**NOTICE OF MEETING**

HEALTH & HUMAN SERVICES COMMITTEE

**February 17, 2015 - 8:45 AM**

**OR IMMEDIATELY FOLLOWING HEALTH AND HUMAN SERVICES COMMITTEE MEETING WITH THE VETERANS SERVICE OFFICE AT 8:30 AM**

Health and Human Services Department
1011 North 8th Street
Sheboygan, WI 53081

Room 413

***Agenda***

Call to Order
Certification of Compliance with Open Meeting Law
Approval of Minutes

Health & Human Services Committee - Regular Meeting - Feb 3, 2015 8:30 AM

Announcements and Correspondence
Health and Human Services Director Tom Eggebrecht

Preliminary 2014 Year End Report

Public Health Services Manager Karlyn Raddatz

Measles - A Local Response

Children and Family Social Services Manager Scott Shackelford

Consideration of Vacant Position Request/Hourly Position - Child Protective Services Ongoing Social Worker

Consideration of Vacant Position Request/Hourly Position - Juvenile Justice Ongoing Social Worker

Business and Administrative Support Services Manager Shannon Otten

Consideration of Budget Adjustment

Review and Approve Vouchers
Approval of Attendance a Other Meetings or Functions
Public Input
Adjourn

Prepared by:
Julie Schaefer
Recording Secretary

Kris Wheeler
Committee Chairperson

Tom Eggebrecht
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 are asked to notify Julie Schaefer, 920-459-3176 prior to the meeting so that accommodations may be arranged.

# SHEBOYGAN COUNTY HEALTH AND HUMAN SERVICES COMMITTEE MEETING

Sheboygan County Health and Human Services Department
1011 North 8th Street
Sheboygan WI 53081
Room 413

**February 3, 2015** **Called To Order: 8:30 A.M.** **Adjourned: 9:55 A.M.**

MEMBERS PRESENT: Supervisor Kristine Wheeler – Chair; Supervisor Vernon Koch – Vice Chair; Supervisor Jacob Van Dixhorn – Secretary; Supervisor Roger Otten, Supervisor Jim Baumgart, and Mr. Curtiss Nyenhuis

MEMBERS ABSENT: Supervisor Brian Hoffmann, Ms. Peggy Feider, and Ms. Barbara Dodge

ALSO PRESENT: Tom Eggebrecht, Tim Gessler, Karlyn Raddatz, Scott Shackelford, Shannon Otten, Diane Liebenthal, Jean Beinemann, Dave Roettger, Kathy Pluskat, Corporation Counsel Carl Buesing, Chris Culotta, and Lynda Laun

Supervisor Wheeler called the meeting to order at 8:30 A.M.

Supervisor Hoffmann and Ms. Feider are excused from today's Health and Human Services Committee Meeting.

**CERTIFICATION OF COMPLIANCE WITH OPEN MEETING LAW**
The Health and Human Services Department received an e-mail noting that the agenda for the February 3, 2015 meeting of the Health and Human Services Committee was posted on January 30, 2015 at 8:35 a.m., in compliance with the Open Meeting Law.

**REVIEW AND APPROVE MINUTES: January 20, 2015 HEALTH AND HUMAN SERVICES COMMITTEE MEETING MINUTES**
Supervisor Van Dixhorn moved and Supervisor Koch seconded to approve the minutes of the January 20, 2015 Health and Human Services Committee Meeting. Motion carried unanimously.

**ANNOUNCEMENTS AND CORRESPONDENCE**
Tom Eggebrecht introduced Wisconsin Division of Public Health Northeast Regional Director Chris Culotta to the Committee. Chris will be presenting at today's meeting.

Tom Eggebrecht introduced Child Support Supervisor Kathy Pluskat to the Committee. Kathy and Tim Gessler will be presenting information on the Child Support Program at today's meeting.

Tom Eggebrecht introduced Scott Shackelford to the Committee. Scott is the newly hired Child and Family Services Manager, replacing Martin Bonk who retired on January 2, 2015.

Tom Eggebrecht informed the Committee that Sheboygan County did not receive the State Grant earmarked for county-wide Crisis Intervention Training. Tom informed the Committee that through conversations with Captains Cory Roeseler and Stephen Cobb, the plan is to move

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forward with the Crisis Intervention Training but at a smaller scale. The opportunity to attend this training will be afforded to the Sheboygan County Sheriff's Department and the Sheboygan Police Department. The training is 40 hours, Monday through Friday. Three training sessions will be offered starting the week of February 9, 2015 and going through February 27, 2015. Tom indicated if any committee members would be interested in sitting in on any or part of a session, to please let him know. The final numbers for each session are still to be determined. Available funding to support the initiative will be divided between the two law enforcement agencies depending on roster sign-ups.

