

## NOTICE OF MEETING

### HUMAN RESOURCES COMMITTEE March 11, 2024 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 – February 26, 2024

Register of Deeds, Ellen Schleicher

- Consideration of Promotion Above the Midpoint

Clerk of Courts, Chris Koenig

- Consideration of Equity Adjustments

Human Resources Director, Dave Loomis

- Consideration of Ordinance No.\_\_\_\_ - Amending Certain Elected Officials' Salaries (County Clerk, Register of Deeds, and Treasurer)
- Human Resources 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.

*Posted March 8, 2024 at 12:00PM*

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

**February 26, 2024**

**Called to Order: 3:30 PM**

**Adjourned: 4:07 PM**

**MEMBERS PRESENT:** Chair Edward Procek, Vice Chair Tom Wegner, Secretary Christian Ellis  
Member(s) Kathleen Donovan, Carl Nonhof

**Remote:** None

**MEMBERS ABSENT:** None

**ALSO PRESENT:** **In Person:** Aaron Brault, Chad Broeren, Matthew Spence and Dave Loomis

**Remote:** Cory Roessler

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 February 23, 2024 at 2:00 PM, in compliance with the open meeting law.

A motion to approve the minutes of February 12, 2024 as presented was made by Supervisor Wegner. Supervisor Donovan seconded the motion. Motion carried.

Planning and Conservation Director, Aaron Brault requested approval of an equity adjustment. A motion was made by Supervisor Wegner granting approval. Supervisor Nonhof seconded the motion. Motion carried.

Sheriff, Cory Roessler requested approval of equity adjustments for sworn supervisors. A motion was made by Supervisor Nonhof granting approval. Supervisor Ellis seconded the motion. Motion carried.

Human Resources Director, David Loomis requested approval of a change to the Table of Organization of the Human Resources Department. A motion was made by Supervisor Donovan granting approval. Supervisor Ellis seconded the motion. Motion carried.

Human Resources Director, David Loomis requested approval of a Vacant Position Request. A motion was made by Supervisor Wegner granting approval. Supervisor Nonhof seconded the motion. Motion carried.

Human Resources Director, David Loomis requested approval of a budget adjustment contingent on Finance committee approval. A motion was made by Supervisor Donovan granting approval. Supervisor Ellis seconded the motion. Motion carried.

Human Resources Director, David Loomis provided an update regarding the Human Resources Department including, staffing of the department, preparations for the All Employee Summit scheduled for October, ongoing work on benefits, preparations for the new County Board member onboarding and an update on the compensation work being conducted.

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

There were no requests for approval of attendance at other meetings or functions.

A motion to adjourn was made by Supervisor Wegner. Supervisor Nonhof seconded the motion. Motion carried with adjournment at 4:07 PM.

David Loomis  
\_\_\_\_\_  
Recording Secretary

Christian Ellis  
\_\_\_\_\_  
Secretary

## REPORT ON ELECTED OFFICIALS' SALARIES

Pursuant to the provisions of Section 47.06 of the Sheboygan County Code of Ordinances, and with the support of the Human Resources Committee, we submit this report with our recommended salaries and benefits for elected officials for the terms beginning in January 2025.

Salaries. The annual salaries calculated under the terms of the ordinance, to be in effect throughout the entire term of each official, would be as follows:

<b>Position</b>	<b>2025</b>	<b>2026</b>	<b>2027</b>	<b>2028</b>
County Clerk	<b>\$83,543</b>	<b>\$86,049</b>	<b>\$88,630</b>	<b>\$91,289</b>
County Treasurer/Real Property Lister	<b>\$83,543</b>	<b>\$86,049</b>	<b>\$88,630</b>	<b>\$91,289</b>
Register of Deeds	<b>\$83,543</b>	<b>\$86,049</b>	<b>\$88,630</b>	<b>\$91,289</b>

Further details of calculations and salaries over past terms are stated in Addendum A.

Benefits. Benefits will be those granted to non-bargaining unit County employees for 2025, as listed on Addendum B.

Pursuant to Section 47.06(5) of the Code, the Board may approve the salaries and benefits as recommended herein, or may approve such other salaries and benefits for these officials as deemed appropriate.

Respectfully submitted this 19th day of March, 2024.

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Alayne Krause  
County Administrator

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David Loomis  
Human Resources Director

This report of the County Administrator and the Human Resources Director is submitted to the County Board.

## ADDENDUM A

### SALARY HISTORY AND CALCULATIONS

Section 47.06 of the Sheboygan County Code of Ordinances provides a method in which annual salaries of the elected officials are to be determined. These annual salaries shall not be modified during the term of office thereafter.

The current term of office for the County Clerk, County Treasurer/Real Property Lister, and Register of Deeds commenced in January of 2021. The percentage of budgeted wage increases by the County Board to non-bargaining unit personnel during that time period consisted of the following:

1.50% January, 2021

3.00% January, 2022

4.50% January, 2023

3.00% January, 2024

The proposed salaries for these officials for the 2025-2028 term are being granted based on the average of comparable counties, the average Consumer Price Index-U, and the annual budgeted salary increase.

