

NOTICE OF MEETING

SHEBOYGAN COUNTY EXECUTIVE COMMITTEE

May 30, 2024 3:00 P.M.

Administration Building
508 New York Ave
Sheboygan WI 53081
Room 302

Remote Access: +1 414-436-1467

Meeting ID: 939 387 230#

Virtual: meet.google.com/gea-mfwa-wkq

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

Correspondence

Approval of Minutes for the May 16, 2024 Executive Committee Meeting

Consideration of Ordinance No. 1 – Amending Pay Scale for Certain County Positions

Consideration of Ordinance No. 2 – Amending Section 92.02, County Communications Council Membership

Consideration of 2023-2024 Per Diem Report

County Administrator's Report

(The County Administrator's Report is a summary of key activities. No action will be taken by the Executive Committee resulting from the report, unless it is a specific item on the agenda.)

Consideration and Approval of Attendance at Other Meetings/Functions

Review and Approve Vouchers

Next Meeting Date: To Be Determined

Adjournment

Prepared by:
Peggy Osthelder
Recording Secretary

Keith Abler
Committee Chairperson

Posted on 5/29/2024 at 8:15 am

NOTE: Members of the public are invited to offer comments on topics which may or may not appear on the Agenda, and Committee members may discuss such matters, but no action may be taken by the Committee on non-Agenda topics. Individual speakers may be limited to no more than five minutes.

A majority of the members of the County Board of Supervisors or any of its committees may be present at this meeting, and it is likely that a majority of the Finance committee will 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.

If listed as an agenda item, the "Administrator's Report" is a summary of key activities for the previous month and planned for upcoming months including performance evaluations, liaison committee issues and County Board issues. No action will be taken by the Executive committee resulting from the report unless it is a specific item on the agenda.

Persons with disabilities needing assistance to attend or participate are asked to notify the County Board Chairman/County Administrator's Office at 920-459-3103 prior to the meeting so that accommodations may be arranged.

SHEBOYGAN COUNTY EXECUTIVE COMMITTEE MINUTES

Administration Building
508 New York Ave
Sheboygan, WI 53081
Room 302

May 16, 2024

Called to Order: 3:00 PM

Adjourned: 3:37 PM

MEMBERS PRESENT: **In Person:** Keith Abler, William Goehring, Curt Brauer, Edward Procek, and Kathleen Donovan

Remote: None

ALSO PRESENT: **In Person:** Gerald Jorgensen, Alayne Krause, Emily Stewart, Steve Hatton, Dave Loomis, Kevin Dulmes, and Peggy Osthelder

Remote: None

Chairman Abler called the meeting to order at 3:00 PM. Peggy Osthelder certified compliance with the open meeting law. The meeting notice was posted at 10:00 AM on May 15, 2024.

Correspondence from U.S. Representative Glenn Grothman, congratulating Sheboygan County on receiving the Marquee Health 2024 Excellence in Wellness Award, was shared.

Supervisor Goehring made a motion to approve the minutes of the April 18, 2024 Executive Committee Meeting. Motion seconded by Supervisor Brauer. Motion carried.

The Committee discussed Resolution No. – Approving Use of American Rescue Plan Act (ARPA) Funds (No. 9). County Administrator Alayne Krause gave an overview of the resolution. Building Services Director Kevin Dulmes, Human Resources Director Dave Loomis, and Finance Director Steve Hatton answered questions. Supervisor Brauer made a motion to approve the resolution. Motion seconded by Supervisor Goehring. Motion carried.

The Committee reviewed the 1st Quarter Variance Reports. Deputy Administrator Emily Stewart gave an overview and answered questions. Supervisor Brauer made a motion to approve the reports. Motion seconded by Supervisor Procek. Motion carried.

County Administrator Alayne Krause reported on recent correspondence received from Representative Terry Katsma, thanking the County for collaborative efforts during his tenure in office. Administrator Krause then provided an update on efforts to ensure the future financial viability of the Rocky Knoll Health Care Center. Administrator Krause then stepped the Executive Committee through a draft of the 2025 budget assumptions memo and gave an overview of the upcoming budget development process. She then reported that the recent Property Committee meeting was held at the Sheboygan County Historical Museum, and the Committee met their Board President and new Executive Director. Additionally, Administrator Krause reported on recent talks with Bookworm Gardens about the possibility of a small expansion to their lease. Finally, Administrator Krause reported that she has been working with staff to complete a 7-year sales tax review, and will be presenting it to the County Board during their May 21st meeting.

The Committee discussed attendance at special meetings. No action was taken.

Vouchers were reviewed. Supervisor Goehring made a motion to approve the vouchers. Motion seconded by Supervisor Brauer. Motion carried.

The next Executive Committee meeting is scheduled for Thursday, May 30 at 3:00 PM.

Supervisor Brauer made a motion to adjourn. Motion seconded by Supervisor Goehring. Motion carried.