Tom Eggebrecht informed the Committee that anticipated vacancies will be coming up over the next few months. Shannon Otten indicated she would like to fill the positions with some overlap if possible to assist with training. Tom indicated that HR consult and budget capacity would have to be assured before any formal action would be brought to the Committee for consideration.

Tom Eggebrecht reported that word has been received from HR that the Department will be unable to move forward with the naming of team leaders in replacement of Eric Brunnich's position the County Compensation Study is completed.

Tom Eggebrecht informed the Committee that there is a measles outbreak occurring. Jean Beinemann informed the Committee that to stop the outbreak, all individuals should get vaccinated, if individuals are showing signs and symptoms of measles they should see their physician, and if someone should break out with measles they should stay quarantined. Thus far, there have been no cases of measles reported in Wisconsin, but Public Health continues to monitor the situation very closely.

**PRESENTATION BY CHRIS CULOTTA, NORTHEAST REGIONAL DIRECTOR, WISCONSIN DIVISION OF PUBLIC HEALTH TO HEALTH AND HUMAN SERVICES COMMITTEE OF THE CERTIFICATE OF LEVEL II HEALTH DEPARTMENT**

Wisconsin Division of Public Health Northeast Regional Director Chris Culotta presented to Karlyn Raddatz and the Public Health staff a certificate indicating they passed their 140 Review and received their Level II certification. 140 Reviews are held every five years. In order to be certified as a Level II Public Health Department, seven programs in five of the essential services must be provided. Chris indicated he appreciated the Board member and Corporation Counsel's participation.

Karlyn Raddatz informed the Committee that she and the Public Health staff found the process very helpful and the process aligns with Public Health's accreditation process.

**FOLLOW-UP DISCUSSION OF DEPARTMENT OF AGRICULTURE, TRADE, AND CONSUMER PROTECTION (DATCP) STATUS**

Tom Eggebrecht indicated at the January County Board meeting, the County Board of Supervisors decided to file the resolution *"Authorizing and Implementing Agency Agreement with State Department of Agriculture to License and Regulate Retail Food Establishments under Chapter 17."* Corporation Counsel Buesing informed the Committee that the Committee could do a rescission motion at a County Board meeting in the next month or two. Also, it would need to be on that agenda in such a way that it cannot be referred to another Committee for consideration but voted on at that time on the floor. However, this would need to be revisited internally to make sure the Resolution is worded the way the Committee wants it before it is brought back to the County Board.

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Tom Eggebrecht informed the Committee that he has asked Health Services Manager Karlyn Raddatz to come to him with a plan by the end of March indicating if it makes sense to move forward or not. More information will be provided to the Committee in the coming months.

**OUT-OF-STATE TRAVEL REQUESTS – PUBLIC HEALTH**

**Consideration of Out-of-State Travel Request for Health Educator Libby Holte**

**Consideration of Out-of-State Travel Request for Health Services Manager Karlyn Raddatz**

**Consideration of Out-of-State Travel Request for Health Services Manager Karlyn Raddatz, Public Health Nurse Starrlene Grossman, and Aging and Disability Resource Center Supervisor Marie Seger, RN**

Karlyn Raddatz informed the Committee that all three travel requests are grant supported through State Grants.

Libby is requesting to attend the Marijuana Advocacy and Policy Summit Drug Free Action Alliance in Columbus, Ohio. The summit will bring focus to the importance of policy reform as well as resources for making reform in communities.

Karlyn Raddatz is requesting to attend the Healthcare Leadership for Mass Casualty Incidents at the Center for Domestic Preparedness in Anniston, Alabama. The training exposes healthcare professionals to the dynamics involved in the decision-making processes during an all-hazards disaster involving mass casualties.

Karlyn Raddatz (or another Public Health representative), Starrlene Grossman, and Marie Seger, RN are requesting to attend the Preparedness Summit in Atlanta, Georgia. The Preparedness Summit is the premier national conference in the field of public health and healthcare preparedness and one of the only cross-disciplinary opportunities to address issues such as global health security.

After questions were answered, Supervisor Van Dixhorn moved and Supervisor Koch seconded to approve the out-of-state travel requests for Libby Holte, Karlyn Raddatz (or another representative), Starrlene Grossman, and Marie Seger. Motion carried with Supervisor Otten voting "nay."

**CHILD SUPPORT OVERVIEW – Kathy Pluskat and Tim Gessler**

Tim Gessler and Child Support Supervisor Kathy Pluskat presented information on the Child Support Program via a PowerPoint presentation.

