

## **NOTICE OF MEETING**

### **HUMAN RESOURCES COMMITTEE December 8, 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 24, 2025

Rocky Knoll Health Care Center Administrator, Kayla Clinton

- Consideration of vacant position request contingent on Health Care Center Committee approval.

Transportation Director, Bryan Olson

- Consideration of out of cycle pay adjustment.

Building Services Director, Kevin Dulmes

- Consideration of change to the table of organization contingent on Property Committee approval.
- Consideration of vacant position request contingent on Property Committee approval.

Corporation Counsel, Crystal Fieber

- Discussion of creation of the Circuit Court Department

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

*Posted December 5, 2025 at 2:30 PM*

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 24, 2025**

**Called to Order: 2:30 PM**

**Adjourned: 3:31 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, Elizabeth Brennan, 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 21, 2025 at 4:00 PM, in compliance with the open meeting law.

A motion to approve the minutes of the November 10, 2025 meeting was made by Supervisor Wegner. Supervisor Nennig seconded the motion. Motion carried.

TRocky Knoll Health Care Center Administrator, Kayla Clinton

- Requested approval of a Pay Exception - Hire Above the Control Point. A motion to approve was made by Supervisor Nennig. Supervisor Nonhof seconded the motion. Motion carried.

Health & Human Services Director, Matt Strittmater

- Requested approval of a Temporary Pay Adjustment. Supervisor Nennig made a motion granting approval. Supervisor Nonhof seconded the motion. Motion carried.

Human Resources Director, Dave Loomis

- Requested approval of the Creation of the Circuit Court Department.. A motion granting approval was made by Supervisor Nennig. There was no second of the motion. No further action was taken.
- Requested approval of a 2025 HR Budget Adjustment. A motion to approve was made by Supervisor Ellis. Supervisor Wegner seconded the motion. Motion carried.
- Provided updates and comments regarding the following:
  - Benefits Open Enrollment
  - Tyler Munis Project

A motion to approve the vouchers was made by Supervisor Wegner. Supervisor Nonhof 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 December 8, 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 3:31 PM.

David Loomis  
Recording Secretary

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Char Nennig  
Secretary

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# Sheboygan County

## VACANT POSITION REQUEST

(To be completed for all vacant positions)

Date: 12/03/2025

To:

From:

**Position Request:**

Position: MDS

Reason for Vacancy: New Position

**Justification:**

**Staffing Consideration:**

Department has considered all alternate options as it relates to overall staff needs? Yes ☐ No ☐

**Budget Consideration:**

Is this position within the Department's annual operation budget? Yes ☒ No ☐

If not, please state the amount over budget as well as the proposed source of funds: [Click here to enter text.](#)

**Costs:**

The annual costs associated with the position (current year's wage & benefit rates):

Wages	Benefits	Total
\$55,377.00	\$35,337.00	\$90,714.00

(Note: Costs for health and dental benefits should be net costs, after subtracting revenue from employee contributions.)

County Administrator/Department Head Signature Kayla Clinton Date: 12/3/25

Human Resources Director Signature [Signature] Date: 12/03/2025

Liaison Committee Signature \_\_\_\_\_ Date: \_\_\_\_\_

Human Resources Committee Signature \_\_\_\_\_ Date: \_\_\_\_\_

Form Process:

1. County Administrator/Department Head completes VPR.
2. County Administrator/Department Head refers to Human Resources Director for approval.
3. County Administrator/Department Head presents VPR to Liaison Committee for approval/signature.
4. County Administrator/Department Head forwards VPR to HR for Human Resources Committee approval/signature (*Salaried Positions Only.*)
5. HR begins recruitment process.

01/2021



## VACANT POSITION REQUEST

(To be completed for all vacant positions)

**Date:** 12/1/2025

**From:** Kevin Dulmes

**Position Request:**

Position Title: Facility Maintenance Assistant

Pay Grade: 115

Reason for Vacancy: New Position

**Justification for Filling Position:**

Reducing LTE position from three to two, to allow for more consistent work throughout the year.

**Staffing Consideration:**

Department has considered all alternate options as it relates to overall staff needs? Yes ☒ No ☐

**Budget:**

Is this position within the Department's annual operating budget? Yes ☒ No ☐

If not, please state the amount over budget as well as the proposed source of funds: [Click here to enter text.](#)

**Cost:**

**The annual costs associated with the position (current year wage & benefit rates):**

Wages	Benefits	Total
\$22,000	\$1,768	\$23,768

(Note: Costs for health and dental benefits should be net costs, after subtracting revenue from employee contributions.)

County Administrator/Department Head Signature  Date: 12-1-25

Human Resources Director Signature  Date: 12/2/2025

*If position changed:*

Liaison Committee Signature \_\_\_\_\_ Date: \_\_\_\_\_

Human Resources Committee Signature \_\_\_\_\_ Date: \_\_\_\_\_

Form process if no change to the position:

1. County Administrator/Department Head completes VPR Form and refers form to Human Resources Director for approval.
2. HR Department begins recruitment process.

Form process if position changed:

1. County Administrator/Department Head discusses proposed changes with Human Resources Director.
2. County Administrator/Department Head completes VPR Form & TO Change Form and refers forms to Human Resources Director for approval.
3. County Administrator/Department Head presents VPR & TO Change Forms to Liaison Committee for approval.
4. County Administrator/Department Head presents VPR & TO Change Forms to Human Resources Committee for approval
5. HR Department begins recruitment process.

07/2023