

AMENDED NOTICE OF MEETING

HUMAN RESOURCES COMMITTEE
November 13, 2023 3:30 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 – October 30, 2023

District Attorney's Office Administrative Manager, Ashley Spelshaus

- Consideration of Equity Adjustments (2)

Rocky Knoll Health Care Center Administrator, Kayla Clinton

- Consideration of Table of Organization Change

Transportation Department Director, Bryan Olson

- Consideration of Promotions (13)
- Consideration of Equity Adjustment for Casual Employees (4)
- Consideration of Equity Adjustment (7)
- Consideration of 2024 Blanket Vacant Position Request

Human Resources Director, Dave Loomis

- Human Resources Department Updates and Comments

Review and Approve Vouchers

Approval of Attendance at Other Meetings or Functions

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

October 30, 2023

Called to Order: 3:30 PM

Adjourned: 3:43 PM

MEMBERS PRESENT: Chair Edward Procek, Vice Chair Tom Wegner, Secretary Christian Ellis, Members Carl Nonhof, and Kathleen Donovan

Remote: None

MEMBERS ABSENT: None

ALSO PRESENT: **In Person:** Alayne Krause, Cory Roessler, Crystal Fieber, Stephen Hatton, and Dave Loomis

Remote: None

Chair Procek called the meeting to order at 3:30 PM, in Conference Room 302 of the Administration Building. Chair Procek confirmed the meeting was posted October 27, 2023 at 1:00 PM, in compliance with the open meeting law.

Corporation Counsel, Crystal Fieber, presented Resolution No. ____ - Re: Authorizing Human Resources Committee to Enter Into Labor Contract with Sheboygan County Law Enforcement Employees' Association WPPA-LEER for the committee's consideration. A motion was made by Supervisor Wegner approving the resolution for presentation to the County Board. Supervisor Nonhof seconded the motion. Motion carried.

A motion to approve the minutes of October 23, 2023 as presented was made by Supervisor Wegner. Supervisor Donovan seconded the motion. Motion carried.

No action was taken on the agenda item: "Consideration of Hiring a Senior Human Resources Generalist above the midpoint of the salary range"

Human Resources Director David Loomis provided an update on the search for a Senior Human Resources Generalist, open enrollment, and annual performance evaluations.

A motion to adjourn was made by Supervisor Ellis. Supervisor Donovan seconded the motion. Motion carried with adjournment at 3:43 PM.

David Loomis
Recording Secretary

Christian Ellis
Secretary

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

Department: Rocky Knoll	Date: 11/09/23
Effective Date of Change:	11/05/23

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
Social Services Assistant	0		0	2		2
Social Worker	2		2	1		1
Admissions Coordinator	0		0	1		1
Admissions & Technology Manager	1		1	0		0
TOTALS	3		3	4		4

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.

Rocky Knoll Health Care Center is requesting the addition of two social services assistants to provide services designed to identify and meet the social and emotional needs of the residents and their families to adjust to the effects of illness or disability, treatment and stay in the facility. The social services assistants will also assure adequate discharge planning and the appropriate use of community social and health resources.

*Rocky Knoll would like to keep the Social Worker on the Table of Organization but we currently are not able to fill this role due to lack of qualified candidates. The current Admissions Coordinator and Deputy Administrator currently meet the definition of a "qualified social worker."

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>
Social Services Assistant	\$31,212	\$96,644	Budgeted funds from two social worker positions will cover the cost of the social services position

RATIONALE

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

The Rock Knoll Social Services Department will now consist of two social services assistants and admissions coordinator that will report to the Deputy Administrator. The social services department will now report directly to the Deputy Administrator who is a qualified social worker and will be responsible for overseeing department and admissions. This change now establishes a career path but also cross training and coverage for admissions, discharges, and care planning for the social services department.

ADDITIONAL INFORMATION

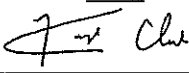
Is there any other information that the liaison committee or Human Resources Committee ought to have when considering this change? You may attach additional documentation if you wish.

ACTION TAKEN

Department Head Determination:

Approved Denied

Date: 11/7/23

Signature: 

Liaison Committee Action:

Approved Denied

Date: 11-9-23

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.



VACANT POSITION REQUEST

(To be completed for all vacant positions)

WISCONSIN

Date: 11/6/2023
From: Bryan Olson

Position Request:

Position Title: Any open position due to vacancy or retirement – Highway Division & Airport
DBM: B22, B23, B24, B32, C42, C44 or C45
Reason for Vacancy: All open positions in 2024 – retirements and vacancies

Justification for Filling Position:

These positions are necessary for the maintenance and reconstruction of our airport, roads and plowing operations.

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
\$36,977 - \$106,376	\$38,864.71 - \$45186.11	\$70,841.71 - \$151,562.11

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

County Administrator/Department Head Signature *B Olson* Date: 10-30-23
Human Resources Director Signature _____ Date: _____

If position changed:

Liaison Committee Signature *[Signature]* Date: 10-30-23
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.