NOTICE OF MEETING

HUMAN RESOURCES COMMITTEE
November 23, 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 – November 9, 2026

Rocky Knoll Health Care Center Deputy Administrator, Mandy Kohal
- Consideration of Wage Approval for Experienced Nursing Department Hires
- Consideration of Nursing Staff Trainer Incentive Pay

County Administrator, Alayne Krause
- Consideration of Out of Cycle Adjustment
- Consideration of Out of Cycle Adjustment contingent on PRAE Committee approval.

Human Resources Director, Dave Loomis
- Consideration of Change to Policy 805 - Internet, Social Media and Artificial Intelligence
- Consideration of Change to Policy 311 - Sick Hours Accrual Effective 1/1/2027
- Consideration of Elimination of Policy 307 - Income Protection Effective 12/31/2027
- Consideration of Creation of Policy 307 - Short Term Disability Effective 1/1/2027
- 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 Wendy Schobert

Posted November 20, 2026 at 3:30 PM

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

Posted November 20, 2026 at 3:30 PM

SHEBOYGAN COUNTY HUMAN RESOURCES COMMITTEE
MEETING MINUTES

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

November 9, 2026 **Called to Order: 3:30 PM** **Adjourned: 3:59 PM**

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

Remote: None

MEMBERS ABSENT: None

ALSO PRESENT: **In Person:** Judy Nelson, Corey Norlander, Matt Spence, Craig Stewart, Dave Loomis

Remote: None

Chair Schobert called the meeting to order at 3:30 PM, in Conference Room 302 of the Administration Building. Secretary Ellis confirmed the meeting was posted November 6, 2026 at 3:00 PM, in compliance with the open meeting law.

A motion to approve the meeting minutes of the October 26, 2026 meeting was made by Supervisor Nelson. Supervisor Nennig seconded the motion. Motion carried.

Veterans Services Officer, Craig Stewart

- Requested approval of a change to the Veterans Services Table of Organization. A motion to approve was made by Supervisor Ellis. Supervisor Nennig seconded the motion. Motion carried.
- Requested approval of a Vacant Position Request. A motion to approve was made by Supervisor Ellis. Supervisor Nelson seconded the motion. Motion carried.

Sheriff, Matt Spence

- Requested approval of a reclassification of the Criminal Investigations Division (CID) leadership. A motion to approve was made by Supervisor Nennig. Supervisor Ellis seconded the motion. Motion carried.

Human Resources Director, Dave Loomis

- Provided updates and comments on the activities of the Human Resources Department.

A motion to approve the vouchers was made by Supervisor Arndt. Supervisor Nennig 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 23, 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 Arndt. Supervisor Nennig seconded the motion. Motion carried with adjournment at 3:59 PM.

David Loomis
Recording Secretary

Christian Ellis
Secretary

805 – INTERNET, SOCIAL MEDIA AND ARTIFICIAL INTELLIGENCE

Internet

Internet access is provided to employees as a resource to perform their jobs more effectively and efficiently and as such, may be monitored by authorized personnel.

Permissible uses of the internet at the County include:

- disseminating information to the public;
- improving communications with the public;
- attending virtual meetings;
- maintaining currency on professional standards, regulations, and training; and
- conducting research and analysis for work related projects.

Non-permissible uses of the internet at the County include:

- accessing web sites that are not work related;
- accessing a web site where a fee is charged without the explicit consent of an employee's supervisor or a department head;
- accessing or distributing sexually explicit, pornographic or other indecent or obscene material;
- streaming audio or video (including but not limited to Pandora and Netflix) that is not work related; or
- violating copyright and trademark laws and regulations.

Web Page Maintenance

The accuracy and currency of information is critical to the utility of the Sheboygan County website. Departments should keep their webpages updated and review them on a regular basis. The Information Technology Department will assist departments with complex changes. In the event a department receives a third-party complaint that content created, displayed or published on a county webpage is libelous, or infringes or violates a third-party's privacy rights, such content shall be immediately removed after being preserved for record retention purposes. The complaint shall then be forwarded to a supervisor or department head for further evaluation and potential consultation with corporation counsel.

Social Media

Any creation or use of County-sponsored social media must comply with the Sheboygan County Social Media Policy available at S:\SheboyganCounty\Policies. Failure to comply with the Social Media Policy may result in discipline up to and including termination.

If an employee identifies himself or herself as a County employee through use of social media on a personal level, the employee's profile and any related content should be consistent with how the employee wishes to present himself or herself to colleagues, supervisors, and the public.

Artificial Intelligence

Recent developments in the field of artificial intelligence (AI) have generated much discussion on the role of AI within the workplace. Many questions have been raised about risks related to security, privacy, and ethical considerations. Because this field is quickly evolving, guidance is needed to help understand and evaluate these risks. The following are key points to understand:

