NOTICE OF MEETING

HUMAN RESOURCES COMMITTEE
November 9, 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 – October 26, 2026

Veterans Services Officer, Craig Stewart
- Consideration of a change to the Veteran Services Table of Organization
- Consideration of Vacant Position Request

Sheriff, Matt Spence
- Consideration of reclassification of the Criminal Investigations Division (CID) leadership contingent on Law Committee approval

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

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.

Posted November 6, 2026 at 3:00 PM

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.

Posted November 6, 2026 at 3:00 PM

SHEBOYGAN COUNTY HUMAN RESOURCES COMMITTEE
MEETING MINUTES

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

October 26, 2026 **Called to Order: 3:30 PM** **Adjourned: 4:06 PM**

MEMBERS PRESENT: Chair Wendy Schobert (arrived 3:33PM), Vice Chair Henry Nelson (arrived 3:43PM), Secretary Christian Ellis, Member(s) Stephanie Arndt, Char Nennig

Remote: None

MEMBERS ABSENT: None

ALSO PRESENT: **In Person:** Judy Nelson, Bryan Olson, Matt Strittmater, Sarah Mueller, Dave Loomis

Remote: None

Secretary Ellis called the meeting to order at 3:30 PM, in Conference Room 302 of the Administration Building. Secretary Ellis confirmed the meeting was posted October 22, 2026 at 4:00 PM, in compliance with the open meeting law.

A motion to approve the meeting minutes of the September 28, 2026 meeting was made by Supervisor Nennig. Supervisor Arndt seconded the motion. Motion carried.

Health & Human Services Director, Matt Strittmater

- Requested approval of a change to the Health & Human Services Table of Organization. A motion to approve was made by Supervisor Nennig. Supervisor Nennig seconded the motion. Motion carried.
- Requested approval of a change to the After Hours On-Call Policy. A motion to approve was made by Supervisor Nennig. Supervisor Arndt seconded the motion. Motion carried.

Transportation Director, Bryan Olson

- Requested approval of a change to the Table of Organization contingent on Transportation Committee approval. A motion to approve was made by Supervisor Nennig. Supervisor Ellis seconded the motion. Motion carried.

Human Resources Director, Dave Loomis

- Requested approval of changes to policy 312 - Vacation.. A motion to approve was made by Supervisor Nennig. Supervisor Ellis seconded the motion. Motion carried.
- Requested approval of the creation of policy 911 - Support for Employees Impacted by Domestic and Sexual Violence. A motion to approve was made by Supervisor Nennig. Supervisor Ellis 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 Nelson 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 November 9, 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 Ellis. Supervisor Nelson seconded the motion. Motion carried with adjournment at 4:06 PM.

David Loomis
Recording Secretary

Christian Ellis
Secretary

REQUEST FOR CHANGE IN DEPARTMENTAL TABLE OF ORGANIZATION

Department: Veterans Services	
Request Date:11/03/2026	**Effective Date: 01/01/2027**

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
Director / CVSO	1		1.0	1		1.0
Assistant CVSO/Benefit Specialist	2		2.0	2		2.0
Receptionist	0		0	0	1	0.6
TOTALS						

RATIONALE

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

The addition of a part-time Receptionist is requested to address sustained increases in customer demand within the Veterans Service Office. Office traffic increased significantly in 2025 and continued to rise in 2026, with a 19% increase during the first half of 2026 compared to the same period in 2025. Over 80% of customer interactions are unscheduled, requiring accredited staff to routinely interrupt claims development and advocacy work to perform reception and administrative duties.

This position will provide dedicated front-desk and administrative support, improve customer service, and allow accredited staff to focus on securing federal benefits for veterans and their families. The requested position is supported with funding available in the department's 2027 budget.

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.)

Part-Time Receptionist – Proposed Pay Grade 105

This position will provide front-desk and administrative support for the Veterans Service Office, including greeting and assisting veterans and their families, answering and directing calls, scheduling appointments, processing intake documentation, maintaining client records, and assisting with general clerical duties. The position will serve as the primary point of contact for visitors, allowing accredited Veterans Service Officers to dedicate more time to claims development, benefits assistance, and advocacy.

