

## NOTICE OF MEETING

HUMAN RESOURCES COMMITTEE  
**April 14, 2025 2:30 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 10, 2025

Health & Human Services Director, Matt Strittmater

- Consideration of Change to the Table of Organization

Rocky Knoll Health Care Center Administrator, Kayla Clinton

- Consideration of Change to the Table of Organization
- Consideration of Pay Exception, Hire Above the Midpoint

Director, Veterans Services, Craig Stewart

- Consideration of Change to the Table of Organization contingent on HHS Committee approval.
- Consideration of Vacant Position Request contingent on HHS Committee Approval

Corporation Counsel, Crystal Fieber

- Budget Variance Report
- Wisconsin County Mutual Claims Report
- Report on Department Projects

Human Resources Director, Dave Loomis

- Discussion on the Compensation Study
- Human Resources Department Updates and Comments
  - Department Staffing
  - Tyler Project
  - Mission, Vision and Values Project
  - Q1 Manager & Supervisor Training – Effective Feedback, HR Basics & Expectations of a Leader
  - Progress of HR Business Partner Service Model

*Posted April 11, 2025 at 10:00AM*

The Human Resources Department Updates and Comments is a summary of key activities. No action will be taken by the Human Resources Committee resulting from the report unless it is a specific item on the agenda.

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  
MEETING MINUTES**

Administration Building  
508 New York Avenue – Room 302  
Sheboygan WI 53081

**March 10, 2025**

**Called to Order: 2:30 PM**

**Adjourned: 3:39 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:** Dave Loomis

**Remote:** Matt Strittmater

Chair Procek called the meeting to order at 2:30 PM, in Conference Room 302 of the Administration Building. Chair Procek confirmed the meeting was posted March 7, 2025 at 2:00 PM, in compliance with the open meeting law.

Health & Human Services Director, Matt Strittmater

- Requested approval of a pay exception. A motion granting approval was made by Supervisor Nennig. Supervisor Ellis seconded the motion. Motion carried.

A motion to approve the minutes of February 10, 2025 meetings was made by Supervisor Wegner. Supervisor Nennig seconded the motion. Motion carried.

Human Resources Director, Dave Loomis

- On behalf of Rocky Knoll Health Care Center Administrator, Kayla Clinton, requested approval of a pay exception to hire above the midpoint, contingent on Health Care Center Committee approval. A motion granting approval was made by Supervisor Ellis. Supervisor Wegner seconded the motion. Motion carried.
- Requested approval of updates to HR Policies, 608 – Meal & Expense Reimbursement, 805 – Internet, Social Media & Artificial Intelligence, and 910 – Communicable Diseases. A motion granting approval was made by Supervisor Wegner. Supervisor Nennig seconded the motion. Motion carried.
- Provided an update regarding the Human Resources Department including, department staffing, the Tyler Project, Mission, Vision and Values Project and the Compensation Study.

A motion to approve the vouchers was made by Supervisor Wegner. Supervisor Nennig seconded the motion. Motion carried.

There were no requests for approval of attendance at other meetings or functions.

The Committee scheduled the next HR Committee meeting for April 14, 2025 at 2:30 PM in Room 302 of the Administration Building, 508 New York Ave., Sheboygan, WI 53081.

A motion to adjourn was made by Supervisor Wegner. Supervisor Ellis seconded the motion. Motion carried with adjournment at 3:39 PM.

David Loomis  
Recording Secretary

Char Nennig  
Secretary

## REQUEST FOR CHANGE IN DEPARTMENTAL TABLE OF ORGANIZATION

<b>Department: Health &amp; Human Services</b>	
<b>Request Date: 4-1-25</b>	<b>Effective Date: 5-1-25</b>

*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		
	FT	PT	FTE	FT	PT	FTE
Administrative Specialist	14	0	14.0	13	1	13.75
<b>TOTALS</b>	14	0	14.0	13	1	13.75

### RATIONALE

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

Requesting to take a current 1.0 FTE Administrative Specialist and make it a .75 FTE Administrative Specialist in order to retain an employee with 39 years of experience (including specialized knowledge crucial to maximizing the implementation of our new electronic health record).

### 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.)

N/A

**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
N/A			

**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.

Request results in a net position decrease of .25 FTE, and an annual savings of approximately \$14,482.00.

**ACTION TAKEN**

Department Head Signature Walt Attkin Date: 3-20-25

Liaison Committee Signature Carl Roney Date: 4-1-25

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.

