

NOTICE OF MEETING

HUMAN RESOURCES COMMITTEE
December 11, 2023 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/rma-uxpu-bhz>

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 27, 2023

Deputy Finance Director, Jeremy Fetterer

- Consideration of Change to the Table of Organization contingent on Finance Committee approval
- Consideration of Vacant Position Request contingent on Finance Committee approval

Transportation Director, Bryan Olson

- Consideration of Table of Organization Change
- Consideration of Salary Adjustment Above Midpoint

Human Resources Director, Dave Loomis

- Consideration of HR Department Comp Time Policy

Human Resources Director, Dave Loomis

- Human Resources Department Updates and Comments

Review and Approve Vouchers

Approval of Attendance at Other Meetings or Functions

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 MINUTES

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

November 27, 2023

Called to Order: 3:30 PM

Adjourned: 4:11 PM

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

Remote: None

MEMBERS ABSENT: None

ALSO PRESENT: **In Person:** Alayne Krause, Matthew Strittmater, Sarah Mueller, Aaron Brault, Jim TeBeest, Kevin Dulmes and Dave Loomis

Remote: None

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 22, 2023 at 1:00 PM, in compliance with the open meeting law.

A motion to approve the minutes of November 13, 2023 as presented was made by Supervisor Wegner. Supervisor Donovan seconded the motion. Motion carried.

Health & Human Services Director, Matthew Strittmater and Social Services Manager Sarah Mueller requested approval to modify the After Hours Reimbursement for Child Protective Services and Youth Justice Services. A motion was made by Supervisor Wegner granting approval. Supervisor Ellis seconded the motion. Motion carried.

Planning & Conservation Director, Aaron Brault requested approval for a Table of Organization change. A motion was made by Supervisor Wegner granting approval. Supervisor Nonhof seconded the motion. Motion carried.

Planning & Conservation Director, Aaron Brault requested approval of two (2) Vacant Position Requests in support of the previously approved Table of Organization changes. A motion was made by Supervisor Wegner granting approval. Supervisor Donovan seconded the motion. Motion carried.

Building Services Director, Jim TeBeest and Building Services Assistant Director, Kevin Dulmes requested approval of a promotion. A motion was made by Supervisor Wegner granting approval. Supervisor Ellis seconded the motion. Motion carried.

Human Resources Director David Loomis provided an update on annual open enrollment, and the upcoming all-employee summit.

A motion to approve the vouchers was made by Supervisor Ellis. Supervisor Nonhof seconded the motion. Motion carried.

A motion to adjourn was made by Supervisor Wegner. Supervisor Ellis seconded the motion. Motion carried with adjournment at 4:11 PM.

David Loomis
Recording Secretary

Christian Ellis
Secretary

REQUEST FOR CHANGE IN DEPARTMENTAL TABLE OF ORGANIZATION

Department: Finance	
Request Date: 12/11/2023	Effective Date: 12/16/2023

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
Staff Accountant	1.0			0		
Accounting Clerk	0			1.0		
TOTALS	1.0			1.0		

RATIONALE

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

Due to realignment of duties within department, this position is being recast as an Accounting Assistant (Class Title). The position has historically been staffed with a Finance Analyst (Class Title). DBM changes from C42 to B22. This role supports general accounting processes within department.

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.)

N/A

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>
Accounting Assistant	\$2,315	\$60,150	Replaced Staff Accountant Position (gross cost including benefits)

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.

