

SHEBOYGAN COUNTY HUMAN RESOURCES COMMITTEE MINUTES

Administration Building
508 New York Avenue - Room 119
Sheboygan WI 53081

December 1, 2016

Called to Order: 3:30 PM

Adjourned: 4:55 PM

MEMBERS PRESENT: Chair Ed Procek, Vice Chair Keith Abler, Secretary Charlie Conrardy, Members Fran Damp and Roger TeStroete

OTHERS PRESENT: Human Resources Director Jean Gallimore, County Administrator Adam Payne, Transportation Director Greg Schnell, District Attorney Joe DeCecco and District Attorney Elect Joel Urmanski

Chairperson Procek called the meeting to order at 3:30 PM, in Conference Room 119 of the Administration Building. Chairperson Procek confirmed the meeting was posted November 28, 2016 at 5:40 PM, in compliance with the open meeting law.

A motion to approve the minutes of October 27, 2016 as presented was made by Supervisor Conrardy. Supervisor Abler seconded the motion. Motion carried unanimously.

A motion to approve the vouchers as presented was made by Supervisor Conrardy. Supervisor TeStroete seconded the motion. Motion carried unanimously.

County Administrator Adam Payne requested approval for salary/equity adjustments for the Planning and Conservation Director Aaron Brault and Finance Director Wendy Charnon. A motion was made by Supervisor TeStroete granting approval. Supervisor Conrardy seconded the motion. Motion carried unanimously.

On behalf of County Clerk Jon Dolson, County Administrator Adam Payne and Human Resources Director Jean Gallimore requested approval for a salary/equity adjustment for Assistant to the County Clerk Cheryl Savon, contingent upon Finance Committee approval. A motion was made by Supervisor Conrardy granting approval. Supervisor Abler seconded the motion. Motion carried unanimously.

Transportation Director Greg Schnell requested approval for the promotion of a Maintenance Technician to Shed Supervisor, contingent upon Transportation Committee approval. A motion was made by Supervisor Conrardy granting approval. Supervisor TeStroete seconded the motion. Motion carried unanimously.

District Attorney Joe DeCecco and District Attorney Elect Joel Urmanski requested approval for the change in Table of Organization (adding Special Prosecutor.) A motion was made by Supervisor Abler granting approval. Supervisor Conrardy seconded the motion. Motion carried unanimously.

District Attorney Joe DeCecco and District Attorney Elect Joel Urmanski requested approval of the vacant position request (Special Prosecutor.) to post and fill. A motion was made by Supervisor Conrardy granting approval. Supervisor TeStroete seconded the motion. Motion carried unanimously.

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Human Resources Director Jean Gallimore reviewed the Memorandum of Understanding with Local 2427 for the month of December. A motion was made by Supervisor Conrardy granting approval. Supervisor Abler seconded the motion. Motion carried unanimously.

Human Resources Director Jean Gallimore reviewed the Applicant Referral Program with the Committee. A motion was made by Supervisor Conrardy granting approval to move forward, effective December 2, 2016. Supervisor Damp seconded the motion. Motion carried unanimously.

Human Resources Director Jean Gallimore reviewed with the Committee Human Resources Policy and Procedure refinements. A motion was made by Supervisor Conrardy granting approval of the refinements with the revision of "initial period being 12 months for management," effective January 1, 2017. Supervisor Damp seconded the motion. Motion carried unanimously.

A motion to adjourn was made by Supervisor Conrardy. Supervisor TeStroete seconded the motion. Motion carried unanimously with adjournment at 4:55 PM.

Penny Elsner
Recording Secretary

Charles Conrardy
Secretary