

NOTICE OF MEETING

HUMAN RESOURCES COMMITTEE

June 23, 2016 - 3:30 PM

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

Agenda

Call to Order

Certification of Compliance with Open Meeting Law

Approval of Minutes

Human Resources Committee - Regular Meeting - May 19, 2016 3:30 PM

Review and Approve Vouchers

Approval of Attendance at Other Meetings or Functions

Correspondence and Other Issues

County Administrator Adam Payne

Consideration of Vacation Exception

HR Director Jean Gallimore on Behalf of IT Director Chris Lewinski

Consideration of Vacation Exception

District Attorney Joe DeCecco/Administrative Manager Carla Kovalaske

Consideration of Change in Table of Organization - Reclassifying Position
(Administrative Assistant "Paralegal Aide" to Administrative
Associate "Paralegal")

Inspector Jim Risseeuw/Sheriff Todd Priebe

Consideration of Change in Table of Organization - Adding 3 Additional Correctional
Officers

Health and Human Services Director Tom Eggebrecht

Consideration of Vacant Position Request for Human Services Supervisor - Public
Health

Consideration of Vacant Position Request for Human Services Supervisor - Behavioral
Health

Consideration of Vacant Position Request for Human Services Supervisor - WIC
Director/Project Nutritionist

County Treasurer Laura Henning-Lorenz

Consideration of Vacant Position Request for Limited Term Employees

Corporation Counsel - Carl Buesing

Monthly and Year-to-Date Budget Review

Summary Report of Previous Months Activities and Hours
Review of Claims and Litigation

Associated Financial Senior Vice President Jay Scott
Strategic Benefit Planning Committee Update

Closed Session

Consideration of Consideration of Local 2427 ~ Health Care Employees Grievances -
Contemplated Closed Session: It is contemplated that a motion will be made to consider this agenda item in closed session pursuant to Wis. Stat. §19.85(1)(f) which states that a closed session may be held for the following purpose: Considering financial, medical, social, or personal histories or disciplinary data of specific persons, preliminary consideration of specific personnel problems, or the likely to have a substantial adverse effect upon the reputation of any person referred to in such problems or investigation which require a closed session. The Committee will reconvene in OPEN SESSION immediately after the closed session is concluded to vote on matters discussed in closed session requiring decisions if any action is deemed necessary and to conclude work on any other items listed in this meeting notice.

HR Director - Jean Gallimore Report
Adjourn

Prepared by:
Penny Elsner, Ext. 6481
Recording Secretary

Edward Procek
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 HUMAN RESOURCES COMMITTEE MINUTES

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

May 19, 2016 **Called to Order: 3:30 PM** **Adjourned: 4:13 PM**

MEMBERS PRESENT: Chair Ed Procek, Vice Chair Keith Abler, Secretary Charlie Conrardy,
Members Roger TeStroete

MEMBERS ABSENT: Fran Damp

OTHERS PRESENT: Human Resources Director Jean Gallimore, Rocky Knoll Administrator
Rachelle Valleskey, Dietician Stacy Wagner, Health and Human
Services Director Tom Eggebrecht, Deputy Human Services Director
Tim Gessler, Inspector Jim Risseeuw, and Captain Cory Roeseler

Chairperson Procek called the meeting to order at 3:30 PM, in Conference Room 302 of the Administration Building. Chairperson Procek confirmed the meeting was posted May 16, 2016 at 4:50 PM, in compliance with the open meeting law.

Chairperson Procek acknowledged the prior Human Resources Committee as well as welcomed the present Committee members. Supervisor Damp was also acknowledged as past Chair and that in her absence from this meeting was due to another County commitment with Bay Lakes.

Rocky Knoll Administrator Rachelle Valleskey and Dietician Stacy Wagner requested approval for the carry-over of 40 hours of 2015 vacation into 2016 for employee 80902. A motion was made by Supervisor Conrardy granting approval. Supervisor Abler seconded the motion. Motion carried unanimously.