The Child Support Program operates through the cooperative efforts of Federal, State, and Local government.

**Services offered:**

- Establishes paternity for children whose parents were not married to each other at the time of the child's birth.

- Establishes court orders obligating parents to pay child support and provide health care for their children.

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- Receive and disburse payments for:
  a) Child support
  b) Family support
  c) Spousal support where there is an order to make child support payments

- Take administrative and legal actions necessary to enforce a support order when parents fail to pay the support the Court ordered to be paid.

- Find parents who are not paying support and locate their income and assets when necessary to establish or enforce a child support order.

In the Federal Fiscal Year ending September 30, 2014, the Sheboygan County Child Support Agency:

- Established paternity for 433 children.
- Ordered and provided health insurance for 1,932 Court cases.
- Established child support in 743 cases.
- Provided services for 5,297 cases as of September 30, 2014.
- Collected and disbursed $10,662,976 in current support.
- Collected and disbursed $2,439,464 in past due support.

Child Support is the second largest income source for poor families receiving support. The first source is the custodial parent's earnings. Child Support reduces welfare dependency by increasing self-reliance, strengthening families, and encouraging work. The program is also cost effective and provides options to paying parents to obtain their G.E.D. and/or be involved in job training programs.

Sheboygan County Child Support's Performance ratios as of September 30, 2014 were as follows:

| | |
|---|---|
| Order Establishment: | 92.75% |
| Paternity Establishment: | 111.32% |
| Current Support Collected: | 78.46% |
| Arrears Collected: | 83.66% |

**REVIEW AND APPROVE VOUCHERS**
Supervisor Otten moved and Supervisor Koch seconded to approve the expense vouchers as presented. Motion carried unanimously.

**APPROVAL OF ATTENDANCE OF MEMBERS AT OTHER MEETINGS OR FUNCTIONS**
None.

**PUBLIC INPUT ON AGENDA ITEMS**
None.

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**PUBLIC INPUT ON NON-AGENDA ITEMS**

Lynda Laun has heard Ron Diamond speak and informed the Committee that he is an excellent speaker.

**ADJOURNMENT**

At 9:55 a.m., Supervisor Otten moved and Supervisor Van Dixhorn seconded to adjourn the February 3, 2015 Health and Human Services Committee Meeting. Motion carried unanimously.

Julie Schaefer
Recording Secretary

Jacob Van Dixhorn
Committee Secretary

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# Vacant Position Request/Hourly Position

**Date:** 2/9/15

**To:** HHS Committee Members

**From:** Dave Kratz and Scott Shackelford

**RE:** Filling of Social Worker Vacancy

**Position Request:**

The HHS department requests to post, hire and fill a Social Worker I position. This position became vacant February 10, 2015 as a result of resignation.

**Budget Consideration:**

Is this position within the department's 2014 operating budget?

Yes

**Staffing Consideration:**

The HHS department has considered any and all alternate options as it relates to overall staffing needs.

**Justification:**

The HHS department requires:

This position will be filled within the CPS Combined Unit supervised by Dave Kratz. The primary responsibilities will be to supervise a Child Protection ongoing caseload. These are cases that have gone though the court process and there is a Child in Need of Protection and Service (CHIPS) finding. It is a mandate by the State under Chapter 48 and by State Child Welfare Standards to provide this service. The position will serve Sheboygan County Children and Families who are at risk of child maltreatment and work with them to strenghen their family as much as possible including evaluation of child safety.

***Department Head signature/date*** _____

***Liaison Committee signatures/date*** _____

Form Process:



Attachment: Vacant Position Request-Hourly Position - Social Worker (formerly Seanah Gillis's position) (2685 : VPR)

Department Head completes the VPR form
Department Head presents the VPR form to their Liaison Committee for approval/signature
Department Head forwards the VPR form to HR Director
HR will begin the recruitment process

# Vacant Position Request/Hourly Position

Attachment: Vacant Position Request-Hourly Position - Social Worker (formerly Trisha Lund's position) (2692 : VPR)

**Date:** 2/9/15

**To:** Health & Human Services Committee Members

**From: Scott Shackelford and Barry Neumann**

**RE:** Filling of Social Worker Vacancy

**Position Request:**

The Health & Human Services department requests to post, hire and fill a Social Worker position. This position became vacant on March 10, 2015 as a result of the retirement notice of Trisha Lund.

**Budget Consideration:**

Is this position within the department's 2015 operating budget?

Yes

**Staffing Consideration:**

The Health & Human Services department has considered any and all alternate options as it relates to overall staffing needs.

