

## NOTICE OF MEETING

HUMAN RESOURCES COMMITTEE  
**November 27, 2023 3:30 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 – November 13, 2023

Health & Human Service Director, Matthew Strittmater and Social Services Manager, Sarah Mueller

- Consideration of Changes to Child & Family Services After Hours Reimbursement

Planning & Conservation Director, Aaron Brault

- Consideration of Table of Organization Change
- Consideration of Vacant Position Request (2)

Building Services Director, Jim TeBeest and Building Services Assistant Director, Kevin Dulmes

- Consideration of Promotion

Human Resources Director, Dave Loomis

- Human Resources Department Updates and Comments

Review and Approve Vouchers

Approval of Attendance at Other Meetings or Functions

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 November 22, 2023 at 1:00PM*

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

**November 13, 2023**

**Called to Order: 3:30 PM**

**Adjourned: 4:15 PM**

**MEMBERS PRESENT:** Chair Edward Procek, Vice Chair Tom Wegner, Secretary Christian Ellis, Members Carl Nonhof, and Kathleen Donovan

**Remote:** None

**MEMBERS ABSENT:** None

**ALSO PRESENT:** **In Person:** Bryan Olson, Ashley Spelshaus and Dave Loomis

**Remote:** Kayla Clinton

Chair Procek called the meeting to order at 3:30 PM, in Conference Room 302 of the Administration Building. Chair Procek confirmed the meeting was posted November 10, 2023 at 3:00 PM, in compliance with the open meeting law.

A motion to approve the minutes of October 30, 2023 as presented was made by Supervisor Wegner. Supervisor Donovan seconded the motion. Motion carried.

Administrative Manager, Ashley Spelshaus of the District Attorney's Office requested approval for 2 Equity Adjustments. A motion was made by Supervisor Nonhof granting approval. Supervisor Ellis seconded the motion. Motion carried.

Rocky Knoll Health Center Administrator Kayla Clinton requested approval of a Table of Organization change. A motion was made by Supervisor Ellis granting approval. Supervisor Donovan seconded the motion. Motion carried.

Transportation Director, Bryan Olson requested approval to promote 13 individuals. A motion was made by Supervisor Donovan granting approval. Supervisor Nonhof seconded the motion. Motion carried.

Transportation Director, Bryan Olson requested approval for an equity adjustment for 4 casual employees. A motion was made by Supervisor Wegner granting approval. Supervisor Ellis seconded the motion. Motion carried.

Transportation Director, Bryan Olson requested approval for an equity adjustment for 7 regular employees. A motion was made by Supervisor Ellis granting approval. Supervisor Donovan seconded the motion. Motion carried.

Transportation Director, Bryan Olson requested approval for a blanket vacant position request for vacant positions in calendar 2024. A motion was made by Supervisor Wegner granting Approval. Supervisor Nonhof seconded the motion. Motion carried.

Human Resources Director David Loomis provided an update on the search for a Senior Human Resources Generalist, the plans for a wage study, annual open enrollment, the upcoming all-employee summit, and the ETF changes related to Correctional Officers.

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

A motion to adjourn was made by Supervisor Ellis. Supervisor Wegner seconded the motion. Motion carried with adjournment at 4:15 PM.

David Loomis  
\_\_\_\_\_  
Recording Secretary

Christian Ellis  
\_\_\_\_\_  
Secretary



# **Sheboygan County**

## **Planning & Conservation Department**

Administration Building

508 New York Avenue

Sheboygan, WI 53081-4126

P: (920) 459-3060

P: (920) 459-1370

F: (920) 459-1371

E: [plancon@sheboygancounty.com](mailto:plancon@sheboygancounty.com)


Director

Aaron C. Brault

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## **Memo**

**TO:** PRAECom Members

**FROM:** Aaron Brault 

**DATE:** November 14, 2023

**RE:** Table of Organization (TO) Change to Capture Grant Funding

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We were recently afforded the opportunity to apply for a grant to fund a position to implement required NextGen 9-1-1 activities for our emergency response system. To that end, we were successful. The funding is through the Wisconsin Department of Military Affairs and Office of Emergency Communications. The grant provides 95% (\$129,635.10) of a position's funding (for the expected grant period 12/1/23-6/1/25) while the County has to provide the remaining 5% (\$6,822.90). A stipulation of the grant is that the County cannot use the money for supplantation of local funds utilized for other current County GIS positions and/or land information office responsibilities. As such, to utilize the funds we need to change our TO to reflect the grant requirements. These changes entail:

