

**NOTICE OF MEETING**  
**EXECUTIVE COMMITTEE**  
**September 30, 2014 - 4:30 PM**

508 New York Ave  
Sheboygan, WI 53081

Room 306

**\*Agenda\***

Call to Order  
Certification of Compliance with Open Meeting Law  
Approval of Minutes

Executive Committee - Regular Meeting - Aug 28, 2014 4:30 PM

Public Input and Comments on Agenda Items/Non-Agenda Items  
Correspondence  
Resolutions or Ordinances Referred by County Board

Consideration of Resolution No. -- 18 - Supporting District Attorney's Request for Additional Assistants

Consideration of Ordinance No. -- 6 - Updating Chapter 47 - Salary Grade Classifications

County Administrator's Report  
Approval of Attendance at Other Meetings or Functions  
Review and Approve Vouchers  
Next Meeting Date - October 23, 2014 @ 4:30 PM  
Adjournment

Prepared by:  
Kay Lorenz  
Recording Secretary

Roger Te Stroete  
Committee Chairperson

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 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 the 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.

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 Avenue  
Sheboygan WI

**August 28, 2014**

**Called to Order: 4:30 P.M.**

**Adjourned: 6:13 P.M.**

MEMBERS PRESENT: Roger Te Stroete, Tom Wegner, William Goehring, George Marthenze, Ed Procek

ALSO PRESENT: Kay Lorenz, Adam Payne, Carl Buesing, Terry Hanson

Chairman Te Stroete called the meeting to order and verified that the meeting notice was posted on August 20, 2014 at 2:45 P.M. in compliance with the open meeting law.

Supervisor Wegner made a motion to approve the minutes of the July 24, 2014 Executive Committee meeting. Motion seconded by Supervisor Procek. Motion carried.

The Committee discussed Resolution No. 14 – 2015 Five-Year Capital Plan. Supervisor Marthenze made a motion to recommend the Resolution be adopted. Motion seconded by Supervisor Goehring. Motion carried unanimously.

The Committee discussed Ordinance No. 05 – Transferring Chapter 47 Classification Change Duties to Human Resources Committee. Supervisor Wegner made a motion to recommend Ordinance No. 05 be filed with the Clerk with the expectation that it be revisited following completion of the County-wide compensation study and its subsequent adoption by the full County Board. Motion seconded by Supervisor Goehring. Motion carried unanimously.

Supervisor Marthenze made a motion to approve the 2<sup>nd</sup> Quarter Variance Reports for County Board and County Administrator. Motion seconded by Supervisor Wegner. Motion carried unanimously.

Kay Lorenz presented the proposed 2015 County Board budget. Supervisor Goehring made a motion to amend the proposed 2015 budget to increase the number of County Board Supervisors attending the Annual WCA Conference from 12 to 13. Motion seconded by Supervisor Wegner. Motion carried. Supervisor Wegner made a motion to approve the amended proposed 2015 County Board budget. Motion seconded by Supervisor Marthenze. Amended motion carried unanimously.

Kay Lorenz presented the proposed 2015 County Administrator's budget. Supervisor Wegner made a motion to approve the proposed 2015 County Administrator budget. Motion seconded by Supervisor Goehring. Motion carried unanimously.

County Administrator Adam Payne reported on the 2015 budget development status, pending purchase of Amsterdam Dunes, Corporation Counsel Survey results, and the Election Reporting Ad Hoc Committee.

Supervisor Wegner made a motion to approve per diem for Supervisor Marthenze to attend a hearing at the Courthouse on August 29th. Motion seconded by Supervisor Procek. Motion carried.

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

Minutes Acceptance: Minutes of Aug 28, 2014 4:30 PM (Approval of Minutes)

The next meeting will be held September 30, 2014 at 4:30 P.M.

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

William Goehring, Secretary

Kay Lorenz, Recording Secretary

Minutes Acceptance: Minutes of Aug 28, 2014 4:30 PM (Approval of Minutes)

SHEBOYGAN COUNTY RESOLUTION NO. 18 (2014/15)

Re: Supporting District Attorney's Request for Additional Assistants

WHEREAS, Sheboygan County currently is allotted 7.5 prosecutor FTEs including the District Attorney and Deputy District Attorney positions which cover all criminal, traffic, and juvenile cases in Sheboygan County, and

WHEREAS, the national standard for prosecutor staffing, although subject to some variables from jurisdiction to jurisdiction, indicates that any jurisdiction having only one prosecutor per 10,000 population is in serious danger of case mismanagement, inadvertent malpractice, and/or the inability to provide each case with the required attention, all of which can result in justice not being done, and Sheboygan County currently has one prosecutor per 15,000 population, and

WHEREAS, the Legislative Audit Bureau which undertakes a similar prosecutor/caseload analysis has found that Sheboygan County needs an additional 7.8 prosecutors, and

WHEREAS, the District Attorney, in submitting his state budget request for 2015/2017, has applied for funding for an additional five (5) prosecutors;

NOW, THEREFORE, BE IT RESOLVED that the Sheboygan County Board of Supervisors supports the request by the District Attorney for additional prosecutorial staff and further directs that the Clerk send copies of this Resolution to the Governor, state and federal legislative representatives having constituencies in Sheboygan County, and such other public officials that the District Attorney may deem appropriate.