Deputy Human Services Director Tim Gessler requested approval to post and fill the position of Human Services Supervisor-Child Support Supervisor. A motion was made by Supervisor TeStroete granting approval. Supervisor Abler seconded the motion. Motion carried unanimously.

Inspector Jim Risseeuw requested approval for a change in Table of Organization (adding .75 part time deputies to be allocated in Health and Human Services.) After discussion, a motion was made by Supervisor Conrardy granting approval. Supervisor TeStroete seconded the motion. Motion carried unanimously.

On behalf of Transportation Director Greg Schnell, Human Resources Director Jean Gallimore requested approval for the temporary upgrade of employee 80408 to welder. A motion was made by Supervisor Conrardy granting approval. Supervisor Abler seconded the motion. Motion carried unanimously.

Human Resources Director Jean Gallimore reviewed the Sheboygan County Fitness Program to include statistics and financials.

Human Resources Director Jean Gallimore updated the Committee with the status of the Strategic Planning Committee. Human Resources Director Jean Gallimore also informed the Committee that Senior Vice President Jay Scott will be in attendance at their next regularly scheduled meeting to review strategies.

Minutes Acceptance: Minutes of May 19, 2016 3:30 PM (Approval of Minutes)

HUMAN RESOURCES COMMITTEE MEETING MINUTES
May 19, 2016

Human Resources Director Jean Gallimore requested Captain Cory Roeseler be recommended for appointment to the Affirmative Action Committee, along with the Human Resources Committee endorsement of Charlie Conrardy. A motion was by Supervisor Abler recommending the two be forwarded to County Board. Supervisor TeStroete seconded the motion. Motion carried unanimously.

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

A motion to adjourn was made by Supervisor Conrardy. Supervisor Abler seconded the motion. Motion carried unanimously with adjournment at 4:13 PM.

Penny Elsner
Recording Secretary

Charles Conrardy
Secretary

Minutes Acceptance: Minutes of May 19, 2016 3:30 PM (Approval of Minutes)



SHEBOYGAN COUNTY

Adam N. Payne
County Administrator

April 7, 2016

Ms. Alayne Bosman
W3847 County Road N
Sheboygan Falls, WI 53085

Dear Alayne,

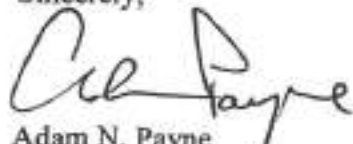
I am pleased to offer you the position of Assistant to the County Administrator. The terms of this offer include the following:

- Your start date will be Monday, May 16, 2016.
- An initial annual salary of \$40,530 (this reflects a 33% increase above your current wage).
- Upon successful completion of a six-month performance evaluation, you will be eligible for a pay for performance increase effective November 16, 2016. Thereafter, you will be eligible for a pay for performance increase the first of each year.
- On your start date you will be given credit for 5 days of additional vacation which is an acceleration of the normal schedule. Effective May 31, 2017, you will begin accruing vacation at the 3 years of service level (15 days per year) per the vacation grid in the Personnel Policy Manual.
- All other benefits, including vacation, health insurance, dental insurance, and holidays, will continue.

Please return a signed duplicate of this letter verifying your acceptance of the position. If you have any questions, feel free to contact me.

Alayne, I look forward to working with you.

Sincerely,


Adam N. Payne
County Administrator

cc: Jean Gallimore



SHEBOYGAN COUNTY

Chris Lewinski
Information Technology Dire

To: Edward J. Procek, Human Resources Committee Chairperson

CC: Adam Payne, Jean Gallimore

Date: June 23, 2016

Subject: Granting an Additional 5 Days Annual Paid Vacation to Department Staff Member

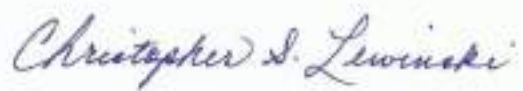
Steve DiBona, Sheboygan County Network System Administrator, was hired in August 2016 to replace Lee Guenther. At the time, Steve was hired with the standard 10 days (80 hours) of paid vacation time and did not negotiate for additional vacation as a condition of his hiring. Recently, Steve has asked for an additional 5 days (40 hours) of paid vacation time each year, on the basis of the eighteen years of information technology experience he brings to Sheboygan County (County employees with eighteen years of service would accrue 22 days of paid vacation per year). In making this request, Steve acknowledges he should have negotiated this additional benefit during the hiring process.