- 1) Create a 18-24 month GIS Project position on our Department's TO while at the same time not reduce the current number of GIS positions on the TO.
- 2) Change the TO from the two (2) current GIS Specialist positions to have one (1) GIS Specialist and one (1) GIS Specialist – NG 911. The latter position will focus entirely on implementing the grant.

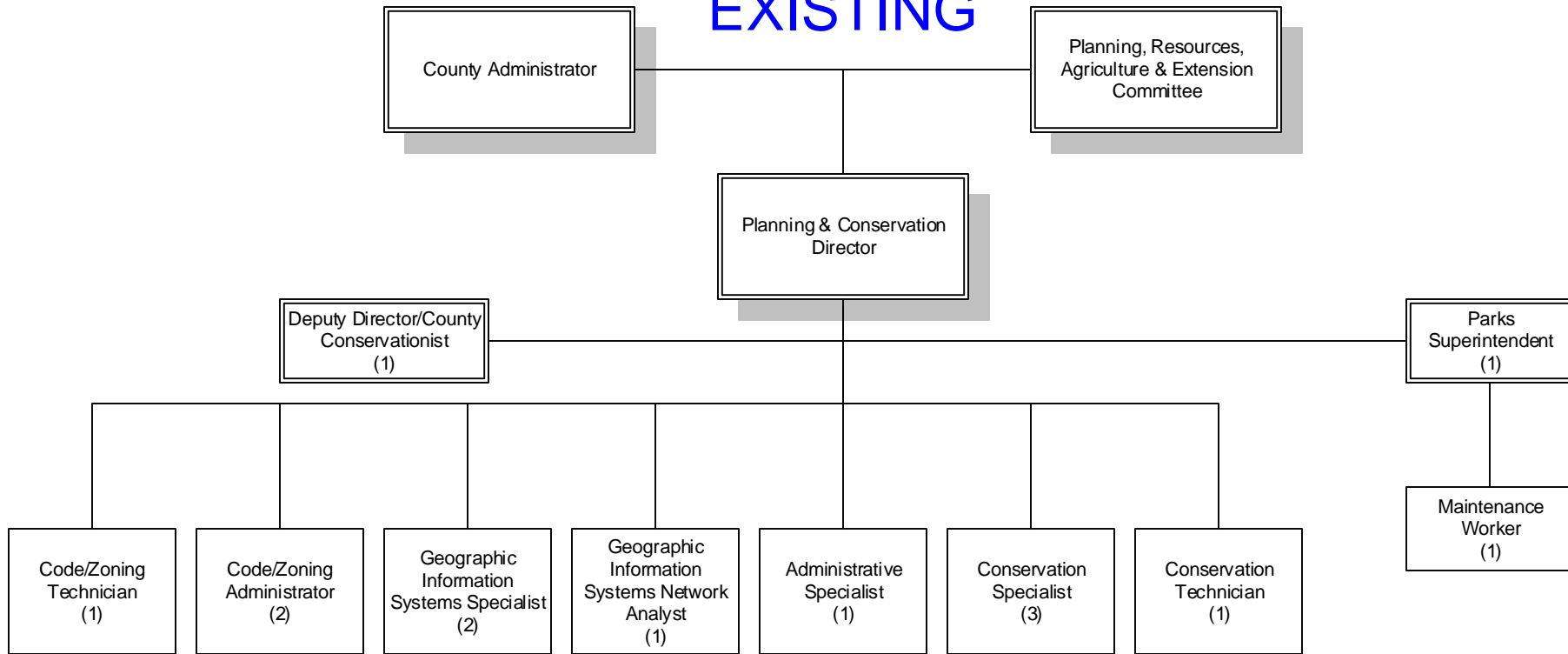
A current GIS employee has expressed interest in fulfilling the grant obligations which would then line up well with their potential plans for retirement. The new 18-24 month GIS Project position, provided the individual is a good fit for the Department, could then replace the potential retiring individual if that person decides to move in that direction for certain. We anticipate the new hire for the GIS Project position to make less than the current individual so we will be able to cover the required 5% grant match with those excess funds. We also have land records funding for a position (we anticipated 4 months prior to the grant award announcement) in our budget. The new hire would work on a number of outstanding projects our Department and the Highway Department have, as well as backfill those tasks the current GIS Specialist employee completes that are non-911 related. The GIS Project position will be re-evaluated at the conclusion of the grant based on available funding and the status of the project.

