

NOTICE OF MEETING

HUMAN RESOURCES COMMITTEE – SPECIAL MEETING June 27, 2024 1:30 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 – June 10, 2024

Rocky Knoll Health Care Center Administrator, Kayla Clinton

- Consideration of Change to the Rocky Knoll Table of Organization
- Consideration of Pay Exception Request – Hire Above the Midpoint
- Consideration of Salary Adjustments
- Consideration of Salary Adjustments Contingent on Health Care Center Committee Approval

Human Resources Director, Dave Loomis

- Consideration of Human Resources 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

Posted June 24, 2024 at 11:45 AM

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

June 10, 2024

Called to Order: 3:00 PM

Adjourned: 3:47 PM

MEMBERS PRESENT: Chair Edward Procek, Vice Chair Christian Ellis, Member(s) Tom Wegner, Carl Nonhof

Remote: None

MEMBERS ABSENT: Char Nennig

ALSO PRESENT: **In Person:** Stephen Hatton, Rebecca Barritt, 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 June 7, 2024 at 2:00 PM, in compliance with the open meeting law.

A motion to approve the minutes of May 13, 2024 as presented was made by Supervisor Wegner. Supervisor Nonhof seconded the motion. Motion carried.

Finance Director, Stephen Hatton requested approval of a pay exception, hiring a candidate above the midpoint. A motion was made by Supervisor Ellis granting approval. Supervisor Wegner seconded the motion. Motion carried.

Health and Human Services Director, Matt Strittmater requested approval of a promotion above the midpoint. A motion was made by Supervisor Ellis granting approval. Supervisor Wegner seconded the motion. Motion carried.

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

Human Resources Director, Dave Loomis, on behalf of Building Services Director, Kevin Dulmes, requested approval of changes to the Building Services Department policies. A motion was made by Supervisor Nonhof granting approval. Supervisor Ellis seconded the motion. Motion carried.

Human Resources Director, Dave Loomis provided an update regarding the Human Resources Department including, staffing of the department as well as updates on the Tyler Munis project. Loomis also discussed the need for a second meeting in June.

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 27, 2024 @ 1:30PM 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 Nonhof seconded the motion. Motion carried with adjournment at 3:47 PM.

David Loomis
Recording Secretary

Char Nennig
Secretary

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

Department: Rocky Knoll	Date: 6/13/24
Effective Date of Change:	6/27/24

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) that 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
Dining Assistant	7	2	8.6	9	5	12.0
Dining Assistant-Student		1	.3		11	3.0
Cook	3		3.0	2	3	4.0
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 the HR Director regarding pay grades for any new classifications.

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>
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Dining Assistant	\$78,730	\$156,604	Increase in Room and Board Private Pay Rate on 7/1/2024
Dining Assistant-Student	\$8,613	\$17,133	Increase in Room and Board Private Pay Rate on 7/1/2024
Cook	\$29,308	\$58,298	Increase in Room and Board Private Pay Rate on 7/1/2024

RATIONALE

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

Rocky Knoll Health Care Center is requesting a change to the Dining Services Department to the table of organization to increase the FTE for each position that reflects ongoing staffing needs in dining services related to multiple dining rooms and increased census.

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.

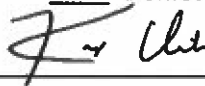
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ACTION TAKEN

Department Head Determination:

Approved Denied

Date: 6/11/24

Signature: 

Liaison Committee Action:

Approved Denied

Date: 6/12/24

Committee Chair: 

Human Resources Committee:

Approved Denied

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.