As Steve's supervisor, I support his request, based on his reasoning above and his demonstrated performance on the job at Sheboygan County. Since his start last August, Steve has proven himself a very capable member of the Information Technology Department, as well as a dedicated one; he has regularly worked early, late and over the weekends as special needs arose. He has successfully completed his 6 month performance review, for which he earned an aggregate score of 8.8 out of 10 points.

I understand that if this request is granted, it would be an exception to the Sheboygan County Human Resources Policy, which reserves this additional vacation benefit "*for newly hired department heads and other management employees*". While Steve's position is not technically considered a management role (he does not have staff members reporting to him), it is a salaried position, a very senior role within the Information Technology department, and he regularly assumes a leadership role with Sheboygan County network operations and projects. As such, I ask that you consider approving this request. From my perspective, five additional days of paid vacation time is a small price to pay to keep a valued employee happy.

I appreciate your consideration and welcome your questions.

Respectfully yours,

A handwritten signature in cursive script that reads "Christopher D. Lewinski". The signature is written in black ink on a light-colored background.

Attachment: IT VAC EXCEPTION (3700 : Vacation Exception)

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

Department: District Attorney	Date: 6/3/16
Effective Date of Change: 6/23/16	

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
Administrative Manager	1					
Senior Human Services Professional	1					
Human Services Specialist	2					
Senior Administrative Specialist	4					
Administrative Specialist	3			2		
Administrative Assistant	4					
Administrative Associate (Paralegal)				1		
TOTALS	15			3		

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 HR Director regarding pay grades for any new classifications.

Performs various paraprofessional duties to assist the prosecutors with their caseloads. Key functions include drafting legal documents such as complaints, warrants, briefs and legal communications for prosecutor review, while providing prosecution clerical support. Proposed DBM = B24

Attachment: DA TO CHANGE (3706 : Change in Table of Organization - Reclassifying Position (Paralegal Aide to Paralegal))

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.

Job Title	Cost-Rest of Year	Cost-Annual	Source of Funds
Administrative Associate	\$25,376	\$64,614	Annual operation Budget / tax levy

RATIONALE

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

Due to the fact that we have a high number of criminal cases to process every year, I am requesting to replace an open position with a newly created Paralegal position. This paralegal would perform essential legal tasks to assist both our prosecutors and support staff who currently perform these functions.

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

Date: 6/13/16

Approved Denied

Signature: [Signature]

Liaison Committee Action:

Date: 6/15/16

Approved Denied

Committee Chair: [Signature]

Human Resources Committee:

Date: _____

Approved Denied

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

Attachment: DA TO CHANGE (3706 : Change in Table of Organization - Reclassifying Position (Paralegal Aide to Paralegal))

SHEBOYGAN COUNTY SHERIFF'S DEPARTMENT
OFFICE OF THE SHERIFF

6.D.1.a

Todd W. Priebe, Sheriff
James A. Risseuw, Inspector

Phone: (920) 459-3111

FAX: (920) 459-4305

Ed Procek, Chairman
Sheboygan County Human Resources Committee
508 New York Av.
Sheboygan, WI 53081

Dear Chairman Procek:

In late 2015, our jail population saw steady increases which continued into 2016. Our average population in 2015 was 213 and we are currently at 270. According to our Jail Administrator, we are at 95% capacity and within 10 inmates of having no bed space depending on gender and classification. The population tends to increase during summer months and we expect this year will be consistent with that trend.

In our opinion, it has become necessary to re-open the adult downtown jail to house our female inmate population. In order to facilitate this operation we will need to add an addition three correctional officer positions to our existing 52 positions.