**SHEBOYGAN COUNTY HEALTH & HUMAN SERVICES  
TABLE OF ORGANIZATION PER CHAPTER 40 OF THE COUNTY CODE**

Position	Current Approved HHS 2025 TO				Change Request (if approved)			
	d, but Not Budgeted	Budget FT	Budget PT	Budget FTE	d, but Not Budgeted	Budget FT	Budget PT	Budget FTE
Accounting Specialist/Senior 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		13	1	13.8
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	1		1.0	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	24		24.0	1	24		24.0
Human Services Professional	6	93		93.0	6	93		93.0
Human Services Specialist	2	34		34.0	2	34		34.0
Human Services Supervisor	1	4		4.0	1	4		4.0
Human Services Worker		1		1.0		1		1.0
IT Analyst		1		1.0		1		1.0
Lead Human Services Professional	1	5		5.0	1	5		5.0
Lead Public Health Professional	1				1			
Public Health Professional		14	4	16.8		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		5		5.0		5		5.0
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
<b>Total Positions</b>	<b>20</b>	<b>255</b>	<b>5</b>	<b>258.6</b>	<b>20</b>	<b>254</b>	<b>6</b>	<b>258.35</b>
	<b>Table of Organization Positions currently approved, but not budgeted (20)</b>				<b>Table of Organization Positions currently approved, but not budgeted (20)</b>			
	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			
	<b>Total</b>			<b>20</b>	<b>Total</b>			<b>20</b>

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

<b>Department: Rocky Knoll</b>	<b>Date: 4/10/25</b>
<b>Effective Date of Change:</b>	<b>4/10/25</b>

*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) that 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
CNA	50	20	70	0	0	0
CNA in Training	4	6	7	0	0	0
CNA/CNA in Training	0	0	0	55	40	75
<b>TOTALS</b>	<b>54</b>	<b>26</b>	<b>77</b>	<b>55</b>	<b>40</b>	<b>75</b>

**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 the HR Director regarding pay grades for any new classifications.

**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>
			<i>There is no additional cost as the wages from the nurse aides in training come from the wages from open positions</i>

**RATIONALE**

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

We continue to see interest in our nurse aid in training program. Our current TO only allows for 4 FT and 6 PT nurse aides in training. We are hiring nurse aides in training who are working as personal care assistants until a class is available. We need to increase our TO and would like to combine the total FTE of CNAs to include nurse aides in training.

**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 Determination:                        x   Approved                             Denied

Date:   4/7/25   Signature:                                           *Jayla Clinton*

Liaison Committee Action:      x   Approved           Denied

Date:   4/10/2025   Committee Chair:                      *M. Moulton*

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

<b>Department: Veterans Services</b>	
<b>Request Date:</b>	<b>Effective Date:</b>

*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		
	FT	PT	FTE	FT	PT	FTE
Director (CVSO)	1			1		
Deputy Director	1			0		
Veterans Benefit Specialist	1			0		
Veterans Benefit Specialist (unbudgeted)	1			0		
Veterans Benefit Specialist/Asst. CVSO				2		
<b>TOTALS</b>	4			3		

### RATIONALE

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

The proposed restructuring improves efficiency, aligns job titles with state standards, and ensures effective veteran services. Removing the Deputy Director position and staffing the vacant Veterans Benefit Specialist role maintains essential services while reducing costs. Clarifying that these roles are not management aligns with common practices statewide.

These updates enhance role clarity, improve recruitment, and support long-term sustainability. Standardizing job titles ensures consistency and helps attract qualified professionals, strengthening veteran support while maintaining financial responsibility.

**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.)

The proposed update to the Veterans Benefit Specialist position ensures alignment with standard practices across Wisconsin counties while maintaining the same essential role and responsibilities. The Veterans Benefit Specialist and Assistant County Veterans Service Officer (ACVSO) titles will designate the same position, with the title determined by the veteran status of the individual filling the role. These professionals will continue to work directly with veterans and their families to secure the benefits they have earned, ensuring high-quality service and support. By adopting this naming convention, the department enhances consistency, improves recruitment clarity, and strengthens its ability to serve the veteran community effectively.

**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>
VBA/ACVSO	60,446	90,080	Vacating Deputy Director Position

**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



# VACANT POSITION REQUEST

(To be completed for all vacant positions)

WISCONSIN

**Date:** 4/14/2025

**From:** Craig Stewart

**Position Request:**

Position Title: Assistant County Veterans Service Officer/Veterans Benefit Specialist

DBM: B24

Reason for Vacancy: Restructuring

**Justification for Filling Position:**

The Veterans Service Office is currently short-handed by one employee and continues to face high demand for assistance from veterans and their families. We are requesting to fill the vacant Assistant County Veterans Service Officer/Veterans Benefit Specialist position to maintain essential services. This request coincides with the removal of the Deputy Director position from the Table of Organization, making this role critical to sustain effective operations and provide support for County veterans.

**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
50,000	28,838	78,838

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

County Administrator/Department Head Signature  Date: 04/09/2025

Human Resources Director Signature  Date: 4/9/2025

*If position changed:*

Liaison Committee Signature \_\_\_\_\_ Date: \_\_\_\_\_

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.