

NOTICE OF MEETING

HUMAN RESOURCES COMMITTEE
May 13, 2024 3:00 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

Sheriff's Department Captain, Matt Spence

- Consideration of Leave of Absence

Transportation Director, Bryan Olson

- Consideration of Change to the Table of Organization for the Airport
- Consideration of Equity Adjustments (4)

Health and Human Services Director, Matt Strittmater

- Consideration of Changes to the Table of Organization

Human Resources Director, Dave Loomis

- Consideration of Ordinance No. _____ - Amending Pay Scale for Certain County Positions
- Human Resources Updates and Comments

Review and Approve Vouchers

Approval of Attendance at Other Meetings or Functions

Consideration of Next Meeting

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.

Posted May 10, 2024 at 2:00PM

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.

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

Department: Transportation	Date: 5/6/2024
Effective Date of Change:	05/13/2024

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 of 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
Airport Superintendent	1	0	1.0	1	0	1.0
Maintenance Technician	5	2	6.0	5	2	6.0
Casual – Airport Technician	0	2	0.8	0	2	0.8
Intern - Summer	0	1	0.25	0	1	0.25
Cleaner	0	0	0	0	1	0.2
Business Manager	1.0	0	0.50	0	0	0
Fix Based Operator (FBO) Supervisor	0	0	0	1	0	1.0
Customer Service Representative	2	2	3	2	2	3.0
TOTALS	8.5	7	11.55	1	1	12.25

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.

Cleaner: Performs routine cleaning duties in order to maintain the County Airport in clean, safe and sanitary condition.

Fix Based Operator Supervisor: Assign and supervise the work of the line service technicians and customer service representatives in performing Fixed Base Operator (FBO) duties at the Sheboygan County Memorial International Airport and provides ancillary services in a courteous manner as a representative of the Airport.

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 of Year	Cost-Annual	Source of Funds
Cleaner	\$2772	\$4368.00	Airport / FBO Budget/revenue
Fix Based Operator Supervisor	\$40,154	\$63,274	FBO budget/revenue

RATIONALE

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

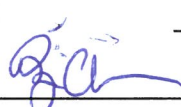
Cleaner: The previous FBO had an employee with disabilities who was learning job skills by cleaning the FBO. We wanted to continue the working relationship with this individual at the new FBO. In order to transition this individual to the new FBO with as little disruption as possible, with permission from HR, we hired him into our open Intern (Summer) position that was already on our Table of Organization. This individual has been valuable in the upkeep at the new FBO. The Intern (summer) position was budgeted for only part of the year. We would like the Cleaner Position as a year long position.


FBO Supervisor: Business Manager moved to a new position. Since the FBO is now open and operating, we re-evaluated and revised the duties needed. We would like to change this management position to be a FBO Supervisor. This supervisor is essential in assigning, supporting and supervising the work of the FBO staff. This position also will perform ancillary duties at the FBO as needed.

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.

ACTION TAKEN

Department Head Determination: Approved Denied
Date: 5-6-2024 Signature: 

Liaison Committee Action: Approved Denied
Date: 3-6-24 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.

REQUEST FOR CHANGE IN DEPARTMENTAL TABLE OF ORGANIZATION

Department: HHS	Date: 5-7-24
Effective Date of Change: 5-13-24	

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
Human Services Manager (C51/C52)	22		22.0	21		21.0
IT Analyst	0		0	1		1.0
Human Services Professional	84		84.0	85		85.0
Finance Analyst	2		2.0	1		1.0
Public Health Professional	16	4	18.8	14	4	16.8
<i>Complete HHS TO attached.</i>						
TOTALS	124	4	126.8	122	4	124.8

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.

IT Analyst (C43) – Business Analyst that also supervises clerical and reception staff and is the lead for Electronic Health Record dynamics.

Human Services Professional (C42) – Contract Administrator.

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.