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*
Receptionist	N/A	52,389	Levy

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: 10/28/26

Liaison Committee Signature William Joe Roy Date: 11/3/26

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

SHEBOYGAN COUNTY
VACANT POSITION REQUEST FORM

DATE:	11/3/2026		
DEPT HEAD NAME:	Craig Stewart		
POSITION TITLE:	Receptionist		
POSITION CONTROL NUMBER:		**No. Needed?**	No
PAY GRADE:	105		
REASON FOR VACANCY:	New Position		

JUSTIFICATION FOR FILLING POSITION

This position will provide dedicated front-desk and administrative support, improve customer service, and allow accredited staff to focus on securing federal benefits for veterans and their families. The requested position is supported with funding available in the department's 2027 budget.

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.

COST

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

WAGE	BENEFIT	TOTAL
$22,526.00	$29,863.00	$52,389

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

County Administrator/ Department Head : _____ Date: 10/28/26

Human Resources: _____ Date: 10/28/2026

If position changed:

Liasion Committee: _____ Date: 11/3/26

HR Committee: _____ Date: _____

SHEBOYGAN COUNTY

Human Resources Department
508 New York Avenue
Sheboygan, WI 53081-4126

MEMORANDUM

TO: Human Resources Committee and Law Committee

FROM: Matt Spence, Sheriff and David Loomis, Human Resources Director

DATE: November 10, 2026

SUBJECT: Proposed Reclassification of Criminal Investigations Division Sergeant and Lieutenant

We recommend reclassifying the Criminal Investigations Division (CID) Sergeant and Lieutenant positions upward by one pay grade, effective upon approval, to recognize their leadership responsibilities and maintain appropriate compensation separation between Detectives and the positions responsible for supervising them.

Position	Current Pay Grade	Proposed Pay Grade
CID Sergeant	160	165
CID Lieutenant	165	170

Background

The CID Sergeant position was vacant when the County's compensation study was completed. Since that time, the Sheriff's Office has determined that the Division's workload requires filling this existing vacancy. Restoring this supervisory capacity makes it necessary to evaluate how the compensation structure functions across all three levels: Detective, Sergeant, and Lieutenant.

Detectives receive higher compensation than Patrol positions in recognition of their investigative responsibilities. The compensation structure for CID leadership should similarly reflect the responsibilities of overseeing this specialized work, while providing meaningful progression for employees who accept supervisory and management accountability.

Business Case

Align compensation with responsibility. CID leadership must provide oversight of investigative work while carrying additional responsibility for employee performance, workload prioritization, and operational accountability. The proposed grades recognize this combination of specialized

responsibilities and leadership expectations. The justification rests on the work assigned to these positions and their relationship within the Division; filling a vacancy alone would not justify reclassification.

Maintain appropriate supervisory pay separation. When compensation for supervisory positions is too close to that of the employees they supervise, the financial incentive to assume greater responsibility becomes limited. Moving the Sergeant to Grade 165 would better distinguish that position from the Detective roles. Moving the Lieutenant to Grade 170 would preserve a corresponding distinction between the Division's supervisory and management levels.

Support recruitment, retention, and succession planning. Filling the Sergeant vacancy provides an opportunity to strengthen day-to-day supervision and develop future leadership. A compensation structure that appropriately recognizes increased accountability supports the County's ability to attract qualified candidates and encourages experienced investigative employees to consider advancement.

Maintain consistency with the County's compensation philosophy. The County's Point Factor framework is intended to support market competitiveness, internal equity, and compensation aligned with job responsibilities. This proposal follows the same principle reflected in prior compensation work: pay relationships should recognize meaningful differences in responsibility and avoid unnecessary compression. Routine market and performance adjustments serve different purposes and do not, by themselves, resolve an underlying classification concern.

Requested Action

Approve the proposed reclassification of the CID Sergeant from Grade 160 to Grade 165 and the CID Lieutenant from Grade 165 to Grade 170, with implementation following completion of the classification documentation and confirmation of funding.

These targeted adjustments would support the Division's operational needs, strengthen its leadership pipeline, and establish a more appropriate compensation relationship between investigative employees and their leadership.