

NOTICE OF MEETING

HUMAN RESOURCES COMMITTEE
April 8, 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 25, 2024

Rocky Knoll Health Care Center Assistant Administrator – Mandy Kohal

- Consideration of Shift Differential Increases Contingent on Health Care Center Committee Approval
- Consideration of Salary Adjustments for Nursing Department Contingent on Health Care Center Committee Approval
- Consideration of Offer Above the Midpoint Contingent on Health Care Center Committee Approval (2)

Sheriff's Department Inspector, Chad Broeren

- Consideration of Salary Adjustment

Health and Human Services Director, Matt Strittmater

- Consideration of Changes to the Table of Organization
- Consideration of Vacant Position Requests (2)
- Consideration of Promotion above the Midpoint

Human Resources Director, Dave Loomis

- 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

Posted April 5, 2024 at 1:00PM

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

March 25, 2024

Called to Order: 3:30 PM

Adjourned: 4:16 PM

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

Remote: Christian Ellis

MEMBERS ABSENT: None

ALSO PRESENT: **In Person:** Bryan Olson, Crystal Fieber, Alayne Krause and Dave Loomis

Remote: Kayla Clinton, Matt Strittmater

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 22, 2024 at 2:00 PM, in compliance with the open meeting law.

A motion to approve the minutes of March 11, 2024 as presented was made by Supervisor Wegner. Supervisor Donovan seconded the motion. Motion carried.

Rocky Knoll Health Care Center Administrator, Kayla Clinton requested approval of a blanket VPR for CNA Trainees. A motion was made by Supervisor Wegner granting approval. Supervisor Nonhof seconded the motion. Motion carried.

Senior Maintenance Manager, Department of Transportation, Dustin Hammel requested approval of two salary adjustments. A motion was made by Supervisor Wegner granting approval. Supervisor Donovan seconded the motion. Motion carried.

Corporation Counsel, Crystal Fieber, requested approval for additional compensation for the FBO Purchase. A motion was made by Supervisor Wegner granting approval. Supervisor Nonhof seconded the motion. Motion carried.

Corporation Counsel, Crystal Fieber provided the quarterly report for the Corporation Counsel's office.

Human Resources Director, David Loomis requested approval of updates to the Resignation and Retirement policy. A motion was made by Supervisor Donovan granting approval. Supervisor Nonhof seconded the motion. Motion carried.

Human Resources Director, David Loomis requested approval of updates to the Vacation Policy. A motion was made by Supervisor Donovan granting approval. 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 and the RFP for the compensation study.

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 Wegner. Supervisor Nonhof seconded the motion. Motion carried with adjournment at 4:16 PM.

David Loomis

Recording Secretary

Christian Ellis

Secretary

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

Department: HHSD	Date: 4-2-24
Effective Date of Change: 4-9-24	

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
Deputy Human Services Director (D62)	5		5.13	4		4.0
Deputy HHS Director (D63)	0		0	1		1.0
Public Health Professional	17	4	19.8	16	4	18.8
Senior Public Health Professional	9		9.0	10		10.0
Senior Finance Analyst	3		3.0	3		3.0
Human Services Manager (C51)	0		0	1		1.0
<i>Complete HHS TO attached.</i>						
TOTALS	34	4	36.93	35		37.8

NEW POSITIONS CREATED

If any new positions are requested, please describe very briefly (one or two sentences) the essential work to be performed by each new position, and give a proposed pay grade (union or non-union) for the position. Consult with HR Director regarding pay grades for any new classifications.

Deputy Human Services Director (D63) – Coverage in Department Head absence, succession planning, Operations management, and oversight of a HHS division.

Senior Public Health Professional – Psychotherapist to work with individuals with mental health and/or substance use related needs.

Senior Finance Analyst – Oversight and support for accounting staff.

Human Services Manager (C51) – Oversight of Electronic Health Record development, contracting, 8th street location clerical, and reception in multiple divisions. Coordinate Building Services, Informational Technology, etc. needs for all locations.

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.

<i>Job Title</i>	<i>Cost-Rest of Year</i>	<i>Cost-Annual</i>	<i>Source of Funds</i>
Deputy HHS Director (D63)	\$3,000	\$5,000	Existing HHS budget (not a new cost)
Senior Public Health Professional	\$3,000	\$4,932	Enhanced third party billing and positive variance
Accounting Supervisor	\$50,000	\$98,364	Positive variance and modified overhead allocation methodology
Human Services Manager (C51)	\$3,000	\$5,000	Positive variance and modified overhead allocation methodology
<i>Costs reflected above are the cost of new positions and the cost of changes to existing positions if approved.</i>			

RATIONALE

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

Deputy HHS Director (D63)

- Increasing scope of Department/Department Head responsibility
- Enhance current coverage in Department Head absence
- Enhance succession planning

Senior Finance Analyst – Accounting Supervisor

- Increasing volume of billing and accounts payable activity
- Staff daily support/consult needs not being met
- Enhance Accounting Manager time to devote to higher level activities

Psychotherapist

- 12 months of unsuccessful recruiting for a Public Health Professional
- Credentials for Senior position a better fit for client needs
- Enhanced reimbursement for Senior level position

Human Services Manager (C51)

