

**NOTICE OF MEETING**  
**LAW COMMITTEE**  
**March 18, 2021 - 4:15 PM**

**THE COMMITTEE WILL BE APPEARING REMOTELY.**

**TO JOIN THE MEETING: DIAL 1-617-675-4444**

**PIN: 798 635 676 1456#**

**\*Agenda\***

- Call to order
- Certification of Compliance with Open Meeting Law
- Approval of Minutes
- Correspondences/Communications

**Clerk of Circuit Court**

- Consideration of Vacant Position Request for Court Services Specialist

**Medical Examiner**

- Consideration of Vacant Position Request for Deputy Medical Examiner

**Sheriff**

- Consideration of adding Oostburg Fire Department Medical First Responders to the EMS Plan
- Consideration of attendance of members at other meetings or functions
- Adjourn

Prepared by:  
Jodi LeMahieu  
Recording Secretary

Charlette Nennig  
Committee Chairman

**Note:** persons with disabilities needing assistance to attend or participate are asked to notify Jodi LeMahieu, 459-3895, prior to the meeting so that accommodations may be arranged.

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.

## **SHEBOYGAN COUNTY LAW COMMITTEE MINUTES**

Remote Meeting via Google Meet

**March 4, 2021**

**Called to Order: 4:15 PM**

**Adjourned: 4:33 PM**

MEMBERS PRESENT: Chairman Charlette Nennig, Vice Chairman Gerald Jorgensen, Secretary Brian Hoffmann, Member Paul Gruber, Member Wendy Schobert

MEMBERS ABSENT: None

ALSO PRESENT: Chad Broeren, Cory Roeseler, Steven Steinhardt

### **Call to Order**

Chairman Nennig called the meeting to order.

### **Certification of Compliance with Open Meeting Law**

The meeting notice was posted on March 2, 2021 at 12:55 p.m. in compliance with the open meeting law.

### **Approval of Minutes**

Motion by Hoffmann, second by Gruber, to approve the minutes from the previous meeting. Motion carried unanimously.

### **Correspondences/Communications**

Sheriff Roeseler informed the Committee of recent resignations and retirements.

### **Sheriff**

There was no Sheriff's Report.

Motion by Gruber, second by Jorgensen, to approve the repairs to Squad 49. Motion carried unanimously.

The Sheboygan County Emergency Medical Services Council Annual Report 2020 was reviewed by the Committee.

Motion by Hoffmann, second by Jorgensen, to approve the updates to the Sheboygan County Hazardous Materials Response Plan. Motion carried unanimously.

Motion by Gruber, second by Schobert, to approve the appointment of Brian Goelzer to the Local Emergency Planning Committee representing Transportation. Motion carried unanimously.

### **Approval of Vouchers**

Motion by Gruber, second by Hoffmann, to approve the vouchers and authorize a staff member to sign vouchers on behalf of the Law Committee. Motion carried unanimously.

### **Approval of Attendance at Other Meetings or Functions**

Motion by Jorgensen, second by Gruber, to approve the attendance of Supervisor Hoffmann and Supervisor Schobert at the Finance Committee meeting on February 24. Motion carried unanimously.

Motion by Gruber, second by Schobert, to approve the attendance of Supervisor Hoffmann at the EMS Committee meeting on February 17. Motion carried unanimously.

Motion by Schobert, second by Gruber, to approve the attendance of Supervisor Hoffmann at the Human Resources Committee meeting on February 25. Motion carried unanimously.

### **Adjournment**

Motion by Gruber, second by Jorgensen, to adjourn. Motion carried unanimously.

Jodi LeMahieu  
Recording Secretary

Brian Hoffmann  
Committee Secretary



# Sheboygan County VACANT POSITION REQUEST

(To be completed for all vacant positions)

**Date:** 3/10/2021  
**To:** Law Committee Members  
**From:** Melody Lorge, Clerk of Court

**Position Request:**

**Position:** Court Services Specialist  
**Reason for Vacancy:** Took another position outside of Sheboygan County

**Justification:**

The recordkeeping for all in-court related activities, as well as clerking in the courtrooms, collecting all fines, cost and filing fees. In order to accomplish this, it is necessary to be at full staffing levels

**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:**

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

Wages	Benefits	Total
\$39,728.	\$30,349	\$70,077

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

County Administrator/Department Head Signature Melody Lorge Date: 3/10/21

Human Resources Director Signature A. Miller Date: 03/11/2021

Liaison Committee Signature \_\_\_\_\_ Date: \_\_\_\_\_

Human Resources Committee Signature \_\_\_\_\_ Date: \_\_\_\_\_

**Form Process:**

1. County Administrator/Department Head completes VPR.
2. County Administrator/Department Head refers to Human Resources Director for approval.
3. County Administrator/Department Head presents VPR to Liaison Committee for approval/signature.
4. County Administrator/Department Head forwards VPR to HR for Human Resources Committee approval/signature (Salaried Positions Only.)
5. HR begins recruitment process.

01/2021



WISCONSIN

# Sheboygan County VACANT POSITION REQUEST

(To be completed for all vacant positions)

Date: 3/22/2021

To: Law Committee Members

From: Medical Examiner Chris Nehring

**Position Request:**

Position: Deputy Medical Examiner

Reason for Vacancy: Resignation

**Justification:**

The Medical Examiners Office is requesting to fill the above position to assist in the department on-call hours along with performing those duties of a deputy medical examiner.

**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:**

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

Wages	Benefits	Total
\$18,750	\$1,435	\$20,185

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

County Administrator/Department Head Signature

Date:

3/11/2021

Human Resources Director Signature

Date:

03/11/2021

Liaison Committee Signature

Date:

Human Resources Committee Signature

Date:

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