

NOTICE OF MEETING
HUMAN RESOURCES COMMITTEE
January 27, 2016 - 5:00 PM

Administration Building
508 New York Avenue
Sheboygan, WI 53081
Conference Room 302

Agenda

Call to Order
Certification of Compliance with Open Meeting Law
Correspondence and Other Issues

Building Services Director Jim TeBeest

Consideration of Hiring Three (3) Limited Term Employees for Summer Help

Planning and Conservation Director Aaron Brault

Consideration of Hiring One (1) Limited Term Employee for Summer Help

Purchasing Agent Bernie Rammer

Consideration of Initiating the Bidding Process for In-Health Clinic Remodeling

HR Director - Jean Gallimore Report
Review and Approve Vouchers
Approval of Minutes

Human Resources Committee - Regular Meeting - Jan 13, 2016 5:00 PM

Approval of Attendance at Other Meetings or Functions
Adjourn

Prepared by:

Penny Elsner, Ext. 6481
Recording Secretary

Fran Damp
Committee Chairperson

NOTE: 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 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.

Persons with disabilities needing assistance to attend or participate are asked to notify Penny Elsner , 920-459-6481 prior to the meeting so that accommodations may be arranged.



SHEBOYGAN COUNTY VACANT POSITION REQUEST

to be completed for all open positions

Date : January 19, 2016

To : Property Committee Members

From : Jim TeBeest, Director - Building Services

Jim TeBeest

Position Request:

Position: Limited Term Employees - Summer Help (3)

Reason for Vacancy: Seasonal

Justification:

Building Services attempted working without summer help in 2003. Higher paid maintenance workers were utilized to mow lawns, trim, water flowers, paint and clean glass doors at all ten properties the Department is responsible for. This caused delays in preventative maintenance work and technical repairs, and higher repair costs by contractors. Completing work order requests were delayed, especially during periods of vacations.

Staffing Consideration:

Department has considered any and all alternate options as it relates to overall staffing needs.

YES ☒ NO ☐

Budget Consideration:

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:

Costs:

Salary Range of Requested Position: \$10.00 - \$10.25 / hour

DBM Salary Range of Requested Position: Limited Term Employees

The annual costs associated with the position (current year's wage & benefit rates):

Wages	Benefits	Total
\$ 5,418	\$ 484	\$ 5,902

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

Department Head signature

Jim TeBeest

Date

01/15/16

Liaison Committee signature

John P. [Signature]

Date

1/19/16

Human Resources Committee signature

Date

Form Process:

1. Department Head completes the VPA form
2. Department Head presents the VPA form to their Liaison Committee for approval/signature
3. Department Head forwards the VPA form to HR For Human Resources Committee approval/signature (salaried positions only)
4. HR will begin the recruitment process

08/2015

Attachment: Building Services LTE (3421 : Hiring Three (3) Limited Term Employees for Summer Help)



SHEBOYGAN COUNTY VACANT POSITION REQUEST

to be completed for all open positions

Date : 1/22/16

To : HR Committee Members

From : Aaron Brault

Position Request:

Position: LTE

Reason for Vacancy: N/A

Justification:

LTE will perform needed GIS inventory work for both the Planning & Conservation Department, but also the Building Services Department. Position is funded 100% by Land Information dollars.

Staffing Consideration:

Department has considered any and all alternate options as it relates to overall staffing needs.

YES ☒ NO ☐

Budget Consideration:

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:

Costs:

Salary Range of Requested Position: \$10/hr

DBM Salary Range of Requested Position: \$10/hr

The annual costs associated with the position (current year's wage & benefit rates):

Wages	Benefits	Total
\$ 5,966.81	\$ 533.19	\$ 6500

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

Department Head signature _____

Date 1-22-16

Liaison Committee signature _____

Date _____

Human Resources Committee signature _____

Date _____

Form Process:

1. Department Head completes the VPA form
2. Department Head presents the VPA form to their Liaison Committee for approval/signature
3. Department Head forwards the VPA form to HR For Human Resources Committee approval/signature (salaried positions only)
4. HR will begin the recruitment process

Attachment: P & C LTE (3422 : Hiring One (1) Limited Term Employee for Summer Help)



SHEBOYGAN COUNTY JOB POSTING

JOB POSTING #XXXXXX

LIMITED TERM EMPLOYEE – GIS Intern/Summer Help

The **Planning & Conservation Department** has an opening for one (1) Limited Term Employee. This full time, 40 hour per week position has a starting salary of \$10.00/hr.