Peggy Osthelder, Recording Secretary

William Goehring, Secretary

SHEBOYGAN COUNTY ORDINANCE NO. 01 (2024/25)

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

WHEREAS, Licensed Practical Nurses, Registered Nurses and Certified Nursing Assistants are essential to the operation of Rocky Knoll and the care of patients and residents; and

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

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

NOW, THEREFORE, the County Board of Supervisors of the County of Sheboygan does ordain as follows:

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

47.03 SALARIES

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

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

30
31
32
33
34
35
36
37
38
39
40
41
42
43
44
45
46
47
48
49
50
51
52
53
54
55
56
57
58
59
60
61
62
63
64
65

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
113
114
115
116
117
118
119
120
121
122
123
124
125
126
127
128
129
130
131
132
133
134
135
136
137
138
139
140
141
142
143
144
145
146
147
148
149
150
151
152
153
154
155

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

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

Respectfully submitted this 21st day of May, 2024.

HUMAN RESOURCES COMMITTEE

Edward J. Procek, Chairperson

Christian Ellis, Vice-Chairperson

Charlotte Nennig

Charlette Nennig, Secretary

Carl Nonhof

Carl Nonhof

Thomas Wegner

Thomas Wegner

Opposed to Introduction:

Countersigned by:

Keith Abler, Chairperson

FISCAL NOTE
May 2024

Ordinance No. 01 (2024/25) RE: Amending Pay Scale for Certain County Positions

Funding:

Funding for affected positions to come from Rocky Knoll revenues and is expected to be accommodated within existing 2024 budget.

Respectfully Submitted,



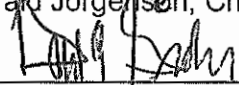
Steve Hatton, Finance Director
May 21, 2024

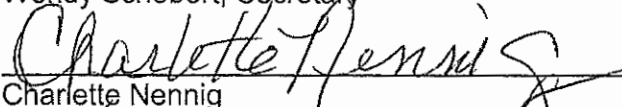
50 Section 2. **Effective Date.** The herein Ordinance shall take effect upon
51 enactment.

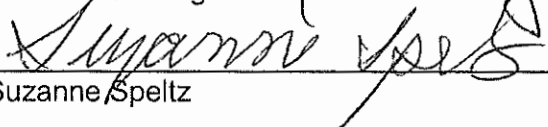
52
53 Respectfully submitted this 21st day of May, 2024.
54

55
56 **LAW COMMITTEE**

57 
58 _____
59 Gerald Jorgensen, Chairperson

60 
61 _____
62 Paul Gruber, Vice-Chairperson
63

64
65 _____
66 Wendy Schobert, Secretary
67 
68 Charlette Nennig

69 
70 _____
71 Suzanne Speltz
72

73
74 Opposed to Introduction:
75

76 _____
77 _____
78

79
80
81 Countersigned by:

82 _____
83
84 Keith Abler, Chairperson
85

May 13, 2024, draft

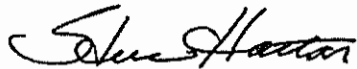
FISCAL NOTE
May 2024

**Ordinance No. 02 (2024/25) RE: Amending Section 92.02, County Communications
Council Membership**

Funding:

No additional funding is required as a result of the amendments.

Respectfully Submitted,



Steve Hatton, Finance Director
May 21, 2024



SHEBOYGAN COUNTY

Keith Abler
County Board Chairman

WISCONSIN

COMMITTEE REPORT TO THE COUNTY BOARD

We, the Executive Committee, herewith submit a summary of payments for per diem for the County Board members for the period commencing April 18, 2023 through April 15, 2024.

NAME	TOTAL MEETINGS	PER DIEM EARNED
Abler, Keith	70	\$ 2,590.00
Bosman, Alan J	43	1,645.00
Brauer, Curt A	60	2,205.00
Clarke, Rebecca	66	2,520.00
James Coulson	0	--
Donovan, Kathleen	62	2,240.00
Ellis, Christian	0	--
Goehring, William C	117	4,760.00
Gruber, Paul	32	1,190.00
Immel, Jacob	6	245.00
Jorgensen, Gerald	56	1,995.00
Koch, Vernon C – Chair	0	--
Kuhlow, Jon	57	2,240.00
Kulow, George	0	--
Montemayor, Marilyn	39	1,365.00
Nelson, Henry	48	1,750.00
Nelson, John	25	945.00
Nonhof, Carl	43	1,540.00
Procek, Edward J	64	2,380.00
Schobert, Wendy	38	1,365.00
Smith, Brian	0	--
Speltz, Suzanne	36	1,295.00
Te Stroete, Roger	88	3,255.00
Veldman, Jacqueline	45	1,680.00
Wegner, Thomas G	127	5,040.00
GRAND TOTAL	1,122	\$ 42,245.00

Respectfully submitted this 20th day of June, 2023.

EXECUTIVE COMMITTEE

Keith Abler, Chairperson

Curt Brauer

William C. Goehring

Kathleen Donovan

Edward J. Procek