While the cost of these positions was not anticipated at the time our 2016 budget was formulated, we anticipate revenue from boarding inmates from other counties will cover all or part of the cost. Two counties have contacted us indicating they are interested in boarding inmates if space becomes available. Depending on our own needs and demand for space from other counties, this could provide a long term source of revenue for the Sheriff's Office.

Sincerely,



James Risseuw
Inspector

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

Department: Sheriff's Office	Date: 05/12/16
Effective Date of Change: August 1, 2016	

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
Corrections Officer	52			55		
TOTALS						

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 HR Director regarding pay grades for any new classifications.

Increase in jail population requires re-opening downtown jail. An additional 3 positions are needed to adequately staff the downtown facility 24/7. Proposed new positions would be at B24 range.

Attachment: CORRECTIONS TO CHANGE (3705 : Change in Table of Organization - Adding 3 Additional Correctional Officers)

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>
Corrections Officer	\$77,721	\$186,531	Revenue from boarding inmates from other counties. (estimated \$200,000 annually)


RATIONALE

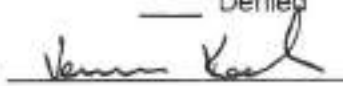
Briefly summarize the reasons for the requested change in the table of organization. Additional staff needed to re-open downtown jail due to reaching capacity at Detention Center. Also provides opportunity for revenue as other counties are in need of more space for inmates.

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. The Detention Center is within 10 inmates of being full. Manitowoc County has informed us they would have 10-15 inmates to board in our facility when space is opened. Other counties in WI are also in need of boarding space according to Jail Administrator Paul Brinkman.

ACTION TAKEN

Department Head Determination: Approved Denied
Date: 05/16/16
Signature: 

Liaison Committee Action: Approved Denied
Date: 5/18/2016
Committee Chair: 

Human Resources Committee: Approved Denied

Attachment: CORRECTIONS TO CHANGE (3705 : Change in Table of Organization - Adding 3 Additional Correctional Officers)

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.

Attachment: CORRECTIONS TO CHANGE (3705 : Change in Table of Organization - Adding 3 Additional Correctional Officers)



Sheboygan County VACANT POSITION REQUEST

(To be completed for all vacant positions)

Date: 6/2/2016
To: Health & Human Services Committee Members
From: Karlyn Raddatz

Position Request:

Position: Human Services Supervisor – Public Health
Reason for Vacancy: Jean Beinemann, current DPH Program Supervisor will be retiring effective July 5, 2016.

Justification: This position is responsible for the supervision of seven Public Health staff. Supervisory oversight is necessary for continuity of service delivery across the Division of Public Health as well as increased collaboration within Sheboygan County. Programmatic oversight includes Communicable Disease Surveillance and Response, General and Population-based Public Health Nursing, Community Health Improvement Assessment and Planning, and administrative support services.

Staffing Consideration:

Department has considered all alternate options as it relates to overall staff needs? Yes No

Budget Consideration:

Is this position within the Department's annual operation budget? Yes No
 If not, please state the amount over budget as well as the proposed source of funds:

Costs:

DBM Salary Range of Requested Position: CS2

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

Wages	Benefits	Total
59,822-89,734	25,319.00	99,081

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

Department Head Signature _____ Date: 6/2/16
 Liaison Committee Signature James Baumgart Date: 6-7-16
 Human Resources Committee Signature _____ Date: _____

Form Process:

1. Department Head completes VPR.
2. Department Head presents VPR to Liaison Committee for approval/signature.
3. Department Head forwards VPR to HR for Human Resources Committee approval/signature (salaried positions only).
4. HR begins recruitment process.08/2015



Sheboygan County VACANT POSITION REQUEST

(To be completed for all vacant positions)

Date: 6/1/2016
To: Health & Human Services Committee Members
From: Tom Eggebrecht

Position Request:

Position: Human Services Supervisor – Behavioral Health

Reason for Vacancy: The position is being vacated by staff member Amy Culver who is pursuing new employment.

