NOTICE OF MEETING

HUMAN RESOURCES COMMITTEE June 10, 2024 3:00 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 - May 13, 2024

Finance Director, Stephen Hatton

 Consideration of Pay Exception Request – Hire Above the Midpoint, Contingent on Finance Committee Approval

Heatlh and Human Services Director, Matt Strittmater

Consideration of Promotion Above the Midpoint

Human Resources Director, Dave Loomis

- On behalf of Building Services Director, Kevin Dulmes
 - Consideration of Change to the Building Services Table of Organization
 - Consideration of Changes to Building Services Department Policies
- Human Resources Updates and Comments

Review and Approve Vouchers

Approval of Attendance at Other Meetings or Functions

Consideration of Next Meeting

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

May 13, 2024 Called to Order: 3:00 PM Adjourned: 3:55 PM

MEMBERS PRESENT: Chair Edward Procek, Vice Chair Christian Ellis, Secretary Char Nennig,

Member(s) Tom Wegner, Carl Nonhof

Remote: None

MEMBERS ABSENT: None

ALSO PRESENT: In Person: Bryan Olson, Cory Roesler, Matt Spence, Matt Strittmater

and Dave Loomis

Remote: None

Chair Procek called the meeting to order at 3:00 PM, in Conference Room 302 of the Administration Building. Chair Procek confirmed the meeting was posted May 10, 2024 at 2:00 PM, in compliance with the open meeting law.

Sheriff Cory Roesler and Sheriff's Department Captain Matt Spence, requested approval of a leave of absence for Matt Spence if appointed by Governor Evers to fulfill the duties and obligations as Sheriff through the next election of Sheriff. A motion was made by Supervisor Wegner granting approval. Supervisor Nonhof seconded the motion. Motion carried.

Transportation Director, Bryan Olson requested approval of a change in the table of organization for the Airport. A motion was made by Supervisor Ellis granting approval. Supervisor Nennig seconded the motion. Motion carried.

Transportation Director, Bryan Olson requested approval of four (4) salary adjustments. A motion was made by Supervisor Wegner granting approval. Supervisor Nennig seconded the motion. Motion carried.

Human Resources Director, Dave Loomis, on behalf of Director of Health and Human Services, Matt Strittmater, requested approval of a change to the table of organization for the Health and Human Services Department. A motion was made by Supervisor Ellis granting approval. Supervisor Wegner seconded the motion. Motion carried.

Human Resources Director, Dave Loomis requested approval of Ordinance No.____ - Amending Pay Scale for Certain County Positions. A motion was made by Supervisor Ellis granting approval. Supervisor Nennig seconded the motion. Motion carried.

Human Resources Director, Dave Loomis provided an update regarding the Human Resources Department including, staffing of the department, updates on the Tyler Munis project, the compensation study as well as requests the HR department has made from ARPA funds to support certain initiatives.

A motion to approve the vouchers was made by Supervisor Wegner. Supervisor Ellis seconded the motion. Motion carried.

There were no requests for approval of attendance at other meetings or functions.

The next meeting of the Human Resources Committee is scheduled for June 10, 2024 @ $3:00PM$ in room 302 of the Administration Building located at 508 New York Ave., Sheboygan, WI 53081.
A motion to adjourn was made by Supervisor Wegner. Supervisor Ellis seconded the motion. Motion carried with adjournment at 3:55 PM.

David Loomis	Char Nennig
Recording Secretary	Secretary

REQUEST FOR CHANGE IN DEPARTMENTAL TABLE OF ORGANIZATION

Department: Building Services			
Request Date: 5/14/2024	Effective Date: 1/1/2025		

Consult with the Human Resources Director before submitting to your liaison committee.

REQUESTED CHANGES

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. For each job title, list *either* the number of full-time and part-time positions, *or* the authorized full-time equivalent, currently on the T/O and the number that will be on the T/O if this request is approved.

IOD TITLE		URRE	TV	PROPOSED		
JOB TITLE	FT	PT	FTE	FT	PT	FTE
Director	1	0	1	1	0	1
Office Coordinator	1	0	1	1	0	1
Sr. Manager (Assistant Director-Currently Vacant)	1	0	1	0	0	0
Manager	1	0	1	1	0	1
Assistant Manager (New – 3 months)	0	0	0	1	0	1
Supervisor/Working Technician	1	0	1	0	0	0
Cleaner Supervisor (New)	0	0	0	1	0	1
Sr. Technician (Master Electrician)	1	0	1	1	0	1
Electrician	1	0	1	1	0	1
Maintenance Worker III (New - 2 nd Shift Lead)	0	0	0	1	0	1
HVAC Technician	1	0	1	2	0	2
Plumbing Technician	1	0	1	0	0	0
Maintenance Worker II (Technicians)	13	0	13	12	0	12
Workers (Cleaners)	14	0	14	14	0	14
TOTALS	36	0	36	36	0	36

RATIONALE

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

Remove Sr. Manager (Asst. Director) - No longer needed.

Remove Supervisor/Working Technician – Redefine role upon retirement of current Supervisor, split into separate roles (Cleaner Supervisor & Maintenance III)

Remove Plumbing Technician - To allow for second HVAC position

Add Assistant Manager – Temporary position, created for 3 months of overlap with existing Manager prior to retirement.

Add Cleaner Supervisor – Due to retirement, modified Supervisor role to oversee Cleaners only, with some cleaning responsibilities.

Add Maintenance III (2nd Shift Lead) – Due to modification of Supervisor role, created a lead role for maintenance technicians on second shift.

Add 2nd HVAC Technician – Not a new position, just added a second HVAC position upon elimination of Plumbing Technician.

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If any new positions are requested, please describe very briefly (a couple sentences) the essential work to be performed by each new position, and give a proposed pay grade for the position. (Consult with HR Director regarding pay grades.)

Assistant Manager – Shadow existing Manager to learn role prior to retirement (C41) Supervisor – Oversee & supervise Cleaners, order supplies & materials (B31) Maintenance III (2nd Shift Lead) – Main point of contact for 2nd shift technicians. Works closely with Supervisor for all 2nd shift needs (B23) HVAC Technician – Not a new position, just added a second HVAC position upon

HVAC Technician – Not a new position, just added a second HVAC position upon elimination of Plumbing Technician (B23)

BUDGET

Identify the specific source of funding for any additional positions being requested. Deletion of other positions may be used as a source of funding if the positions being deleted have already

been approved as part of your operational budget.

Job Title	Cost- Rest of Year	Cost- Annual	Source of Funds
Assistant Manager			2025 Wages Budget
Supervisor			2025 Wages Budget
Maintenance III			2025 Wages Budget
HVAC Technician			2025 Wages Budget

ACTION TAKEN Department Head Signature Liaison Committee Signature Date: Dat

Form Distribution: After department head completes form, distribute to liaison committee with copy to Human Resources Director. After liaison committee approval, submit signed original to Human Resources Director.