SHEBOYGAN COUNTY HEALTH & HUMAN SERVICES

TABLE OF ORGANIZATION PER CHAPTER 40 OF THE COUNTY CODE

Position	Current Approved HHS 2024 TO				Change Request (if approved)			
	Approved, but Not	Budget FT	Budget PT	Budget FTE	Approved, but Not	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		1		1.0
Deputy Human Services Director (D62)		4		4.00		4		4.00
Finance Analyst	1	2		2.0	1	1		1.0
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	22		22.0	1	21		21.0
Human Services Professional	6	84		84.0	6	85		85.0
Human Services Specialist	2	34		34.0	2	34		34.0
Human Services Supervisor	1	3		3.0	1	3		3.0
IT Analyst						1		1.0
Lead Human Services Professional	1	5		5.0	1	5		5.0
Lead Public Health Professional	1				1			
Public Health Professional		16	4	18.8		14	4	16.8
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	2	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	10		10.0	2	10		10.0
Total Positions	20	243	5	246.6	20	241	5	244.6

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 - 6 positions	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 - 2 positions	Senior Human Services Professional - 2 positions
Senior Public Health Professional - 2 positions	Senior Public Health Professional - 2 positions
Total	Total
	20

1 **SHEBOYGAN COUNTY ORDINANCE NO. _____ (2024/25)**

2
3 **Re: Amending Pay Scale for Certain County Positions**

4
5
6 **WHEREAS,** Licensed Practical Nurses, Registered Nurses and Certified Nursing
7 Assistants are essential to the operation of Rocky Knoll and the care of patients and residents;
8 and

9
10 **WHEREAS,** the HR Committee has determined a wage increase is necessary to meet
11 current market conditions and to promote the recruitment of qualified personnel to these critical
12 positions; and

13
14 **WHEREAS,** to accommodate the wage increases, it is necessary to create DBM
15 ratings specific to the aforementioned positions.

16
17 **NOW, THEREFORE,** the County Board of Supervisors of the County of Sheboygan
18 does ordain as follows:

19
20 Section 1. **Amending Section 47.03.** Section 47.03 of the Sheboygan
21 County Code of Ordinances is hereby amended as follows (amendments indicated by
22 redlining):

23
24 **47.03 SALARIES**

25
26 (1) (1) The salary range for 2022 for positions governed by this Chapter is as follows –
27 Note: due to market conditions, certain positions, shown below, have their own DBM
28 classifications:

29

DBM RATING	MINIMUM		MIDPOINT		MAXIMUM	
A11	\$24,829	\$11.94	\$31,542	\$15.16	\$37,141	\$18.39
A12	\$28,049	\$13.49	\$35,632	\$17.13	\$41,957	\$20.78
A13	\$31,267	\$15.03	\$39,721	\$19.10	\$46,771	\$23.16
A13-ESW	\$36,067	\$17.34	\$44,362	\$21.33	\$51,123	\$25.32
A13-CNA	\$40,310	\$19.38	\$48,038	\$23.10	\$55,765	\$26.81
B21	\$34,495	\$16.58	\$43,822	\$21.07	\$51,601	\$25.55
B21-BKG CLK	\$44,554	\$21.42	\$51,090	\$24.56	\$55,948	\$27.71
B22	\$37,717	\$18.13	\$47,915	\$23.04	\$56,420	\$27.94
B22-RK MW II	\$41,965	\$20.18	\$52,281	\$25.14	\$60,774	\$30.09
B23	\$40,936	\$19.68	\$52,003	\$25.00	\$63,071	\$30.32
B23-DISP	\$50,918	\$24.48	\$59,909	\$28.80	\$68,900	\$33.12
B24/B31	\$44,967	\$21.62	\$57,125	\$27.46	\$69,284	\$33.31
B24-RK SR MW	\$49,200	\$23.65	\$61,484	\$29.56	\$73,769	\$35.47
B24-CO	\$53,040	\$25.50	\$63,401	\$30.48	\$73,761	\$35.46
B25/B32	\$49,800	\$23.94	\$63,265	\$30.42	\$76,730	\$36.89
B25-LPN	\$49,800	\$23.94	\$64,306	\$30.92	\$78,811	\$37.89
C41	\$51,678	\$24.85	\$68,495	\$32.93	\$85,312	\$41.02
C41-CO SUP	\$65,770	\$31.62	\$77,784	\$37.40	\$89,798	\$43.17
C42	\$54,768	\$26.33	\$72,591	\$34.90	\$90,413	\$43.47