The associated VPR form, TO change form, and updated/created job descriptions are included.

Thank you for your consideration regarding these changes to set our 911 system up for success as well as set our Department up for succession planning.

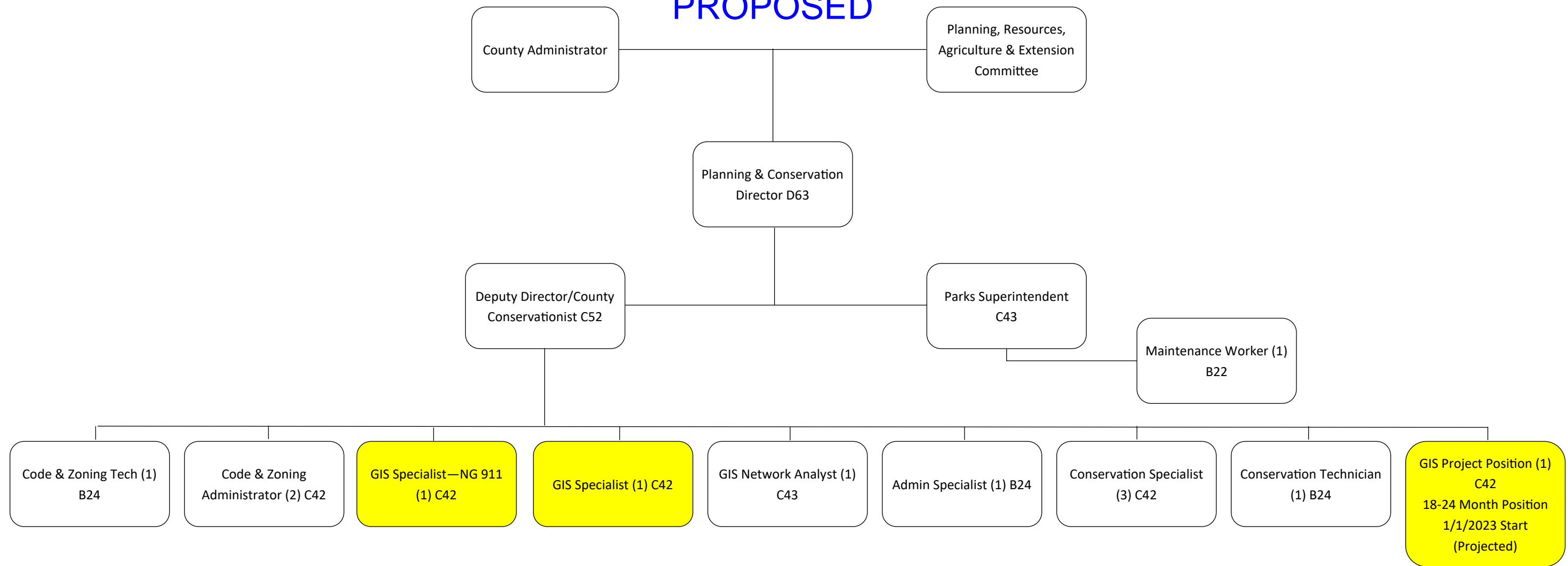
# Sheboygan County Planning & Conservation Table of Organization

## EXISTING



Sheboygan County Planning & Conservation 2023 Table of Organization Updated

**PROPOSED**



## REQUEST FOR CHANGE IN DEPARTMENTAL TABLE OF ORGANIZATION

<b>Department: Planning &amp; Conservation</b>	
<b>Request Date: 12/1/2023</b>	<b>Effective Date: 12/1/2023 or upon HR Committee Approval</b>

*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.

