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

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	Char Nennig
Recording Secretary	Secretary

REQUEST FOR CHANGE IN DEPARTMENTAL TABLE OF ORGANIZATION

Department: Information Technology	
Request Date: 7/10/2024	Effective Date: 1/1/2025

Consult with the Human Resources Director before submitting to your liaison committee.

REQUESTED CHANGES

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. For each job title, list *either* the number of full-time and part-time positions, *or* the authorized full-time equivalent, currently on the T/O and the number that will be on the T/O if this request is approved.

IOD TITLE	С	CURRENT		PROPOSED		ED
JOB TITLE	FT	PT	FTE	FT	PT	FTE
Information Technology Director	1			1		
Deputy Director	1			1		
Administrative Clerk	0.5			0.5		
Lead Printer	1			1		
Network Security Architect	1			1		
Network Administrator	1			1		
Applications Analyst	2			2		
Business Analyst	0			1		
TOTALS	7.5			8.5		

RATIONALE

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

A need for a new Business	Analyst position	າ has been	identified to	address a	gap i	in the
Information Technology De	epartment.					

If any new positions are essential work to be perf position. (Consult with H	ormed by each	new position, a	nd give a pro	
This new role would or requirements, and he the proposed technology departments.	lefine scope for lp ensure that ogy solutions. ent dedicated t	or technology publication business proceution There is curre this function	orojects, ide lesses are o ntly no one i , and it repre	ptimized and aligned with
It is believed this posi	tion would be	rated as a C43	3 DBM.	
	sed as a source	e of funding if th		ng requested. Deletion of eing deleted have already
Job Title	Cost- Rest of Year	Cost- Annual		Source of Funds
IT- Business Analyst	N/A	\$120,922	Interdepar	tmental IT Allocation
	ation that the lia			Resources Committee ought ocumentation if you wish.
ACTION TAKEN Department Head Signat	ture			Date:
Liaison Committee Signa	ature			Date:
Human Resources Com	mittee Signature	e		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

REQUEST FOR CHANGE IN DEPARTMENTAL TABLE OF ORGANIZATION

Department: Human Resources	
Request Date: 07/2024	Effective Date: 07/8/2025

Consult with the Human Resources Director before submitting to your liaison committee.

REQUESTED CHANGES

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. For each job title, list *either* the number of full-time and part-time positions, *or* the authorized full-time equivalent, currently on the T/O and the number that will be on the T/O if this request is approved.

JOB TITLE	CURRENT			PROPOSED		
JOB IIILE	FT	PT	FTE	FT	PT	FTE
Human Resources Director	1	0	1.0	1	0	1.0
Deputy Director of Human Resources	1	0	1.0	0	0	0.0
Benefits Specialist	1	0	1.0	1	0	1.0
Human Resources Generalist	3	0	3.0	0	0	0
Human Resources Business Partner I & II	0	0	0.0	4	0	4.0
Human Resources Coordinator	1	0	1.0	2	0	2.0
Human Resources Project Manager	0	1	0.5	0	0	0
TOTALS	7	1	7.5	8	0	8.0

RATIONALE

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

This request enables the department to have specific Business Partners support their assigned department while having the opportunity for promotion as well as to gain knowledge of the Tyler Munis Project. In addition, this change will allow the Long-term HR Generalist and Coordinator LTE's to become regular full-time employees. It is anticipated that both of these positions will continue in their current roles which has proved to be a great benefit to both the departments and County as a whole.

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	ne
position. (Consult with HR Director regarding pay grades.)	

This provides for title request change along with one additional position. Two of the Business Partners (<i>proposed title</i>) 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.

Job Title	Cost- Rest of Year	Cost- Annual	Source of Funds
HR Business	\$42,355	\$101,652	Tax Levy
Partner			

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.	

Dafe for

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.

Rev. 07/2023