PURPOSE AND SUMMARY

Duties include but are not limited to digitizing Sheboygan County building plans, indexing county surveys to be included in a spatially searchable manner, digitizing z-values of the county's buildings, scanning & geo-referencing historic airphotos, and intermittently performing maintenance duties at Sheboygan County's various recreational amenities. The ability to work in both an office and outdoor setting is required. The ability to lift 50 pounds, use hand-tools, and knowledge of ESRI's suite of GIS software are also required.

Valid Driver's License Required.

Applications will be accepted through 5:00 p.m. on Friday, April 1, 2016.

HUMAN RESOURCES
508 New York Avenue
SHEBOYGAN, WI 53081
Or
www.sheboygancounty.com

Internal Applicants: Please reference the above job posting number and position when submitting your internal application for employment which is located on the Sheboygan County shared drive/Sheboygan County/Human Resources/Forms/Internal Application for Employment.

AMERICANS WITH DISABILITIES ACT NOTICE

Sheboygan County willingly accommodates persons with disabilities. If you require special assistance with the application process, please contact Sheboygan County Human Resources Office at (920) 459-3105.

AN EQUAL OPPORTUNITY EMPLOYER

WE SUPPORT A SAFE, HEALTHY AND SUBSTANCE FREE WORK ENVIRONMENT
 THROUGH PRE-EMPLOYMENT SUBSTANCE TESTING

SHEBOYGAN COUNTY HUMAN RESOURCES COMMITTEE MINUTES

Administration Building
508 New York Avenue - Room 336
Sheboygan WI 53081

January 13, 2016

Called to Order: 5:00 PM

Adjourned: 5:50 PM

MEMBERS PRESENT: Chair Fran Damp and Vice Chair Keith Abler, Secretary Ed Procek, and Member Brian Hilbelink and Greg Weggeman

OTHERS PRESENT: Supervisors Brian Hoffmann and Henry Nelson, Health and Human Services Director Tom Eggebrecht and Senior Finance Manager Shannon Otten

Chairperson Damp called the meeting to order at 5:00 PM, in Conference Room 336 of the Administration Building. Chairperson Damp confirmed the meeting was posted January 8, 2016 at 4:50 PM, in compliance with the open meeting law.

Health and Human Services Director Tom Eggebrecht met with the Committee requesting approval for the promotion of Allie Iserloth from Administrative Specialist to Human Services Professional. A motion was made by Supervisor Abler granting approval. Supervisor Weggeman seconded the motion. Motion carried unanimously.

Health and Human Services Director Tom Eggebrecht requested approval for a change in the Table of Organization eliminating one Secretary and adding one Administrative Assistant. A motion was made by Supervisor Abler granting approval. Supervisor Weggeman seconded the motion. Motion carried 4-1 with Supervisor Hilbelink voting "NAY."

Health and Human Services Director Tom Eggebrecht also requested approval to reorganize his department in that three Human Services Professionals positions will become Lead Human Services Professional positions. A motion was made by Supervisor Weggeman granting approval. Supervisor Procek seconded the motion. Motion carried unanimously.

Health and Human Services Director Tom Eggebrecht requested approval for a salary adjustment for Deputy Human Services Director Tim Gessler to the midpoint of the DBM rating. A motion was made by Supervisor Weggeman granting approval. Supervisor Abler seconded the motion. Motion carried 4-1 with Supervisor Damp voting "NAY."

Health and Human Services Director Tom Eggebrecht lastly requested approval for the hiring of a Limited Term Employee for the Division of Economic Support. A motion was made by Supervisor Procek granting approval. Supervisor Abler seconded the motion. Motion carried unanimously.

The Committee considered the introduction of a resolution authorizing the Human Resources Committee to enter into a Labor Contract with the Sheboygan County Law Enforcement Employees' Association WPPA-LEER. A motion was made by Supervisor Hilbelink granting approval to move forward contingent upon the WPPA-LEER Association ratification. Supervisor Weggeman seconded the motion. Motion carried.

A motion to approve the vouchers as presented was made by Supervisor Abler. Supervisor Hilbelink seconded the motion. Motion carried unanimously.

A motion to approve the amended minutes of December 16, 2015 was made by Supervisor Weggeman. Supervisor Abler seconded the motion. Motion carried unanimously.

A motion to adjourn was made by Supervisor Abler. Supervisor Hilbelink seconded the motion. Motion carried unanimously with adjournment at 5:50 PM.

Penny Elsner
Recording Secretary

Ed Procek
Secretary