n/a

ACTION TAKEN

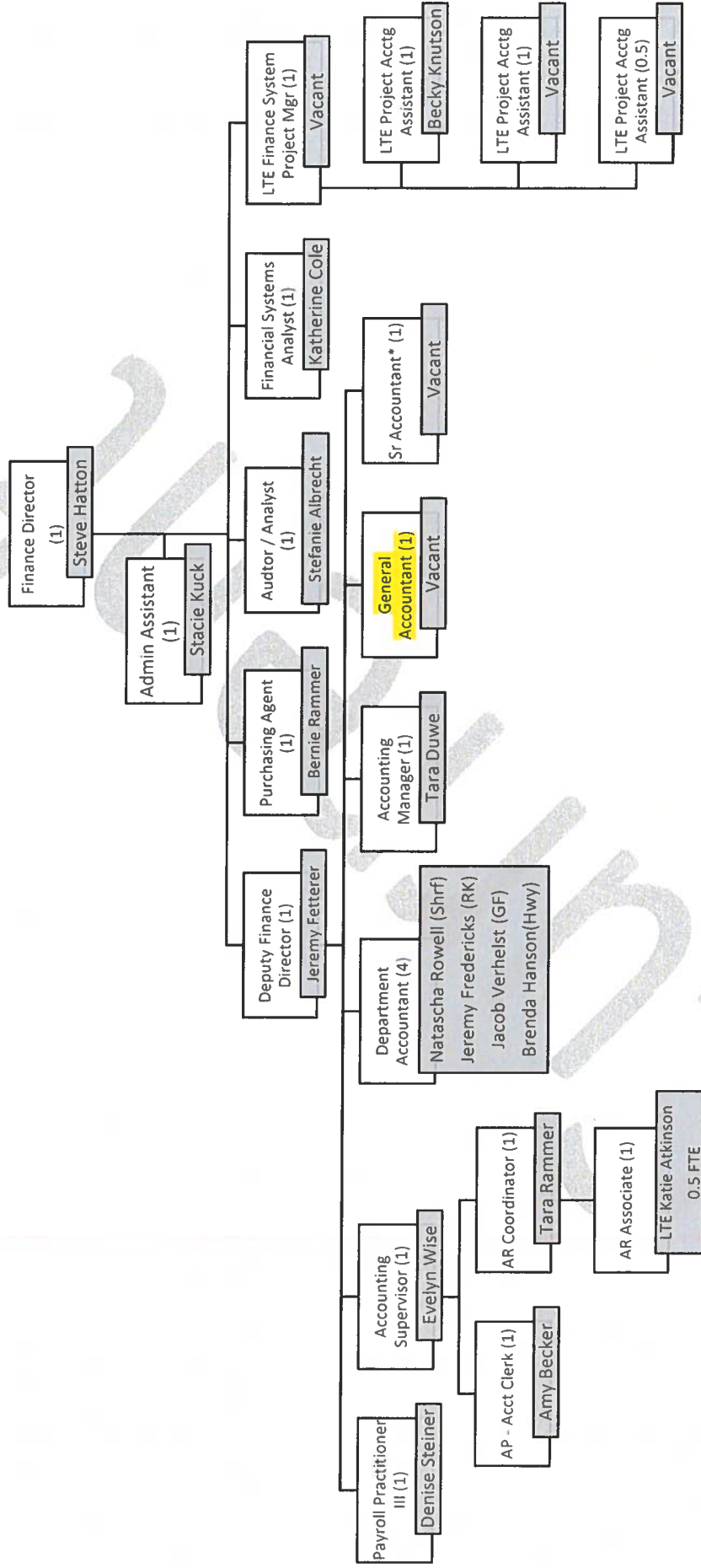
Department Head Signature  Date: 12-6-23

