

HEALTH AND HUMAN SERVICES COMMITTEE

October 20, 2020 – 8:30 A.M.

Sheboygan County Administration Building
508 New York Avenue
Sheboygan, WI 53081
Room 302

If you would like remote access to the meeting, please call (920) 459-3206 at least 2 hours prior to the meeting. Please note that masks are required for in-person attendance and space is limited to allow for adequate social distancing. Any individual unable to wear a mask is encouraged to remotely access the meeting or will be provided an alternate meeting location to ensure the safety of other attendees.

Agenda

Note: Committee Members may attend remotely

Call to Order and Introductions

Certification of Compliance with Open Meeting Law

Approval of Minutes

- Health and Human Services Committee Special Meeting – October 13, 2020

Announcements and Correspondence

Department Head Report(s)

- Informational update(s) as available

Public Health Update – Public Health Manager Starr Grossman

- Covid – 19
- Legionella

Child and Family Services Presentation – Child and Family Services Manager Scott Shackelford and Child and Family Services Supervisor Sarah Mueller

- Organizational Effectiveness

Public Health Manager Starr Grossman

- Consideration of Vacant Position Request – Public Health Professional – Public Health Nurse

Behavioral Health Manager Jaclyn Moglowsky

- Consideration of Vacant Position Request – Crisis Supervisor

ADRC/Operations Manager Michelle Acevedo

- Consideration of Vacant Position Request – Elder Benefit Specialist

Review and Approve Vouchers

- Consideration of October 20, 2020 Vouchers

Approval of Attendance at Other Meetings**Reports on Meetings Attended****Adjourn****Prepared by:**

Diane Yass
Recording Secretary

Brian Hoffmann
Committee Chairperson

Matt Strittmater
Health and Human Services Department Director

NOTE: 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 the 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 or those without access to adequate telephone services are asked to notify Diane Yass at 920-459-3206 prior to the meeting so that accommodations may be arranged.

SHEBOYGAN COUNTY HEALTH AND HUMAN SERVICES COMMITTEE - SPECIAL MEETING

Sheboygan County Administration Building
508 New York Avenue
Sheboygan, WI 53081
Room 119

October 13, 2020

Called to Order: 8:31 a.m.

Adjourned: 9:55 a.m.

MEMBERS PRESENT(via video or phone): Supervisor Brian Hoffmann – Chair, Supervisor Bill Goehring – Secretary, Supervisor Marilyn Montemayor, Supervisor Wendy Schobert, Supervisor Vicky Schneider, Ms. Jeanne Kliejunas, Mr. Larry Samet, Ms. Diane Oppeneer

MEMBERS ABSENT: Supervisor Curt Brauer – Vice Chair

STAFF PRESENT (via video or phone): Scott Shackelford, Jaclyn Moglowsky

STAFF PRESENT (in person): Matthew Strittmater, Diane Yass and Wendy Gorges

Chair Brian Hoffmann called the October 13, 2020 Health and Human Services (HHS) Committee meeting to order at 8:31 a.m. Introductions followed.

CERTIFICATION OF COMPLIANCE WITH OPEN MEETING LAW

The Health and Human Services Committee received an e-mail noting the agenda for the October 13, 2020 meeting of the Health and Human Services Committee was posted on October 8, 2020 at 4:01 p.m., in compliance with the Open Meeting Law.

REVIEW AND APPROVE MINUTES: September 15, 2020 Health and Human Services Committee Meeting

Chair Brian Hoffmann presented the minutes of September 15, 2020 for approval. Supervisor Goehring moved to approve the minutes and Ms. Kliejunas seconded the motion. Motion carried unanimously.

PROGRAM EVALUATION AND PRIORITIZATION PROCESS

Health and Human Services Director Matthew Strittmater introduced Behavioral Health Manager Jaclyn Moglowsky to the Committee to begin the Program Evaluation and Prioritization Process for the Behavioral Health Division. Committee members were instructed to review each program presented to them, evaluate and rate each program based on a number of factors including budget, efficacy, and community impact. There are thirteen (13) total Behavioral Health Programs. Each program was described at length followed by questions and discussion.

ADJOURNMENT

At 9:55 a.m., Supervisor Schneider moved to adjourn the October 13, 2020 Health and Human Services Committee meeting and Supervisor Schobert seconded the motion. Motion carried unanimously.

