

NOTICE OF MEETING

HUMAN RESOURCES COMMITTEE March 25, 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 – March 11, 2024

Rocky Knoll Health Care Center Administrator – Kayla Clinton

- Consideration of Blanket VPR for CNA Trainee

Transportation Director, Bryan Olson

- Consideration of Salary Adjustments

Corporate Counsel, Crystal Fieber

- Consideration of Additional Compensation for FBO Purchase
- Quarterly Report

Human Resources Director, Dave Loomis

- Consideration of Human Resources Policy Updates:
 - Resignation/Retirement
 - Vacation
- 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.

Posted March 22, 2024 at 2:00PM

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

March 11, 2024

Called to Order: 3:30 PM

Adjourned: 4:20 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:** Laura Henning-Lorenz, Ellen Schleicher, Chris Koenig, Jon Dolson, Alayne Krause 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 March 8, 2024 at 12:00 PM, in compliance with the open meeting law.

A motion to approve the minutes of February 26, 2024 as presented was made by Supervisor Wegner. Supervisor Nonhof seconded the motion. Motion carried.

Register of Deeds, Ellen Schleicher requested approval of a promotion above the midpoint. A motion was made by Supervisor Wegner granting approval. Supervisor Ellis seconded the motion. Motion carried.

Clerk of Courts, Chris Koenig requested approval of equity adjustments for Court Specialists. A motion was made by Supervisor Ellis granting approval. Supervisor Wegner seconded the motion. Motion carried.

Human Resources Director, David Loomis presented Ordinance No. __ Re: Amending Certain Elected Officials' Salaries (County Clerk, Register of Deeds, and Treasurer). A motion was made by Supervisor Nonhof to approve the ordinance. Supervisor Wegner seconded the motion. Motion carried.

Human Resources Director, David Loomis provided an update regarding the Human Resources Department including, staffing of the department.

A motion to approve the vouchers was made by Supervisor Wegner. Supervisor Donovan 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 Ellis. Supervisor Nonhof seconded the motion. Motion carried with adjournment at 4:20 PM.

David Loomis
Recording Secretary

Christian Ellis
Secretary



WISCONSIN

Sheboygan County VACANT POSITION REQUEST

(To be completed for all vacant positions)

Date: 3/14/2024

To: Health Care Center Committee Members

From: Katherine Clinton, NHA

Position Request:

Position: CNA Trainee

Reason for Vacancy: High turnover

Justification:

A Certified Nursing Assistant (CNA) remains a high turnover position. We are requesting blanket approvals to fill vacancies as they occur.

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
\$32,218	\$14,397	\$46,615

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

County Administrator/Department Head Signature

Date: 3/11/24

Human Resources Director Signature

Date: 3/12/2024

Liaison Committee Signature

Date: 3/14/2024

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