

SHEBOYGAN COUNTY HUMAN RESOURCES COMMITTEE MINUTES

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

November 14, 2022

Called to Order: 3:30 PM

Adjourned: 4:55 PM

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

ALSO PRESENT: **In Person:** County Board Chair Vern Koch, County Administrator Adam Payne, Interim Co-Human Resources Director Alayne Krause, County Clerk Jon Dolson, Transportation Director Greg Schnell, Information Technology Director Chris Lewinski, Planning and Conservation Director Aaron Brault, Health and Human Services Director Matt Strittmater, Victim Witness Program Supervisor Ryan McRoberts
Remote: Rocky Knoll Administrator Kayla Clinton

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 November 10, 2022 at 4:45 PM, in compliance with the open meeting law.

A motion to approve the minutes of October 24, 2022 as presented was made by Supervisor Ellis. Supervisor Donovan seconded the motion. Motion carried.

On behalf of District Attorney Joel Urmanski, Victim Witness Program Supervisor Ryan McRoberts requested approval for the Vacant Position Request for Administrative Manager. A motion was made by Supervisor Wegner granting approval. Supervisor Nonhof seconded the motion. Motion carried.

Planning and Conservation Director Aaron Brault requested approval for the Vacant Position Request for Limited Term Employees. A motion was made by Supervisor Wegner granting approval. Supervisor Donovan seconded the motion. Motion carried.

Rocky Knoll Administrator Kayla Clinton requested approval for a Pay Policy Exception Request. A motion was made by Supervisor Nonhof granting approval for up to six months, starting from when the responsibilities were assumed. Supervisor Ellis seconded the motion. Motion carried.

Transportation Director Greg Schnell requested approval for Equity Adjustments for Certain Employees. A motion was made by Supervisor Nonhof granting approval. Supervisor Ellis seconded the motion. Motion carried.

Transportation Director Greg Schnell requested approval for Hiring an Employee Above the Midpoint of the Salary Range, contingent upon Transportation Committee approval. A motion was made by Supervisor Wegner granting approval. Supervisor Donovan seconded the motion. Motion carried.

Health and Human Services Director Matt Strittmater requested approval for Equity Adjustments for Certain Employees. A motion was made by Supervisor Ellis granting approval. Supervisor

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Donovan seconded the motion. Motion carried.

Health and Human Services Director Matt Strittmater requested approval for a Change in Table of Organization as it Relates to the 2023 Budget. A motion was made by Supervisor Ellis granting approval. Supervisor Nonhof seconded the motion. Motion carried.

Information Technology Director Chris Lewinski requested approval for an Equity Adjustment for the Lead Printer, contingent upon Finance Committee Approval. A motion was made by Supervisor Wegner granting approval. Supervisor Donovan seconded the motion. Motion carried.

County Clerk Jon Dolson requested approval for an Equity Adjustments for Assistants to the County Clerk, contingent upon Finance Committee Approval. A motion was made by Supervisor Wegner granting approval. Supervisor Nonhof seconded the motion. Motion carried.

County Administrator Adam Payne requested approval for Temporary Pay Adjustments for the Interim Finance Director and Interim Deputy Finance Director, contingent on Finance Committee Approval. A motion was made by Supervisor Nonhof granting approval. Supervisor Donovan seconded the motion. Motion carried.

Interim Co-Human Resources Director Alayne Krause reported on current Human Resources initiatives, including open enrollment, onsite flu vaccine clinics, annual performance evaluations, the 4th quarter wellness challenge, annual all management training, and the status of vacant positions.

Interim Co-Human Resources Director Alayne Krause reviewed the 3rd Quarter Variance Reports for the Human Resources Department and Employee Benefits Budgets.

Interim Co-Human Resources Director Alayne Krause requested approval for an Exception to the Donation of Benefit Time Policy. A motion was made by Supervisor Wegner granting approval. Supervisor Donovan seconded the motion. Motion carried.

Interim Co-Human Resources Director Alayne Krause requested approval for an Extended Leave of Absence. A motion was made by Supervisor Wegner granting approval. Supervisor Ellis seconded the motion. Motion carried.

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

A motion to adjourn was made by Supervisor Wegner. Supervisor Donovan seconded the motion. Motion carried with adjournment at 4:55 PM.

Alayne Krause
Recording Secretary

Christian Ellis
Secretary