Diane Yass
Recording Secretary

Bill Goehring
Committee Secretary



Sheboygan County VACANT POSITION REQUEST

(To be completed for all vacant positions)

WISCONSIN

Date: 9/21/2020
To: Health & Human Services Committee Members
From: Matthew Strittmater

Position Request:

Position: Public Health Nurse
Reason for Vacancy: Staff member moving into Supervisory Position

Justification: Sheboygan County Division of Public Health continues to provide service to the community as it relates to communicable disease follow-up including COVID19. One of our current COVID-19 Team Leads has accepted a position as a PH Community Engagement Supervisor. In order to support our current team model and ensure that critical communicable disease follow-up continues to occur Sheboygan County Division of Public Health needs a full PHN Team. The Department requests the ability to backfill if a scenario occurs where this position is filled with an internal candidate.

Staffing Consideration:

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

Budget Consideration:

Is this position within the Department's annual operation budget? Yes No
If not, please state the amount over budget as well as the proposed source of funds: Click here to enter text.

Costs:

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

Wages	Benefits	Total
60,000	20,000	80,000

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

Department Head Signature [Signature] Date: 9-21-20

Human Resources Director Signature [Signature] Date: 09/21/2020

County Administrator Signature [Signature] Date: 9/21/2020

Liaison Committee Signature _____ Date: _____

Human Resources Committee Signature _____ Date: _____

Form Process:

1. Department Head completes VPR.
2. Department Head refers to Human Resources Director for approval.
3. Human Resources Director and Department Head discuss with County Administrator for approval.
4. County Administrator/Department Head presents VPR to Liaison Committee for approval/signature.
5. Department Head forwards VPR to HR for Human Resources Committee approval/signature.
6. HR begins recruitment process.04/2020



Sheboygan County

VACANT POSITION REQUEST

(To be completed for all vacant positions)

Date: 10/5/2020
To: Health & Human Services Committee Members
From: Jaclyn Moglowsky, Behavioral Health Manager

Position Request:

Position: Human Services Manager – Behavioral Health Crisis Supervisor
Reason for Vacancy: New Position

Justification:

As statewide crisis funding is expanding so is our crisis programming. At this time all crisis programs and staff are directly supervised by the BH Manager. The addition of a dedicated supervisor will allow for additional growth and appropriate oversight of the staff and contracted programming. This position is responsible for oversight and management of services provided to clients receiving crisis response services for mental illness and/or substance use disorders. Supervision of SCHHS staff working in these programs as well as monitoring the quality of programming provided by agencies contracted to deliver services within the continuum of care is an essential aspect of this position. The Department requests the ability to backfill if a scenario occurs where this position is filled with an internal candidate.

Staffing Consideration:

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

Budget Consideration:

Is this position within the Department's annual operation budget? Yes No

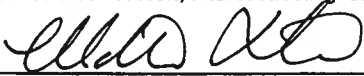
If not, please state the amount over budget as well as the proposed source of funds: Click here to enter text.


Costs:

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

Wages	Benefits	Total
\$62,238-\$97,369	\$33,035	\$95,273-\$130,404

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

Department Head Signature  Date: 9.23.20

Human Resources Director Signature  Date: 10/09/2020

County Administrator Signature Verbally Approved by Adam Payne Date: 10/09/2020

Liaison Committee Signature _____ Date: _____

Human Resources Committee Signature _____ Date: _____



Sheboygan County VACANT POSITION REQUEST

(To be completed for all vacant positions)

WISCONSIN

Date: 9/24/2020
To: Human Resources Committee Members
From: Matt Strittmater

Position Request:

Position: Elder Benefit Specialist
Reason for Vacancy: Retirement

Justification:

The Elder Benefit Specialist Program is a federal and state mandated advocacy program, funded 95% through the Older Americans Act/Federal and State dollars. Elder Benefit Specialists are trained in the areas of benefit and entitlement programs as well as other issues. The Greater Wisconsin Agency on Aging Resources (GWAAR) in Madison provides in-depth, on-going training, assistance and legal oversight. It is important for the position to be filled immediately due to open enrollment for Medicare Part D runs October 15th-December 7th. The Department requests permission to backfill if a scenario occurs where this position is filled with an internal candidate.

Staffing Consideration:

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

Budget Consideration:

Is this position within the Department's annual operation budget? Yes No
If not, please state the amount over budget as well as the proposed source of funds: [Click here to enter text.](#)

Costs:

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

Wages	Benefits	Total
\$51,360-\$80,348	\$31,334	\$82,694-\$111,682

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

Department Head Signature _____ Date: _____

Human Resources Director Signature _____ Date: _____

County Administrator Signature _____ Date: _____

Liaison Committee Signature _____ Date: _____

Human Resources Committee Signature _____ Date: _____

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