Health Educator Position would replace a vacant nursing position moving the position from a pay grade of 140 to 145. The position would act as the lead of the SCAN Action Team and Health Aging Alliance and will assist with Disease Investigation.

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
Health Educator	\$8,255	\$99,067	Grants and tax levy already budgeted.

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 _____

Walt Whitlatch

Date: 10-16-25

Liaison Committee Signature _____

Carl A. Boney

Date: 10/21/25

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.

Rev. 07/2023

VACANT POSITION REQUEST

(To be completed for all vacant positions)

Date: 10/15/25

From: Matthew Strittmater

Position Request:

Position Title: Health Educator

DBM: 140

Reason for Vacancy: Retirement of previously vacant Public Health Nurse position

Justification for Filling Position:

The Health Educator Position would replace a vacant nursing position moving the position from a pay grade of 140 to 145. The position would act as the lead of the SCAN Action Team and Health Aging Alliance and will assist with Disease Investigation.

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 ☐

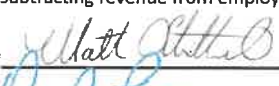
If not, please state the amount over budget as well as the proposed source of funds: [Click here to enter text.](#)

Cost:

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

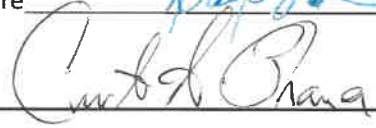
Wages	Benefits	Total
\$62,067.20-\$72,924.80	\$37,823 - \$39,393	\$101,460-\$112,317

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

County Administrator/Department Head Signature  Date: 10-16-25

Human Resources Director Signature  Date: 10/16/2025

If position changed:

Liaison Committee Signature  Date: 10/21/25

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