JOB TITLE	CURRENT			PROPOSED		
	FT	PT	FTE	FT	PT	FTE
GIS Project Position	0	0	0	1	0	0
GIS Specialist	2	0	0	1	0	0
GIS Specialist – NG 911	0	0	0	1	0	0
<b>TOTALS</b>	2	0	0	3	0	0

### RATIONALE

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

Allows the County to capture grant funds to implement Next Generation 911 tasks as well as complete various outstanding projects in the Planning & Conservation and Highway Departments.

### 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.)



GIS Project - Assists with GIS data development utilizing ArcGIS Pro and other ESRI software. Create and update GIS data using aerial imagery, digital elevation models, GPS, and other GIS reference datasets. Assist with converting ArcMap documents to ArcGIS Pro. Perform work in accordance with production and/or statutory schedules. Projects will vary. Examples may include converting ArcMap tax maps to ArcGIS Pro, inventorying culverts, inventorying highway signage, and digitizing impervious surfaces.

GIS Specialist NG 911 – Coordinate, implement, and maintain GIS-related functions of the County’s Next Generation 911 system.

**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>
GIS Project Position	\$0- \$5,385/\$8,125	\$64,617- \$97,495	Existing Budgeted Levy

**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.

See attached memo.

**ACTION TAKEN**

Department Head Signature  \_\_\_\_\_ Date: 11/14/2023

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

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.



# VACANT POSITION REQUEST

(To be completed for all vacant positions)

**Date:** 11/14/2023

**From:** Aaron Brault

**Position Request:**

Position Title: GIS Project

DBM: C42

Reason for Vacancy: New position to capture grant funds for current employee tasks, see attached memo for further explanation.

**Justification for Filling Position:**

**Allows the County to capture grant funds to implement Next Generation 911 tasks as well as complete various outstanding projects in the Planning & Conservation and Highway Departments.**

**Staffing Consideration:**

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

**Budget:**

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:

**Cost:**

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

Wages	Benefits	Total
\$25.81-\$33.84	\$10,932-\$27,108	\$64,617-\$97,495

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

County Administrator/Department Head Signature \_\_\_\_\_ Date: 11/14/2023

Human Resources Director Signature \_\_\_\_\_ Date: 11/14/2023

*If position changed:*

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

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

Form process if no change to the position:

1. County Administrator/Department Head completes VPR Form and refers form to Human Resources Director for approval.
2. HR Department begins recruitment process.

Form process if position changed:

1. County Administrator/Department Head discusses proposed changes with Human Resources Director.
2. County Administrator/Department Head completes VPR Form & TO Change Form and refers forms to Human Resources Director for approval.
3. County Administrator/Department Head presents VPR & TO Change Forms to Liaison Committee for approval.
4. County Administrator/Department Head presents VPR & TO Change Forms to Human Resources Committee for approval
5. HR Department begins recruitment process.



# VACANT POSITION REQUEST

(To be completed for all vacant positions)

WISCONSIN

**Date:** 11/14/2023

**From:** Aaron Brault

**Position Request:**

Position Title: GIS Specialist – NG 911

DBM: C42

Reason for Vacancy: New position to capture grant funds, see attached memo for further explanation.

**Justification for Filling Position:**

**Allows the County to capture grant funds to implement Next Generation 911 tasks. Grant funds 95% of the position.**

**Staffing Consideration:**

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

**Budget:**

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:

**Cost:**

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

Wages	Benefits	Total
\$31.71/hr (\$65,957)	\$10,356	\$86,027

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

County Administrator/Department Head Signature \_\_\_\_\_ Date: 11/14/2023

Human Resources Director Signature \_\_\_\_\_ Date: 11/14/2023

*If position changed:*

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

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

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3. County Administrator/Department Head presents VPR & TO Change Forms to Liaison Committee for approval.
4. County Administrator/Department Head presents VPR & TO Change Forms to Human Resources Committee for approval
5. HR Department begins recruitment process.