

## 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

Health 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.

*Posted June 7, 2024 at 2:00PM*

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  
Recording Secretary

Char Nennig  
Secretary



**NEW POSITIONS CREATED**

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 (2<sup>nd</sup> Shift Lead) – Main point of contact for 2<sup>nd</sup> shift technicians. Works closely with Supervisor for all 2<sup>nd</sup> shift needs (B23)  
 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.

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

**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 Signature  Date: 5-14-24

Liaison Committee Signature  Date: 5-14-24

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

*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.