Respectfully submitted this 23rd day of September, 2014.

LAW COMMITTEE

\_\_\_\_\_  
Thomas V. Epping, Chairperson

\_\_\_\_\_  
Vernon Koch, Vice-Chairperson

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Mark S. Winkel, Secretary

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Steven Bauer

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Fay Uraynar

Opposed to Introduction:

\_\_\_\_\_

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**FISCAL NOTE**

**Re: Supporting District Attorney's Request for Additional Assistants**

Adoption of this resolution supports the District Attorney's state budget request for five (5) additional prosecutorial staff.

If the State approves the request; the County will need to provide office accommodations and sundry supplies.

**Funding:**

The additional staff would be funded by the State of WI.

In order to accommodate the additional prosecutorial staff, existing space would need to be modified provide the required offices if the positions are approved by the State. The estimated capital costs are identified below:

| <b>Location</b> | <b># of Offices</b> | <b>Cost</b> |
|-----------------|---------------------|-------------|
| DA's Office     | 2                   | \$12,250    |
| Fifth Floor     | 3                   | \$10,359    |
| Total           | 5                   | \$22,609    |

No funding is required at this time, the resolution supports the DA's request.




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Terry A Hanson, Finance & IT Director  
September 19, 2014

Attachment: Resolution 18 (2342 : 18 - Supporting District Attorney's Request for Additional Assistants)

SHEBOYGAN COUNTY ORDINANCE NO. 06 (2014/15)

Re: Updating Chapter 47 – Salary Grade Classifications

WHEREAS, Chapter 47 of the Sheboygan County Code provides for a pay grade classification system for Sheboygan County employees who are not part of a recognized bargaining unit, and

WHEREAS, there are certain pay grade and position changes and job titles that have been changed on the County departmental tables of organization that have not been changed in the pay grade classification grid at Sec. 47.02; and

WHEREAS, as the County is undertaking a comprehensive compensation study, it is in the best interest of the County to bring its current pay grade classification ordinance up to date,

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

Section 1. Updating Salary Grade Classifications. Section 47.02 of the Sheboygan County Code of Ordinances is hereby amended as follows (additions indicated by redlining, deletions by strikeouts):

| Grade | Position  | Department  |
|-------|---|---|
| 20    | County Administrator  | County Administrator  |
| 19    | Director<br>Director<br>Director  | Finance/Info Tech<br>Health/Human Svcs<br>Human Resources   |
| 18    | Administrator   | Rocky Knoll   |
| 17    | <del>Psychologist</del><br>Supervisor – Clinical Treatment/Intake<br>Assessment (PhD)   | Rocky Knoll<br>Health/Human Svcs  |
| 16    | Director <del>(Highway Commissioner)</del><br><del>Division Manager – Community Programs</del><br>Division Manager – Public Health<br>Division Manager – Social Services<br>Court Commissioner<br><del>Manager – Information Technology</del> | Transportation<br><del>Health/Human Svcs</del><br>Health/Human Svcs<br>Health/Human Svcs<br>Court Commissioner<br>Finance/Info Tech |
| 15    | Child Support Enforcement Attorney<br>Director<br>Director<br>Inspector (Assistant Department Head)<br><del>Manager – Information Technology</del>  | Corporation Counsel<br>Building Services<br>Planning/Conserv<br>Sheriff<br>Finance/Info Tech  |

Attachment: Ordinance 6 (2343 : 6 - Updating Chapter 47 - Salary Grade Classifications)