Justification: This position oversees community outreach, crisis intervention and case management services for individuals with severe and persistent mental illness. It monitors a staff of 13, the work of several contracted partners, and is responsible for the certification and quality assurance of services provided under State MA programs accessed in lieu of county levy. The Department's case management area frequently serves as the only source of support for persons facing homelessness, institutionalization, incarceration, health risks or other quality of life challenges associated with unstable mental health. It was previously staffed with two supervisors until early last year at which time the table of organization was flattened and efforts extended to manage with one supervisor supported by lead staff. Replacement is considered essential.

Staffing Consideration:

Department has considered all alternate options as it relates to overall staff needs? Yes No

Budget Consideration:

Is this position within the Department's annual operation budget? Yes No

If not, please state the amount over budget as well as the proposed source of funds: [Click here to enter text.](#)

Costs:

DBM Salary Range of Requested Position: C52

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

Wages	Benefits	Total
\$59,822-\$89,734	\$25,319	\$99,081

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

Department Head Signature [Signature] Date: 6/7/16
 Liaison Committee Signature [Signature] Date: 6-7-16
 Human Resources Committee Signature _____ Date: _____

Form Process:

1. Department Head completes VPR.
2. Department Head presents VPR to Liaison Committee for approval/signature.
3. Department Head forwards VPR to HR for Human Resources Committee approval/signature (salaried positions only).
4. HR begins recruitment process.



Sheboygan County VACANT POSITION REQUEST

(To be completed for all vacant positions)

Date: 6/2/2016
To: Health & Human Services Committee Members
From: Karlyn Raddatz

Position Request:

Position: Human Services Supervisor-WIC Director/Project Nutritionist
Reason for Vacancy: With current supervisor Jean Beinemann's scheduled retirement July 5, 2016, the Department is seeking to restructure the DPH leadership team. This position would be newly appointed in consideration of that plan.

Justification: The WIC Director position is currently being held by Diane Liebenthal, RN. Diane serves a dual role as the WIC Director and Program Supervisor for PHN programming. Guidance from the state WIC program indicates all WIC Directors across the Northeast Region and the majority of projects across the state to be Dietician/Nutritionists. In consideration of that guidance, the Department is pursuing realignment of its leadership team and will plan to re-appropriate a supervisory position from its Environmental Health Services to the WIC role. The WIC supervisor will be responsible for overseeing a team of 3 professional and 5 program aide staff.

Staffing Consideration:

Department has considered all alternate options as it relates to overall staff needs? Yes No

Budget Consideration:


Is this position within the Department's annual operation budget? Yes No
If not, please state the amount over budget as well as the proposed source of funds: [Click here to enter text.](#)

Costs:

DBM Salary Range of Requested Position: C52
The annual costs associated with the position (current year's wage & benefit rates):

Wages	Benefits	Total
59,822-89,734	25,319.00	99,081

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

Department Head Signature  Date: 6/7/16

Liaison Committee Signature James Baumgart Date: 6-7-16

Human Resources Committee Signature _____ Date: _____

- Form Process:
1. Department Head completes VPR.
 2. Department Head presents VPR to Liaison Committee for approval/signature.
 3. Department Head forwards VPR to HR for Human Resources Committee approval/signature (salaried positions only).
 4. HR begins recruitment process.

Attachment: VPR WIC Director Project Nutritionist (3701) : Vacant Position Request for Human Services Supervisor - WIC Director/Project



SHEBOYGAN COUNTY VACANT POSITION REQUEST

to be completed for all open positions

Date : May 20, 2016

To : Finance and Human Resources Committee Members

From : Laura Henning-Lorenz

Position Request:

Position: Limited Term Employee - Land Records Project

Reason for Vacancy: Transfer

Justification:

One limited term employee (LTE) from the time at which our office is able to fill this vacant position through December 31, 2016. The individual in this position had been working on various land record projects in our office from August 2015 until April 2016 when that individual applied for a permanent position in our office and was hired. Our office has several years of land record preservation related projects such as scanning various documents, quality control of those documents, and to apply OCM read capabilities to scanned documents that do not already have that functionality, as some examples. This position has funding available through the Land Information Counsel.

