

## NOTICE OF MEETING

HUMAN RESOURCES COMMITTEE – SPECIAL MEETING  
**July 8, 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

Approval of Minutes - Human Resources Committee – June 27, 2024

Rocky Knoll Health Care Center Administrator, Kayla Clinton

- Consideration of Pay Exception Request – Hire Above the Midpoint Contingent on Health Care Center Committee Approval

Building Services Director, Kevin Dulmes

- Consideration of Promotion Contingent on Property Committee Approval

Information Technology Director, Chris Lewinski

- Consideration of Change to the Table of Organization Contingent on Finance Committee Approval

Human Resources Director, Dave Loomis

- Consideration of Change to the Table of Organization
- Consideration of Promotions (2)
- 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

*Posted July 5, 2024 at 2:30 PM*

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

**June 27, 2024**

**Called to Order: 1:30 PM**

**Adjourned: 2:08 PM**

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

**Remote:** None

**MEMBERS ABSENT:** None

**ALSO PRESENT:** **In Person:** Kayla Clinton and Dave Loomis

**Remote:** None

Chair Procek called the meeting to order at 1:30 PM, in Conference Room 302 of the Administration Building. Chair Procek confirmed the meeting was posted June 24, 2024 at 2:00 PM, in compliance with the open meeting law.

A motion to approve the minutes of June 10, 2024 as presented was made by Supervisor Wegner. Supervisor Nennig seconded the motion. Motion carried.

Rocky Knoll Health Care Center Administrator, Kayla Clinton requested approval of a change to the Rocky Knoll Table of Organization. A motion was made by Supervisor Wegner granting approval. Supervisor Nennig seconded the motion. Motion carried.

Rocky Knoll Health Care Center Administrator, Kayla Clinton requested approval of a pay exception in order to hire a candidate above the midpoint. A motion was made by Supervisor Ellis granting approval. Supervisor Nonhof seconded the motion. Motion carried.

Rocky Knoll Health Care Center Administrator, Kayla Clinton requested approval of salary adjustments. A motion was made by Supervisor Ellis granting approval. Supervisor Nonhof seconded the motion. Motion carried.

Rocky Knoll Health Care Center Administrator, Kayla Clinton requested approval of pay adjustments contingent on Health Care Center Committee approval. A motion was made by Supervisor Ellis granting approval. Supervisor Nennig seconded the motion. Motion carried.

Human Resources Director, Dave Loomis, requested approval of the Personal Relationships in the Workplace policy. A motion was made by Supervisor Wegner granting approval. Supervisor Nennig seconded the motion. Motion carried.

Human Resources Director, Dave Loomis provided an update regarding the Human Resources Department including, sharing notes from his attendance at the National SHRM conference in Chicago, and an update on the compensation study.

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.

The next meeting of the Human Resources Committee is scheduled for July 8, 2024 @ 3:00 PM in room 302 of the Administration Building located at 508 New York Ave., Sheboygan, WI 53081.

A motion to adjourn was made by Supervisor Ellis. Supervisor Wegner seconded the motion. Motion carried with adjournment at 2:08 PM.

David Loomis  
Recording Secretary

Char Nennig  
Secretary



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.)

This new role would define scope for technology projects, identify needs and requirements, and help ensure that business processes are optimized and aligned with the proposed technology solutions. There is currently no one in the Information Technology department dedicated to this function, and it represents a gap in the County organization that has negatively impacted the success rate of system implementations.

It is believed this position would be rated as a C43 DBM.

**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>
IT- Business Analyst	N/A	\$120,922	Interdepartmental IT Allocation

**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.

**ACTION TAKEN**

Department Head Signature \_\_\_\_\_ Date: \_\_\_\_\_

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.

Rev. 07/2023





**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.)

This provides for title request change along with one additional position. Two of the Business Partners (*proposed title*) positions will be funded through internal transfer from HHS, RK/ARPA, as they will be assigned specifically to those larger departments - while two will be funded through budgeted tax levy dollars.

**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>
HR Business Partner	\$42,355	\$101,652	Tax Levy

**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.

The funding of this position is contingent upon the approval of the budget. The costs are funded within the proposed budget.



**ACTION TAKEN**

Department Head Signature \_\_\_\_\_

Date: 07/05/2024

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.

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