

NOTICE OF MEETING

HUMAN RESOURCES COMMITTEE November 10, 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 27, 2025

Transportation Director, Bryan Olson

- Consideration of change to the Table of Organization
- Consideration of Out of Cycle Pay Adjustments (5)

Deputy County Administrator, Emily Stewart

- Consideration of change to the Finance Table of Organization contingent on Finance Committee approval
- Consideration of Vacant Position Request - Office Coordinator contingent on Finance Committee approval

Human Resources Director, Dave Loomis

- Consideration of Policy 105 - Photo Identification Badge Policy
- 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.

Posted November 7, 2025 at 1:00 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.

**SHEBOYGAN COUNTY HUMAN RESOURCES COMMITTEE
MEETING MINUTES**

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

October 27, 2025

Called to Order: 2:30 PM

Adjourned: 2:59 PM

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

Remote: None

MEMBERS ABSENT: None

ALSO PRESENT: **In Person:** Kayla Clinton, Matt Strittmater, Dave Loomis

Remote: None

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 24, 2025 at 10:00 AM, in compliance with the open meeting law.

A motion to approve the minutes of the October 14, 2025 meeting was made by Supervisor Wegner. Supervisor Nennig 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 Nonhof seconded the motion. Motion carried.
- Requested approval of an Out of Cycle Pay Adjustment. A motion granting approval was made by Supervisor Nennig. Supervisor Ellis seconded the motion. Motion carried.
- Requested approval of an Out of Cycle Pay Adjustment. A motion granting approval 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 Nonhof seconded the motion. Motion carried.
- Requested approval of a Vacant Position Request for Health Educator. A motion to approve was made by Supervisor Wegner. Supervisor Ellis seconded the motion. Motion carried.
- Requested approval of three (3) Out of Cycle Pay Adjustments. A motion granting approval was made by Supervisor Nennig. Supervisor Ellis seconded the motion. Motion carried.

Human Resources Director, Dave Loomis

- Provided updates and comments regarding the following:
 - Tyler Munis Project Update
 - Labor relations activities.

A motion to approve the vouchers was made by Supervisor Wegner. Supervisor Nennig 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 November 10, 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 2:59 PM.

David Loomis

Recording Secretary

Char Nennig

Secretary

REQUEST FOR CHANGE IN DEPARTMENTAL TABLE OF ORGANIZATION

Department: Transportation - Highway	Date: 11/3/2025
Effective Date of Change:	10/5/2025

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		
Office Coordinator	1			1		
Accounting Technician	1			1		
Administrative Assistant	1			1		
Highway Superintendent	2			2		
Surveyor / Highway Engineer	1			1		
Assistant Surveyor	1			1		
Highway Supervisors	4			4		
Shop Supervisor	1			1		
Highway Foremen	6			6		
Mechanic / Welder / Fabricator	5			5		
Highway Operator / Inventory Technician	71			71		
Highway Operator / Casual		9			8	
Mechanic / Casual		0			1	
Limited Term Employee (Summer Student)		6			6	
Limited Term Employee (Winter Student)		2			2	
TOTALS		8	103		8	103

NEW POSITIONS CREATED

We will be removing one Highway Operator / Casual Position and reallocating it to a Mechanic / Casual Position.

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-Annu al</i>	<i>Source of Funds</i>
Highway Operator / Casual	\$993	\$3,972	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.
Mechanic / Casual			

RATIONALE

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

We would like to update our Table of Organization. One of our Highway Operators, who has been functioning as a Mechanic since he started six years ago, will now be officially reclassified as a Mechanic/Casual position. This change will accurately reflect his current role and responsibilities.

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: 10/31/2025

Liaison Committee Signature:



Date: 11-3-25

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.

REQUEST FOR CHANGE IN DEPARTMENTAL TABLE OF ORGANIZATION

Department: Finance	
Request Date: 11/12/2025	Effective Date: 11/13/25

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
Sr. Administrative Assistant	1		1	0		0
Office Coordinator	0		0	1		1
TOTALS	1		1	1		1

RATIONALE

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

Over time, the historical role of the Administrative Assistant position has evolved based on needs within the Finance Department. Typical administrative duties have become more limited in scope as technology has improved efficiency in these tasks for the rest of the team. As such, the best fit to maximize the value of this role is to re-structure it so that the individual in the position can also provide backup payroll support. Additionally, it would allow for potential retention of an employee in a project position.

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.)

The net result of this change is zero. An existing position is being restructured into a new position to more closely align with job duties essential to the position.

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>
Office Coordinator	\$4,834	\$58,011	Offset by consolidation of positions

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 Jeremy Fetterer

Date: 10/31/2025

Liaison Committee Signature _____

Date: _____

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.



SHEBOYGAN COUNTY VACANT POSITION REQUEST FORM

DATE: 11.12.2025
DEPT HEAD NAME: Jeremy Fetterer (Deputy Finance Director)
POSITION TITLE: Office Coordinator
POSITION CONTROL NUMBER: **No. Needed?**
PAY GRADE: 130
REASON FOR VACANCY: Re-alignment of existing position; prior employee departed

JUSTIFICATION FOR FILLING POSITION

This position is a restructuring of an existing position to better align with the evolving needs of the Finance Department. It is needed to manage the administrative duties of the Department; also, it has been determined that having a backup individual for certain A/P and A/R tasks, as well as a backup for processing payroll, is necessary.

STAFFING CONSIDERATION:

Department has considered all alternate options as it relates to overall staffing 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
\$58,011	\$11,801	\$69,812

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

**County
Administrator/
Department
Head :**

Jeremy Fetterer

Date: 10.31.2025

**Human
Resources:**

[Signature]

Date: 11/7/2025

If position changed:

Liasion

Committee:

Date:

HR

Committee:

Date:

105 - Photo Identification Badge Policy

Purpose:

To maintain security, professionalism, and accurate identification of County employees through the use of photo identification badges.

Policy:

All County employees are issued a photo identification (ID) badge for identification and access purposes. The following standards and responsibilities apply:

1. Photo Standards

- Photos used for ID badges must be a **professional-appearing headshot or similar photo**.
- No props, hats, sunglasses, or other accessories are permitted unless required for religious or medical reasons.
- The photo must accurately represent the employee to whom the badge is issued.
- Filters or digital enhancements that alter appearance are not allowed.
- If an employee does not have an appropriate photo available, the **Human Resources Department can take a suitable photo** for badge purposes.

2. Badge Updates

- ID badges must be updated when a significant change in appearance occurs and no less frequently than every five (5) years.

3. Employee Responsibility

- Employees are responsible for the care and safekeeping of their County-issued ID badge.
- Lost badges must be reported immediately to the employee's Supervisor and the Human Resources Department.
- A replacement fee of **\$5.00** will be charged for lost badges.
- No charge will apply if the old badge is returned, even if damaged.
- If a badge is stolen and the investigation confirms the employee was maintaining it appropriately, no replacement fee will be assessed.

4. Separation of Employment

- Employees must return their ID badge to Human Resources upon separation from County employment