Liaison Committee Signature _____ Date: _____

Human Resources Committee Signature _____ Date: _____

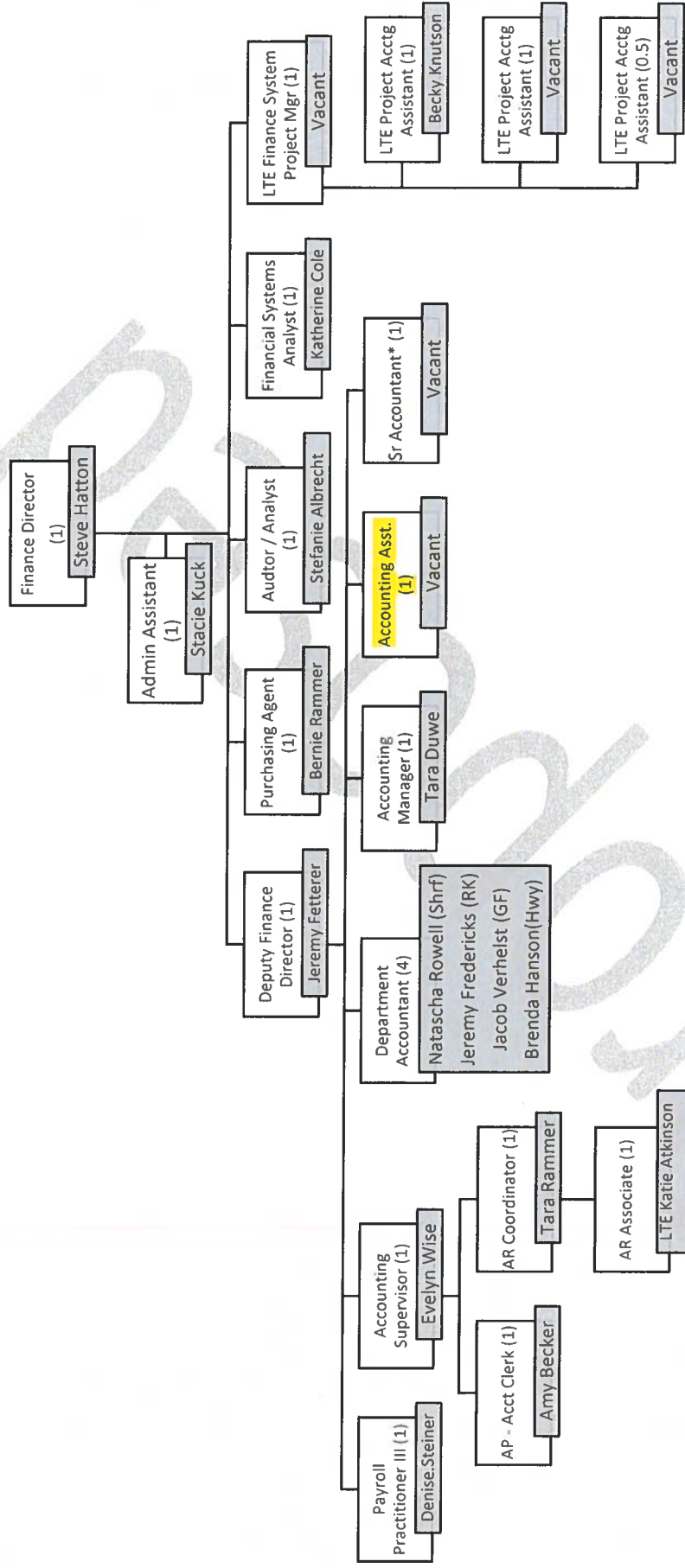
Form Distribution: After department head completes form, distribute to liaison committee with copy to Human Resources Director. After liaison committee approval, submit signed original to Human Resources Director.

Sheboygan County Finance Table of Organization



*Vacant Sr. Accountant position, create circa 2018, has never been filled and is not included in the 2023 or 2024 Budgets

Sheboygan County Finance Table of Organization



*Vacant Sr. Accountant position, create circa 2018, has never been filled and is not included in the 2023 or 2024 Budgets



WISCONSIN

VACANT POSITION REQUEST

(To be completed for all vacant positions)

Date: 12/11/2023

From: Steve Hatton, Finance Director

Position Request:

Position Title: Accounting Assistant

DBM: B22

Reason for Vacancy: Reassignment within department

Justification for Filling Position:

Duties have been realigned such that the staff accountant holding the General Accountant position has been realigned as a Department Accountant supporting different departments within the County organization. The vacated General Accountant is being refilled with an Accounting Assistant to support general accounting needs across the organization.