C42-CO SHFT COM	\$72,134	\$34.68	\$83,507	\$40.15	\$94,881	\$45.62
C42-RKRN	\$54,768	\$26.33	\$74,153	\$35.65	\$93,538	\$44.97
C43	\$57,860	\$27.82	\$76,688	\$36.87	\$95,517	\$45.92
C44/C51	\$61,728	\$29.68	\$81,817	\$39.33	\$101,905	\$48.99
C45/C52	\$66,368	\$31.91	\$87,968	\$42.29	\$109,567	\$52.68
D61	\$70,240	\$33.77	\$93,098	\$44.76	\$115,955	\$55.75
D62	\$73,331	\$35.26	\$97,194	\$46.73	\$121,057	\$58.20
D63	\$76,420	\$36.74	\$101,289	\$48.70	\$126,157	\$60.65
D64/D71	\$80,290	\$38.60	\$106,421	\$51.16	\$132,551	\$63.73
D65/D72	\$84,932	\$40.83	\$112,571	\$54.12	\$140,210	\$67.41
E81	\$85,386	\$41.05	\$117,872	\$56.67	\$150,358	\$72.29
E82	\$88,359	\$42.48	\$121,974	\$58.64	\$155,590	\$74.80
E83	\$91,329	\$43.91	\$126,076	\$60.61	\$160,823	\$77.32
E91	\$95,052	\$45.70	\$131,214	\$63.08	\$167,377	\$80.47
E92	\$99,606	\$47.89	\$137,419	\$66.07	\$175,233	\$84.25
F101	\$103,234	\$49.63	\$142,510	\$68.51	\$181,787	\$87.40

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The Human Resources Department and County Administrator shall annually propose adjustments to the salary schedule as part of the budget adopted by the County Board under Chapter 5 of the County Code. The annual adjustments shall be made effective January 1 of each following year. In making the proposed salary schedule adjustment to the County Board, the Human Resources Department and County Administrator shall consider the applicable Consumer Price Index-U as determined by the Wisconsin Department of Revenue and posted by the Wisconsin Employment Relations Commission pursuant to Wis. Stat. §§ 111.70(1)(cm) and 66.0506.

- (2) Positions shall be classified by the Human Resources Department as either salaried (exempt) or hourly (non-exempt). The pay for part-time hourly positions shall be an hourly rate calculated by dividing the appropriate pay level on the salary schedule by 2080. The pay for part-time salaried positions shall be a pro-rata portion of the appropriate pay level on the salary schedule, based on the ratio of the number of work hours expected annually to 2080, or such other methodology as may be required to maintain compliance with the Fair Labor Standards Act.
- (3) A new employee may be paid up to the midpoint if approved by the Department Head with the approval of the Human Resources Director. A new employee may be given a starting salary above the midpoint for the position after consultation with the Human Resources Director, if approved by the County Administrator and the Human Resources Committee. Before offering a starting salary, the following factors should be considered: (1) whether the new employee has substantial experience immediately usable in the new position; (2) whether market conditions demand a higher starting salary for the skills and qualifications needed; and (3) whether the higher starting salary will exacerbate or alleviate compression issues and whether it will promote internal equity and consistency.
- (4) All employees subject to this Chapter shall receive a performance evaluation at the conclusion of an initial period (if less than twelve [12] months) and at twelve (12) months of employment and annually thereafter between November 1 and

66 February 28. Based on the evaluation rating set forth below, each employee
67 who has not yet reached the maximum of the salary range for that employee's
68 position shall be eligible for a pay-for-performance increase at the completion
69 of the employee's initial period and at twelve (12) months and annually
70 thereafter, retroactive to the first of each year for the annual evaluation
71 completed between November 1 and February 28. Pay-for-performance
72 increases shall not be effective unless the performance evaluation has been
73 reviewed and approved by the Human Resources Director or designee.
74