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:

DBM Salary Range of Requested Position: NA

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

Wages	Benefits	Total
\$ 26,000.00	\$ 10,728.16	\$ 36,728.16

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

Department Head signature Laura Henning-Lorenz

Date 5/20/16

Liaison Committee signature [Signature]

Date 5/25/16

Human Resources Committee signature _____

Date _____

Attachment: LTE - LAND RECORDS LONG TERM (3704 : Vacant Position Request for Limited Term Employees)

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



SHEBOYGAN COUNTY VACANT POSITION REQUEST

to be completed for all open positions

Date : May 20, 2016
To : Finance and Human Resources Committee Members
From : Laura Henning-Lorenz

Position Request:

Position: Limited Term Employees X 2 - Tax Collection
Reason for Vacancy: Seasonal

Justification:

Two limited term employees from July 11, 2016 to August 5, 2016 to assist our office with the collection and receipting of second installment property taxes.

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:

DBM Salary Range of Requested Position: NA

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

Wages	Benefits	Total
\$ 4,160.00	\$ 318.24	\$ 4,478.24

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

Department Head signature Laura Henning-Lorenz

Date 5/20/16

Liaison Committee signature [Signature]

Date 5/25/16

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

Attachment: LTE - TAX COLLECTION (3704 : Vacant Position Request for Limited Term Employees)

R5510512

SC1062

Corporation Counsel

County of Sheboygan
 Variance Analysis by Company
 As of 5/31/2016

6/17/2016 15:30:22

Page - 2

Budget Current Period	%	Actual Current Period	%	Variance Current Period	%	Description	Budget Year to Date	%	Actual Year to Date	%	Variance Year-to-Date	%
						530000 Operating Expenses						
						531000 Purchased Services						
						531100 Professional Servic						
3.00				3.00	100.0	531125 Civil Process	15.00				15.00	100.0
17,742.00	66.4	17,593.19	67.5	148.81	.8	531205 Legal	88,710.00	68.4	87,965.95	67.7	744.05	.8
17,745.00	66.4	17,593.19	67.5	151.81	.9	531100 Professional Service	88,725.00	68.4	87,965.95	67.7	759.05	.9
17,745.00	66.4	17,593.19	67.5	151.81	.9	631000 Purchased Services	88,725.00	68.4	87,965.95	67.7	759.05	.9
						532000 Repair & Maintenance						
						532200 Maintenance of Equi						
						533000 General Operating						
						533100 Advertising and Pri						
						533200 Travel and Meals						
4.00				4.00	100.0	533205 Mileage - Employee	20.00				20.00	100.0
25.00	.1			25.00	100.0	533220 Lodging - Employee	125.00	.1			125.00	100.0
63.00	.3			63.00	100.0	533245 Seminars and Train	313.00	.3			313.00	100.0
92.00	.3			92.00	100.0	533200 Travel and Meals	458.00	.3			458.00	100.0
						533300 Dues						
560.00	2.1			560.00	100.0	533305 Membership Dues	595.00	.4	35.00		560.00	94.1
560.00	2.1			560.00	100.0	533300 Dues	595.00	.4	35.00		560.00	94.1
						533450 Fees & Permits						
20.00	.1	20.00	.1			533470 Filing Fees	90.00	.1	220.00	.2	121.00	122.2
20.00	.1	20.00	.1			533450 Fees & Permits	95.00	.1	220.00	.2	121.00	123.2
						533500 General Supplies						
						533700 Office Supplies						
						633870 Books & Periodicals						
672.00	2.5	20.00	.1	652.00	97.0	533000 General Operating	1,152.00	.9	255.00	.2	897.00	77.8
						535000 Bad Debt Expense						
18,417.00	68.9	17,613.19	67.6	803.81	4.4	530000 Operating Expenses	89,877.00	67.3	88,220.95	67.9	1,656.05	1.8

Communication: Monthly and Year-to-Date Budget Review (Corporation Counsel - Carl Buesing)