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: n/a

Cost:

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

Wages	Benefits	Total
42,650	17,500	60,150

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

County Administrator/Department Head Signature  Date: 12-6-23

Human Resources Director Signature  Date: 12/06/2023

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.

**REQUEST FOR CHANGE IN
DEPARTMENTAL TABLE OF ORGANIZATION**

Department: Transportation	Date: 12/3/2023
Effective Date of Change:	1/3/2024

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		
Senior Administrative Specialist	1			0		
Office Coordinator	0			1		
Accounting Assistant	1			1		
Senior Maintenance Manager	1			1		
Maintenance Manager	1			1		
Surveyor/Engineer	1			1		
Assistant Surveyor / Engineer	1			1		
Business Manager	.50			.50		
Maintenance Supervisor	11			11		
St Main Tech/Main Worker/Main Tech	76			76		
Casual		4			7	
TOTALS	94.5			94.5	7	

NEW POSITIONS CREATED

Office Coordinator: With consultation with the Human Resources Department, this position was reclassified to an Office Coordinator based on the duties that were being performed, but not within the job description.

The casual part time positions would be doing the same job duties as the rest of our employees; however, we would be utilizing their services during the whole year vs. just summer months. We normally would have hired these individuals as LTE – Summer Truck Drivers.

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.

Job Title	Cost-Rest	Cost-	Source of Funds
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	<i>of Year</i>	<i>Annual</i>	
Office Coordinator	N/A	\$2,800	Funding within the 2024 budget
Casual Part time – DBM 23	N/A	\$91,812 estimated cost per year	The money is already in the budget as we normally hire these individuals as LTE Summer employees.

RATIONALE

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

Office Coordinator: The position ultimately assists the Transportation Director in organizing and managing the day to day operations within the County Transportation Department and provides support to the managers with sensitive and confidential information.

Casual: We currently have 3 LTE Truck drivers (summer) that we would like to convert to casual status as they come back year after year. By converting them to casual status, we would be saving the county money. When we rehire these same individuals annually, we have to pay fees for background checks, drug & alcohol tests, and Federal Motor Carrier Safety Administration fees. This would also eliminate a lot of paperwork that is involved both from our department and Human Resources when an employee is hired. Also, by converting these individuals to casual status, we could utilize these employees during other times of the year when we become shorthanded (plowing).

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.

Casual: All of these employees are former highway department employees who have retired and would like to just work part time. All of these employees are already trained and willing to help the department all year long.

ACTION TAKEN

Department Head Determination: Approved Denied

Date: 12-5-2023

Signature:  _____

Liaison Committee Action: Approved Denied

Date: _____

Committee Chair: _____

Human Resources Committee: Approved Denied

Date: _____

Committee Chair: _____

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.



SHEBOYGAN COUNTY

Human Resources Department
508 New York Avenue
Sheboygan, WI 53081-4126

Memorandum

To: Members of the HR Committee
Alayne Krause, County Administrator

From: Dave Loomis, HR Director

RE: HR Department Comp Time Policy

Date: December 11, 2023

In order to clarify past practice and ensure alignment with Federal Law and County policy I am submitting the following the Comp Time Policy recommendation for the HR Department.

Eligibility: Non-exempt Employees of the Human Resources Department

Policy: Eligible employees who work in excess of 40 hours within a work week may choose to either be paid time and half for all hours worked over 40 or may bank this time at 1.5x the actual hours worked up to a maximum of 40 hours to be used at a later date within the current calendar year.

Banked time shall be paid out upon:

- The conclusion of the calendar year, on the first check of the following year.
- The termination of employment, on the employee's final check.
- Upon request of the employee and approval of the HR Director, on the next regular payroll check.

Rationale: The banking of comp time allows the employee and the department the flexibility to avoid the expense of overtime which is not typically budgeted for as a part of the department's annual operational budget. This is also a benefit that allows the employee to use comp time rather than other benefit time for future time off enabling them to carry over vacation time to future years.