

NOTICE OF MEETING

HUMAN RESOURCES COMMITTEE
November 24, 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 – November 10, 2025

Rocky Knoll Health Care Center Administrator, Kayla Clinton

- Consideration of Pay Exception - Hire Above the Control Point

Health and Human Services Director, Matt Stritmater

- Consideration of Temporary Pay Adjustment

Human Resources Director, Dave Loomis

- Consideration of Establishing the Circuit Court Department
- Consideration of 2025 HR Budget Adjustment
- 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.

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

November 10, 2025

Called to Order: 2:30 PM

Adjourned: 2:57 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:** Emily Stewart, Bryan Olson, 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 November 7, 2025 at 1:00 PM, in compliance with the open meeting law.

A motion to approve the minutes of the October 27, 2025 meeting was made by Supervisor Wegner. Supervisor Nennig seconded the motion. Motion carried.

Transportation Director, Bryan Olson

- Requested approval of a change to the Table of Organization. A motion to approve was made by Supervisor Nennig. Supervisor Nonhof seconded the motion. Motion carried.
- Requested approval of five (5) Out of Cycle Pay Adjustments. A motion granting approval was made by Supervisor Ellis. Supervisor Wegner seconded the motion. Motion carried.

Deputy County Administrator, Emily Stewart

- Requested approval of a change to the Finance table of organization contingent on Finance Committee approval. Supervisor Ellis made a motion granting approval. Supervisor Nennig seconded the motion. Motion carried.
- Requested approval of a Vacant Position Request for Office Coordinator contingent on Finance Committee approval. A motion to approve was made by Supervisor Wegner. Supervisor Nonhof seconded the motion. Motion carried.

Human Resources Director, Dave Loomis

- Requested approval of Policy 105 - Photo Identification Badge Policy. A motion granting approval was made by Supervisor Ellis. Supervisor Wegner seconded the motion. Motion carried.
- Provided updates and comments regarding the following:
 - Tyler Munis Project Update
 - Manager Summit
 - Operationalization of the Mission, Vision and Values

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 24, 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 2:57 PM.

David Loomis
Recording Secretary

Char Nennig
Secretary



HUMAN RESOURCES DEPARTMENT

To: Human Resources Committee; Finance Committee
From: David Loomis, Human Resources Director
Date: November 24, 2025
Subject: Request for Budget Adjustment – Transfer of Funds from Personnel Expense to Operating Appropriation Unit

Purpose

The purpose of this memorandum is to request approval for a budget adjustment transferring **\$25,000** from the **Personnel Expense Appropriation Unit** to the **Operating Appropriation Unit (Purchased Services)**. This adjustment will allow us to utilize 2025 personnel savings to support a one-time employee and leadership development initiative.

Background

In anticipation of a 2026 cost-savings strategy, the Human Resources Department implemented a reduction in headcount in 2025. This action resulted in a **positive variance of more than \$35,000** in the Personnel Expense Appropriation Unit.

Given that these savings are attributable to intentional organizational changes and exceed current projected needs for the year, reallocating a portion of these funds is both fiscally responsible and aligned with the County's strategic priorities.

Request

We are requesting authorization to:

- **Transfer \$25,000 from the Personnel Expense Appropriation Unit**
→ to the **Operating Appropriation Unit (Purchased Services)**

This reallocation will fund a **one-time employee and leadership development initiative**, designed to strengthen organizational capacity, support employee engagement, and reinforce our long-term workforce development objectives.

Rationale

- The Personnel Expense unit currently reflects **more than \$35,000 in surplus**, sufficient to support this transfer without creating budgetary pressure.
 - Employee and leadership development is a critical priority identified in our HR strategic objectives and is essential to maintaining a high-performing, future-ready workforce.
 - Using existing year-to-date savings allows the County to make this investment **without increasing the overall budget**.
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Recommendation

Staff recommend approving the transfer of **\$25,000** from the Personnel Expense Appropriation Unit to the Operating Appropriation Unit to support this one-time development initiative.