**Justification:**

The Health & Human Services department requires:

This position be filled within our Juvenile Justice Ongoing Unit in order to meet the needs of the citizens of Sheboygan County. The JJ Ongoing Unit has been downsized by two social workers in the last year or two, in order to meet increased workload demands in other areas of our Division. The position needs to be filled in order to address service needs in juvenile justice so that we can continue our attempts to keep juveniles from entering expensive out-of-home placements.

***Department Head signature/date*** _____

***Liaison Committee signatures/date*** _____

Form Process:
Department Head completes the VPR form
Department Head presents the VPR form to their Liaison Committee for approval/signature
Department Head forwards the VPR form to HR Director
HR will begin the recruitment process

Attachment: February 2015 Budget Adjustment Request (2686 : Budget Adjustment)



# SHEBOYGAN COUNTY

*Health and Human Services Department*
*Division of Business and Administrative Support Services*

February 10, 2015

TO: Health and Human Services Committee

FROM: Shannon Otten, Manager Business and Administrative Support Services

RE: Consideration of Budget Adjustment

On behalf of the Health and Human Services Department, I am respectfully requesting your consideration of approving several budget adjustments. Recently, staff have prepared the 2015 purchase of service contracts to align with service needs of current clients. During this time budget adjustment needs have been identified as follows:

A new program is IPS (Individual Placement Services) which will be provided by purchased service from RCS at $31 per hour for 2080 hours in 2015. This will be providing the CCS Array "Employment Related Skills Training" account 2032.531508.004. Using a 70% client specific billing ratio, we are anticipating increased CCS revenue due to this addition.

| | | | |
|---|---|---|---|
| 2032.531508.004 | CCS – Employment Related Skill Training | debit | $64,480 |
| 2032.455115.027 | CCS MA Revenue | credit | $45,136 |
| | (based on 70% client specific time) | | |

Also, the program that is budgeted as 2021.531578 Client Social Support will no longer be provided in 2015. With that a budget adjustment is needed as follows:

| | | | |
|---|---|---|---|
| 2021.531578 | Client Social Support | credit | $18,171 |
| 2020.531578 | Client Social Support | credit | $2,258 |
| 2013.531578 | Client Social Support | credit | $5,762 |

Also, Open Door Contract needs increased, budget adjustment as noted below:

| | | | |
|---|---|---|---|
| 2021.531580 | Recreation/Alternative Activities | debit | $24,231 |

Finally, a reduction in Supportive Home Care budget needed:

| | | | |
|---|---|---|---|
| 2021.531600 | Supportive Home Care | credit | $17,384 |

Net of all adjustments is an expense increase totaling $45,136 and revenue increase totaling $45,136.

Please see the attachment which reflects the full entry to the budget.

Thank you in advance for your consideration.

SO:so

attachment

Telephone (920)-459-6400
or 1-(800)-596-1919
Facsimile (920) 459-4353
TTD (920) 459-3258

**Health and Human Services Building**
1011 North 8th Street
Sheboygan, WI 53081

humsrv@SheboyganCounty.com
www.SheboyganCounty.com

# URNAL ENTRY DOCUMENT

(Do NOT add/delete columns)

**General Journal Entry**

**SET UP BY:** *Shannon Otten*

| | | |
|---|---|---|
| **Batch Date** | | **For Finance use only** |
| **Batch Number** | | |
| **Total Expected** | $ 88,711.00 | |

| | | | |
|---|---|---|---|
| Doc Type/No/Co | JE | G/L Date | 1/1/2015 |
| Explanation * | Adjust 2015 budget based on revised contract needs | Ledger Type | BA |

| ACCOUNT NUMBER bu.object.subsidiary | AMOUNT debit or (credit) | REMARK | SUBLEDGER NUMBER | SUB TYPE | ASSET NUMBER | ACCOUNT DESCRIPTION |
|---|---|---|---|---|---|---|
| 2032.531508.004 | 64,480.00 | Adjustment to contracted services | | | | CCS Employment Related Skill Training |
| 2032.455115.027 | (45,136.00) | Revenue related to adjusted services | | | | CCS MA Revenue |
| 2021.531578 | (18,171.00) | Adjustment to contracted services | | | | Client Social Support |
| 2020.531578 | (2,258.00) | Adjustment to contracted services | | | | Client Social Support |
| 2013.531578 | (5,762.00) | Adjustment to contracted services | | | | Client Social Support |
| 2021.531580 | 24,231.00 | Adjustment to contracted services | | | | Recreation/ Alternative Activities |
| 2021.531600 | (17,384.00) | Adjustment to contracted services | | | | Supportive Home Care |