75 (5) No pay-for-performance increase may be granted except at the completion of
76 the initial period (if applicable), at twelve (12) months, and annually thereafter.
77 To receive a pay-for-performance increase, the employee must receive a
78 performance evaluation rating of at least 2.5. The following ratings shall be
79 used in determining the amount of the employee's pay-for-performance
80 increase:
81

Rating	Pay-for-Performance Increase
2.5	1.00%
3.0	2.00%
3.5	2.50%
4.0	3.00%
4.5	3.25%
5.0	3.50%

82
83 (6) Notwithstanding Subsection (5) above, the maximum pay-for-performance
84 increase shall be the amount that would put the employee at the maximum in
85 the salary schedule for that employee's position. For those employees who
86 have been identified as being paid more than the maximum amount for their
87 assigned DBM pay range effective January 1, 2016, although their salary will
88 not be decreased, no additional salary increases will be given as long as they
89 remain above the maximum amount of their assigned DBM Rating. However, if
90 such an employee receives an overall rating of 5.0 or higher on the annual
91 performance evaluation, the employee will receive a pay-for-performance
92 increase that will be exclusive of the employee's base pay in an amount equal
93 to one percent (1.0%) of the base salary or regular hours.
94

95 (7) If an employee fails to obtain an annual performance evaluation rating
96 resulting in pay-for-performance increases equal to or greater than the annual
97 adjustments
98 to the salary schedule provided under Section 47.03(1) of this Chapter which
99 would otherwise result in an employee earning less than the minimum salary
100 for that employee's DBM Rating, the employee shall nevertheless be granted a
101 pay increase in an amount equal to the minimum salary for that employee's
102 DBM Rating at the annual pay for performance opportunity. The Department
103 Head and Human Resources Director shall identify and target any such
104 employee for enhancement programming to improve that employee's
105 performance.
106

107 (8) All hires subject to this Chapter hired at or near the minimum wage or salary
108 for their position may earn less than the minimum if the annual adjustment to
109 the salary schedule as provided under Section 47.03(1) of this Chapter is
110 made before their first annual performance evaluation.
111

- 112 (9) In the event that a salary or compensation adjustment other than the changes
 113 otherwise provided for in this Chapter is necessary because of internal or
 114 equitable comparables, market conditions, salary compression, or other
 115 unusual circumstances, the Department Head involved and the Human
 116 Resources Director shall obtain approval of the salary or compensation
 117 adjustment from the Department's Liaison Committee and shall then submit
 118 such recommendation to the Human Resources Committee which shall further
 119 evaluate and approve any warranted adjustment. The Liaison Committee shall
 120 refer the adjustment to the Finance Committee pursuant to Section 5.07 if the
 121 department's budgeted salaries and benefits are not sufficient to cover the
 122 adjustment. If the Committee makes any salary or compensation adjustments,
 123 it shall periodically provide a report of the adjustments to the full County Board.
 124
- 125 (10) Pay for limited-term employees will be as determined by the Department Head
 126 after consultation with the Human Resources Director and does not need to
 127 conform to the salary schedule. Limited-term employees are not eligible for
 128 pay-for-performance increases.
 129

130 Section 2. **Effective Date.** The herein Ordinance shall take effect upon
 131 enactment.
 132

133 Respectfully submitted this 21st day of May, 2024.
 134

135
 136 **HUMAN RESOURCES COMMITTEE**
 137

138
 139 _____
 140 Edward J. Procek, Chairperson

139 _____
 140 Christian Ellis, Vice-Chairperson

141
 142 _____
 143 Charlette Nennig, Secretary

142 _____
 143 Carl Nonhof

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 145 _____
 146 Thomas Wegner

147
 148 Opposed to Introduction:
 149

150 _____
 151
 152 Countersigned by:

153 _____
 154 Keith Abler, Chairperson
 155