|     |    |   |                              |
|-----|----|---|------------------------------|
| 52  |    |   |                              |
| 53  | 14 | Director/Clinical Coordinator – Community Support       | Health/Human Svcs            |
| 54  |    | Director – Nursing                                      | Rocky Knoll                  |
| 55  |    | Manager – Business/Administrative Support               | Health/Human Svcs            |
| 56  |    | Supervisor – Clinical Treatment/Intake Assessment       |                              |
| 57  |    | (non-PhD)   | Health/Human Svcs            |
| 58  |    |   |                              |
| 59  | 13 | <b>Controller</b>                                       | <b>Finance/Info Tech</b>     |
| 60  |    | Deputy Director   | Finance/Info Tech            |
| 61  |    | Director of Operations (Operational Commander)          | Sheriff                      |
| 62  |    | Director – Social Services/ <b>Marketing</b>            | Rocky Knoll                  |
| 63  |    | Purchasing Agent <sup>1</sup>                           | Finance/Info Tech            |
| 64  |    | Airport Superintendent                                  | Transportation               |
| 65  |    | <b>Supervisor – Long-term Support/Developmental</b>     |                              |
| 66  |    | <b>Disability</b>                                       | <b>Health/Human Svcs</b>     |
| 67  |    | Supervisor – Program                                    | Health/Human Svcs            |
| 68  |    | Supervisor – Social Work                                | Health/Human Svcs            |
| 69  |    | Supervisor – TASC and Contract                          |                              |
| 70  |    | Services for Mental Health/AODA                         | Health/Human Svcs            |
| 71  |    | Surveyor/Engineer                                       | Transportation               |
| 72  |    |   |                              |
| 73  | 12 | Area Nurse Manager                                      | Rocky Knoll                  |
| 74  |    | <del>Land Use Regulation Manager</del>                  | <del>Planning/Conserv</del>  |
| 75  |    | Captain – Criminal Investigations/Operations Commander  | Sheriff                      |
| 76  |    | Correctional Administrator                              | Sheriff                      |
| 77  |    | <del>County Conservationist</del>                       | <del>Planning/Conserv</del>  |
| 78  |    | Captain – Patrol Operations Commander                   | Sheriff                      |
| 79  |    | Captain – Support Services                              | Sheriff                      |
| 80  |    | Director  | Child Support                |
| 81  |    | Environmental Health Officer                            | Health/Human Svcs            |
| 82  |    | <del>Manager – Accounting (Transportation)</del>        | <del>Finance/Info Tech</del> |
| 83  |    | Manager – Economic Support                              | Health/Human Svcs            |
| 84  |    | <del>Manager – Special Projects</del>                   | <del>Finance/Info Tech</del> |
| 85  |    | Network/System Administrator                            | Finance/Info Tech            |
| 86  |    | Supervisor – ADRC                                       | Health/Human Svcs            |
| 87  |    | <del>Supervisor – Long-term Support/Developmental</del> |                              |
| 88  |    | <del>Disability</del>                                   | <del>Health/Human Svcs</del> |
| 89  |    | Supervisor – Nurse (Night Shift)                        | Rocky Knoll                  |
| 90  |    |   |                              |
| 91  | 11 | Assistant Court Commissioner                            | Court Commissioner           |
| 92  |    | <del>Assistant Director – Nursing</del>                 | <del>Rocky Knoll</del>       |
| 93  |    | <del>Clinical Admissions/Case Manager</del>             | <del>Rocky Knoll</del>       |
| 94  |    | <del>Planning/Conservation (Conservationist)</del>      | <del>Planning/Conserv</del>  |
| 95  |    | Dietician - Registered                                  | Rocky Knoll                  |
| 96  |    | <del>Manager</del>                                      | <del>Planning/Conserv</del>  |
| 97  |    | <del>Resident Assessment Coordinator</del>              | <del>Rocky Knoll</del>       |
| 98  |    | <del>Senior HR Generalist</del>                         | <del>Human Resources</del>   |
| 99  |    | <del>Superintendent – Patrol Highway</del>              | <del>Transportation</del>    |
| 100 |    | <del>Supervisor – Engineering</del>                     | <del>Land/Water Cons</del>   |

<sup>1</sup> If this position no longer performs services to the City of Sheboygan pursuant to the Agreement with the City of Sheboygan authorized by Resolution No. 12 (2008/08), this position will return to Grade 12.