The salaries of these officials since 2021, along with the proposed salaries calculated in accordance with the terms of the ordinance (proposed salaries indicated by bold and italics, are summarized as follows:

Position	2021	2022	2023	2024	2025	2026	2027	2028
Clerk of Courts	\$78,776	\$80,351	\$82,762	\$84,831	\$86,951	\$89,125		
County Clerk	\$75,334	\$76,841	\$78,378	\$79,945	<b><i>\$83,543</i></b>	<b><i>\$86,049</i></b>	<b><i>\$88,630</i></b>	<b><i>\$91,289</i></b>
Register of Deeds	\$75,334	\$76,841	\$78,378	\$79,945	<b><i>\$83,543</i></b>	<b><i>\$86,049</i></b>	<b><i>\$88,630</i></b>	<b><i>\$91,289</i></b>
Treasurer/Real Property Lister	\$75,334	\$76,841	\$78,378	\$79,945	<b><i>\$83,543</i></b>	<b><i>\$86,049</i></b>	<b><i>\$88,630</i></b>	<b><i>\$91,289</i></b>
Sheriff	\$107,506	\$109,656	\$112,946	\$115,769	\$118,664	\$121,630		

## **ADDENDUM B BENEFITS**

Health Coverage. Health benefit will be available for either family or single coverage. The employee will be responsible for the same contributions and coverage as those available to all non-bargaining employees. Any and all deductions will be made through payroll deduction with pre-tax dollars.

Dental Coverage. Dental benefit will be available for either family or single coverage. The employee will be responsible for the same contributions and coverage as those available to all non-bargaining employees. Any and all deductions will be made through payroll deduction with pre-tax dollars.

Vision Coverage. Vision benefit will be available for either family or single coverage. The employee will be responsible for the same contributions and coverage as those available to all non-bargaining employees. Any and all deductions will be made through payroll deduction with pre-tax dollars.

Retirement Benefits. The cost of this benefit, currently 13.8% for the County Clerk, County Treasurer/Real Property Lister, and Register of Deeds of wages; of which 6.9% is paid by Sheboygan County, with the remaining being paid by the employee holding each office. Contributions are set annually by the Wisconsin Retirement System.

Life Insurance. Life insurance of up to five times the employee's annual earnings is available through the Wisconsin Retirement Fund on a voluntary basis. The County pays a small portion of the expense, and the remaining premiums are paid by the employee through payroll deduction. Up to \$20,000 in coverage for the employee's spouse and \$10,000 for each dependant is also available, with premiums paid by the employee.

Flexible Spending Program. Employees may elect to have additional dollars deducted pre-tax to cover dependent care expense and unreimbursed medical and dental expense.

Deferred Compensation Program. Employees may elect to defer income by participating in one of our two voluntary deferred compensation plans.

Fitness Program. Employees may elect to participate in the fitness program as available to all benefit eligible employees.

SHEBOYGAN COUNTY ORDINANCE NO. \_\_\_\_\_ (2023/24)

Re: **Amending Certain Elected Officials' Salaries (County Clerk, Register of Deeds, and Treasurer)**

**WHEREAS**, pursuant to the provisions of Section 47.06(5) and the report on file with the County Clerk, the following amendment to the salaries of the County Clerk, Register of Deeds, and Treasurer from 2025 through 2028 is recommended by the Human Resources Committee;

**NOW, THEREFORE**, the County Board of Supervisors of the County of Sheboygan does ordain as follows:

Section 1. **Amending Salaries of Certain Elected Officials.** Section 47.06(2) of the Sheboygan County Code of Ordinances is amended to read as follows:

**47.06 SALARIES OF ELECTED OFFICIALS.**

(2) That annual salaries of the elected officials have been set as follows:

	2024	2025	2026	2027	2028
Clerk of Courts	\$84,831	\$86,951	\$89,125		
County Clerk	\$79,945	\$83,543	\$86,049	\$88,630	\$91,289
Register of Deeds	\$79,945	\$83,543	\$86,049	\$88,630	\$91,289
Sheriff	\$115,769	\$118,664	\$121,630		
Treasurer	\$79,945	\$83,543	\$86,049	\$88,630	\$91,289

Section 2. **Effective Date.** The herein Ordinance shall take effect upon enactment.

Respectfully submitted this 19th day of March, 2024.

**HUMAN RESOURCES COMMITTEE**

\_\_\_\_\_  
Edward J. Procek, Chairperson

\_\_\_\_\_  
Thomas G. Wegner, Vice-Chairperson

\_\_\_\_\_  
Christian Ellis, Secretary

\_\_\_\_\_  
Kathleen Donovan

\_\_\_\_\_  
Carl Nonhof

Opposed to Introduction:

\_\_\_\_\_  
Countersigned by:

\_\_\_\_\_  
Vernon Koch, Chairperson