- Sheboygan County does not have a contract or agreement for most AI tools or services. This means that standard security, privacy, and compliance provisions are not in place when using these technologies. As such, the downloading and/or installation of any such tools would be governed by Section 803 (Software) above.
- Generally, AI tools should only be used with County data that is publicly available, and employees should never disclose Protected Health Information (PHI), Personally Identifiable Information (PII), or other confidential Sheboygan County information while using unapproved third-party AI tools. However, employees are authorized to utilize Google's Gemini AI program through an enterprise-managed, County-owned Google account for work containing County confidential information, PII, or PHI. Employees may only use County confidential information, PII, or PHI within Gemini if they both have approved access to the applicable data and a legitimate business reason for using it.~~AI tools should only be used with County data that is publicly available. You should never disclose personal health information (PHI), personally identifiable information (PII) or other confidential Sheboygan County information while using AI tools.~~
- The use of Google Gemini with sensitive data is authorized due to the County's enterprise agreement with Google. Under this agreement, data shared through a County-owned Google account will not be used to train, fine-tune, or improve foundational machine learning or Large Language Models (LLMs) outside the County's domain without explicit permission. Further, interaction within an enterprise-managed Workspace account is not routed to human reviewers for labeling, rating, or model tuning. Consequently, confidential information remains strictly confidential and the property of Sheboygan County.
- AI tools can generate incomplete, incorrect, or biased responses, so any output should be closely reviewed and verified by a human. The individual using Gemini or any other AI tool is solely responsible for the final work product. Responsibility for any ~~such~~ flawed information or improper data handling will be borne by the person presenting or publishing it, and not the AI tool that generated it.
- AI-generated code should not be used for IT systems and services unless it is reviewed by a human and approved by the Information Technology Department.

- Any documents generated by AI (for example, meeting summaries or notes) are considered records and are subject to Sheboygan County's Record Retention and Disposition Schedule and all applicable policies and procedures regarding public records.

Risks in this area are both positive and negative. Since the potential benefits associated with responsible use of AI are significant, any decision on the use of AI must consider both the potential positive and negative impacts.

Any use of or implementation of artificial intelligence is subject to applicable county policies and standards, including the security review process. If you have questions about how to assess the above attributes for a given implementation of AI, please contact the Sheboygan County Service Desk via the portal available on your desktop or at servicedesk@sheboygancounty.com.

805 – INTERNET, SOCIAL MEDIA AND ARTIFICIAL INTELLIGENCE

Internet

Internet access is provided to employees as a resource to perform their jobs more effectively and efficiently and as such, may be monitored by authorized personnel.

Permissible uses of the internet at the County include:

- disseminating information to the public;
- improving communications with the public;
- attending virtual meetings;
- maintaining currency on professional standards, regulations, and training; and
- conducting research and analysis for work related projects.

Non-permissible uses of the internet at the County include:

- accessing web sites that are not work related;
- accessing a web site where a fee is charged without the explicit consent of an employee's supervisor or a department head;
- accessing or distributing sexually explicit, pornographic or other indecent or obscene material;
- streaming audio or video (including but not limited to Pandora and Netflix) that is not work related; or
- violating copyright and trademark laws and regulations.

Web Page Maintenance

The accuracy and currency of information is critical to the utility of the Sheboygan County website. Departments should keep their webpages updated and review them on a regular basis. The Information Technology Department will assist departments with complex changes. In the event a department receives a third-party complaint that content created, displayed or published on a county webpage is libelous, or infringes or violates a third-party's privacy rights, such content shall be immediately removed after being preserved for record retention purposes. The complaint shall then be forwarded to a supervisor or department head for further evaluation and potential consultation with corporation counsel.

Social Media

Any creation or use of County-sponsored social media must comply with the Sheboygan County Social Media Policy available at S:\SheboyganCounty\Policies. Failure to comply with the Social Media Policy may result in discipline up to and including termination.

If an employee identifies himself or herself as a County employee through use of social media on a personal level, the employee's profile and any related content should be consistent with how the employee wishes to present himself or herself to colleagues, supervisors, and the public.

Artificial Intelligence

Recent developments in the field of artificial intelligence (AI) have generated much discussion on the role of AI within the workplace. Many questions have been raised about risks related to security, privacy, and ethical considerations. Because this field is quickly evolving, guidance is needed to help understand and evaluate these risks. The following are key points to understand:

- Sheboygan County does not have a contract or agreement for most AI tools or services. This means that standard security, privacy, and compliance provisions are not in place when using these technologies. As such, the downloading and/or installation of any such tools would be governed by Section 803 (Software) above.
- Generally, AI tools should only be used with County data that is publicly available, and employees should never disclose Protected Health Information (PHI), Personally Identifiable Information (PII), or other confidential Sheboygan County information while using unapproved third-party AI tools. However, employees are authorized to utilize Google's Gemini AI program through an enterprise-managed, County-owned Google account for work containing County confidential information, PII, or PHI. Employees may only use County confidential information, PII, or PHI within Gemini if they both have approved access to the applicable data and a legitimate business reason for using it.
- The use of Google Gemini with sensitive data is authorized due to the County's enterprise agreement with Google. Under this agreement, data shared through a County-owned Google account will not be used to train, fine-tune, or improve foundational machine learning or Large Language Models (LLMs) outside the County's domain without explicit permission. Further, interaction within an enterprise-managed Workspace account is not routed to human reviewers for labeling, rating, or model tuning. Consequently, confidential information remains strictly confidential and the property of Sheboygan County.
- AI tools can generate incomplete, incorrect, or biased responses, so any output should be closely reviewed and verified by a human. The individual using Gemini or any other AI tool is solely responsible for the final work product. Responsibility for any flawed information or improper data handling will be borne by the person presenting or publishing it, and not the AI tool that generated it.
- AI-generated code should not be used for IT systems and services unless it is reviewed by a human and approved by the Information Technology Department.
- Any documents generated by AI (for example, meeting summaries or notes) are considered records and are subject to Sheboygan County's Record Retention and Disposition Schedule and all applicable policies and procedures regarding public records.

Risks in this area are both positive and negative. Since the potential benefits associated with responsible use of AI are significant, any decision on the use of AI must consider both the potential positive and negative impacts.

Any use of or implementation of artificial intelligence is subject to applicable county policies and standards, including the security review process. If you have questions about how to assess the above attributes for a given implementation of AI, please contact the Sheboygan County Service Desk via the portal available on your desktop or at servicedesk@sheboygancounty.com.