- Increasing volume and complexity of operations
- Enhance coordination of reception services & support to contract administrator
- Free up ADRC Manager time to devote to higher level activities

SHEBOYGAN COUNTY HEALTH & HUMAN SERVICES

TABLE OF ORGANIZATION PER CHAPTER 40 OF THE COUNTY CODE

Position	Current Approved HHS 2024 TD				Change Request (if approved)			
	Approved but Not Budgeted	Budget FT	Budget PT	Budget FTE	Approved but Not Budgeted	Budget FT	Budget PT	Budget FTE
Accounting Specialist	1	5		5.0	1	5		5.0
Administrative Assistant	1	1		1.0	1	1		1.0
Administrative Specialist		14		14.0		14		14.0
Department Head		1		1.0		1		1.0
Deputy HHS Director (D63)						1		1.0
Deputy Human Services Director (D62)		5		5.13		4		4.00
Finance Analyst	1	2		2.0	1	2		2.0
Human Services Assistant	1	9	1	9.8	1	9	1	9.8
Human Services Coordinator		2		2.0		2		2.0
Human Services Manager (C51/C52)	1	21		21.0	1	22		22.0
Human Services Professional	1	84		84.0	6	84		84.0
Human Services Specialist	2	34		34.0	2	34		34.0
Human Services Supervisor	1	3		3.0	1	3		3.0
Lead Human Services Professional	1	5		5.0	1	5		5.0
Lead Public Health Professional	1				1			
Public Health Professional		17	4	19.8		16	4	18.8
Senior Administrative Specialist		1		1.0		1		1.0
Senior Financial Analyst		3		3.0		3		3.0
Senior Human Services Assistant		5		5.0		5		5.0
Senior Human Services Professional	7	14		14.0	2	14		14.0
Senior Human Services Specialist		4		4.0		4		4.0
Senior Lead Human Services Professional		1		1.0		1		1.0
Senior Lead Public Health Professional		2		2.0		2		2.0
Senior Public Health Professional	2	9		9.0	2	10		10.0
Total Positions	20	242	5	245.73	20	243	5	246.6

Table of Organization Positions currently approved, but not budgeted	Table of Organization Positions currently approved, but not budgeted (20)
Accounting Specialist - 1 position	Accounting Specialist - 1 position
Administrative Assistant - 1 position	Administrative Assistant - 1 position
Finance Analyst - 1 position	Finance Analyst - 1 position
Human Services Assistant - 1 position	Human Services Assistant - 1 position
Human Services Manager - 1 position	Human Services Manager - 1 position
Human Services Professional - 1 position	Human Services Professional - 6 positions
Human Services Specialist - 2 positions	Human Services Specialist - 2 positions
Human Services Supervisor - 1 positions	Human Services Supervisor - 1 positions
Lead Human Services Professional - 1 position	Lead Human Services Professional - 1 position
Lead Public Health Professional - 1 position	Lead Public Health Professional - 1 position
Senior Human Services Professional - 7 positions	Senior Human Services Professional - 2 positions
Senior Public Health Professional - 2 positions	Senior Public Health Professional - 2 positions
Total	Total 20



VACANT POSITION REQUEST

(To be completed for all vacant positions)

WISCONSIN

Date: 3/29/2024

From: Matthew Strittmater – Health & Human Services Director

Position Request:

Position Title: Deputy HHS Director – Deputy HHS Director

DBM: D63

Reason for Vacancy: New Position

Justification for Filling Position:

Department growth over past 5 years includes: (1) 42% increase in annual budget; (2) 25% increase in employees; and (3) 25% in contracted vendors. Department expansion has increased the scope of the Department/Department Head responsibility. Position was requested in Table of Organization Change due to need to: (1) Enhance current coverage in Department Head absence; (2) Enhance Operational Management and oversight of day-to-day and future planning needs; and (3) Enhance succession planning.

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
\$76,420 - \$101,289	\$39,127 - \$42,912	\$115,547 - \$144,201

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

County Administrator/Department Head Signature Matthew Strittmater Date: 3-28-24

Human Resources Director Signature [Signature] Date: 4/2/2024

If position changed:

Liaison Committee Signature [Signature] Date: 4/8/24

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.



WISCONSIN

VACANT POSITION REQUEST

(To be completed for all vacant positions)

Date: 3/29/2024

From: Matthew Strittmater – Health & Human Services Director

Position Request:

Position Title: Senior Finance Analyst – Accounting Supervisor

DBM: C43

Reason for Vacancy: New Position

Justification for Filling Position:

Department growth over past 5 years includes: (1) 42% increase in annual budget; (2) 25% increase in employees; and (3) 25% in contracted vendors. Department expansion has increased the volume of Department billing and accounts payable. Position needed to enhance the support and direction of day to day activity, and to free up Accounting Manager time for higher level activities. Permission also requested to backfill if this vacancy is filled by an existing Health & Human Services employee.

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
\$57,860 - \$76,688	\$35,905 - \$38,441	\$93,765 - \$115,129

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

County Administrator/Department Head Signature Matt Strittmater Date: 3-28-24

Human Resources Director Signature [Signature] Date: 4/2/2024

If position changed:

Liaison Committee Signature [Signature] Date: 4/2/24

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.
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