CORPORATION COUNSEL - Monthly Hours Breakdown - April 2016

Attorney	Admin/ General	Airport	Building Services	Child Support	Clerk/ Courts	Corp Counsel	County Admin	County Board	County Clerk	District Attorney	Family Court Com	Finance
CK Buesing		0.3		1.5	11.6	2.4	3.0	10.7	2.4	0.5		1.4
CH Fieber						0.8	2.5					
PA Dirkse												
JP Mueller												
MJ Bauer												
HC Humke												
WW Moir												
O Bauer												
TOTALS	0.0	0.3	0.0	1.5	11.6	3.2	5.5	10.7	2.4	0.5	0.0	1.4
YTD Subtotals	0.0	25.1	9.7	28.4	17.0	36.7	22.8	35.3	8.6	0.5	0.0	15.8

Attorney	HHS Dept.	Highway	Human Resources	Info Tech	Museum/ Taylor Hill	Planning/ Conserv	Register/ Deeds	Rocky Knoll	Sheriff/ Medical Ex.	Treasurer/ Real Prop	UW Exten	Veterans' Svcs
CK Buesing	16.7	8.4	3.1	2.2		7.0	0.7	0.6	7.3	6.8		1.3
CH Fieber			0.4			2.3			0.8			
PA Dirkse	1.0							0.4		2.6		
JP Mueller										4.2		
MJ Bauer												
HC Humke												
WW Moir												
O Bauer	4.5											
TOTALS	22.2	8.4	3.5	2.2	0.0	9.3	0.7	1.0	8.1	13.6	0.0	1.3
YTD Subtotals	93.8	31.0	20.4	8.5	0.0	26.3	0.7	4.6	18.2	41.9	1.1	1.3

Attorney													Attorney Totals
CK Buesing													87.9
CH Fieber													6.8
PA Dirkse													4.0
JP Mueller													4.2
MJ Bauer													0.0
HC Humke													0.0
WW Moir													0.0
O Bauer													4.5
TOTALS	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	107.4
YTD Subtotals	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	447.6

YTD TOTAL 1137.0

Communication: Summary Report of Previous Months Activities and Hours (Corporation Counsel - Carl

CORPORATION COUNSEL - Monthly Hours Breakdown - May 2016

Attorney	Admin/ General	Airport	Building Services	Child Support	Clerk/ Courts	Corp Counsel	County Admin	County Board	County Clerk	District Attorney	Family Court Com	Finance
CK Buesing		2.1	1.6	1.5	2.0	3.5	4.0	7.2	1.1			8.3
CH Fieber												
PA Dirkse												
JP Mueller												
MJ Bauer												
HC Humke												
WW Moir												
O Bauer												
TOTALS	0.0	2.1	1.6	1.5	2.0	3.5	4.0	7.2	1.1	0.0	0.0	8.3
YTD Subtotals	0.0	27.2	11.3	29.9	19.0	40.2	26.8	42.5	9.7	0.5	0.0	24.1

Attorney	HHS Dept.	Highway	Human Resources	Info Tech	Museum/ Taylor Hill	Planning/ Conserv	Register/ Deeds	Rocky Knoll	Sheriff/ Medical Ex.	Treasurer/ Real Prop	UW Exten	Veterans' Svcs
CK Buesing	25.2	4.2	1.9	0.9		2.8			2.7			
CH Fieber												
PA Dirkse	2.6									0.5		
JP Mueller										3.3		
MJ Bauer		2.0										
HC Humke												
WW Moir												
O Bauer												
TOTALS	27.8	6.2	1.9	0.9	0.0	2.8	0.0	0.0	2.7	3.8	0.0	0.0
YTD Subtotals	121.6	37.2	22.3	9.4	0.0	29.1	0.7	4.6	20.9	45.7	1.1	1.3

Attorney												Attorney Totals
CK Buesing												69.0
CH Fieber												0.0
PA Dirkse												3.1
JP Mueller												3.3
MJ Bauer												2.0
HC Humke												0.0
WW Moir												0.0
O Bauer												0.0
TOTALS	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	77.4
YTD Subtotals	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	525.0

YTD TOTAL 1682.0