|     |  |                      |
|-----|--|----------------------|
| 101 | Supervisor – Building Services                   | Building Services    |
| 102 | Supervisor – Payroll Analyst                     | Finance/Info Tech    |
| 103 |  |                      |
| 104 | 10 Accounts Receivable Coordinator (Rocky Knoll) | Finance/Info Tech    |
| 105 | Admission/Technology Manager                     | Rocky Knoll          |
| 106 | Analyst  | Human Resources      |
| 107 | Assistant Correctional Administrator             | Sheriff              |
| 108 | Auditor/Analyst                                  | Finance/Info Tech    |
| 109 | Director – Activities                            | Rocky Knoll          |
| 110 | Director – Building Services                     | Rocky Knoll          |
| 111 | Director – Food Services                         | Rocky Knoll          |
| 112 | Manager – Building Services                      | Rocky Knoll          |
| 113 | Manager – Non-Motorized Transport Pilot Program  | Planning/Conserv     |
| 114 | Senior Accountant                                | Finance/Info Tech    |
| 115 | Senior Accountant                                | Health/Human Svcs    |
| 116 | Superintendent – Shop                            | Transportation       |
| 117 | Supervisor – Economic Support                    | Health/Human Svcs    |
| 118 | Supervisor – Food Services                       | Rocky Knoll          |
| 119 | Supervisor – Victim/Witness Assistance Program   | District Attorney    |
| 120 |  |                      |
| 121 | 9 Chief Deputy Clerk of Courts                   | Clerk of Courts      |
| 122 | Director – Emergency Management/EPCRA Planning   | Sheriff              |
| 123 | Lead Staffing Coordinator                        | Rocky Knoll          |
| 124 | Register in Probate                              | Clerk of Courts      |
| 125 | Supervisor – District                            | Transportation       |
| 126 | Supervisor – Office                              | Clerk of Courts      |
| 127 | Supervisor – Office                              | District Attorney    |
| 128 | Supervisor                                       | Child Support        |
| 129 | Veterans' Service Officer                        | Veterans' Service    |
| 130 |  |                      |
| 131 | 8 Accountant                                     | Finance/Info Tech    |
| 132 | Accountant                                       | Health/Human Svcs    |
| 133 | Accountant                                       | Sheriff              |
| 134 | Administrator – Support Services                 | Sheriff              |
| 135 | Assistant to Administrator                       | Rocky Knoll          |
| 136 | Assistant Surveyor/Assistant Engineer            | Transportation       |
| 137 | Assistant (to County Administrator)              | County Administrator |
| 138 | Director – Health Information Systems            | Rocky Knoll          |
| 139 | Social Worker                                    | Rocky Knoll          |
| 140 | Supervisor – Billing                             | Rocky Knoll          |
| 141 | Supervisor – Office                              | Health/Human Svcs    |
| 142 | Supervisor – Office                              | Register of Deeds    |
| 143 | Supervisor – Office                              | Treasurer            |
| 144 |  |                      |
| 145 | 7 Account Specialist                             | Finance/Info Tech    |
| 146 | Accounts Receivable Analyst                      | Finance/Info Tech    |
| 147 | Activity Therapist                               | Rocky Knoll          |
| 148 | Benefits Assistant                               | Human Resources      |
| 149 | Billing Supervisor                               | Rocky Knoll          |
| 150 | Lead Court Accountant                            | Clerk of Courts      |
| 151 | Lead Court Clerk                                 | Clerk of Courts      |
| 152 | Mechanic (Civilian)                              | Sheriff              |
| 153 | Office Manager                                   | Rocky Knoll          |
| 154 | Office Manager                                   | Sheriff              |



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|---|--|---|
| 6 | Accounts Receivable Associate (Rocky Knoll)<br>Administrative Assistant<br>Administrative Assistant<br>Administrative Assistant/Secretary<br>Administrative Assistant/Secretary<br>Supervisor – Environmental Services | Finance/Info Tech<br>Finance/Info Tech<br>Rocky Knoll<br>Sheriff<br>Transportation<br>Rocky Knoll |
| 5 | Secretary [REDACTED]   | Human Resources   |
| 4 | Confidential Secretary   | Rocky Knoll   |
| 3 | Check Fraud Investigator   | District Attorney   |
| 2 |  |   |
| 1 |  |   |

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

Respectfully submitted this 23rd day of September, 2014.

**HUMAN RESOURCES COMMITTEE**

\_\_\_\_\_  
Fran Damp, Chairperson

\_\_\_\_\_  
Keith Abler, Vice-Chairperson

\_\_\_\_\_  
Edward J. Procek, Secretary

\_\_\_\_\_  
Devin LeMahieu

\_\_\_\_\_  
Greg Weggeman

Opposed to Introduction:

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Countersigned by:

\_\_\_\_\_  
Roger Te Stroete, Chairperson

Attachment: Ordinance 6 (2343 : 6 - Updating Chapter 47 - Salary Grade Classifications)

**FISCAL NOTE**  
**September 2014**

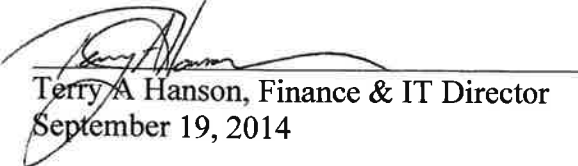
**Resolution No. 17 (2014/15) RE: Honoring the Life of Fred H Henckel, Chairperson of the County Veterans' Service Commission**

**Resolution No. 19 (2014/15) RE: Approving Revisions to Farmland Preservation Plan**

**Ordinance No. 6 (2014/15) RE: Updating Chapter 47 – Salary Grade Classifications**

**Funding:**

No funding is required.

  
Terry A Hanson, Finance & IT Director  
September 19, 2014