

## **NOTICE OF MEETING**

### **HEALTH AND HUMAN SERVICES COMMITTEE**

**April 16, 2019 – 8:30 A.M.**

Health and Human Services Department  
1011 North 8<sup>th</sup> Street  
Sheboygan, WI 53081  
Room 372

### **Agenda**

Call to Order

Certification of Compliance with Open Meeting Law

Approval of Minutes

- Health and Human Services Committee Meeting – April 2, 2019

Announcements and Correspondence

Public Input

Public Health Manager Diane Liebenthal and WIC Supervisor Jean Pittner

- Presentation: WIC Programs at Health & Human Services

Consideration of Evaluation and Prioritization of Sheboygan County Programs

Consideration of Re-Appointment of Citizen Member Larry Samet

Public Health Manager Diane Liebenthal

- Consideration of Vacant Position Request - LTE Public Health Sanitarian

Child & Family Services Manager Scott Shackelford

- Consideration of Vacant Position Request – Human Services Manager – Child Protection

Behavioral Health Manager Jackie Moglowsky

- Consideration of Support for AODA Facilities

Review and Approve Vouchers

Approval of Attendance at Other Meetings

Adjourn

Prepared by:

Victoria Deterding  
Recording Secretary

Brian Hoffmann  
Committee Chairperson

Matt Strittmater  
Health & 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 Victoria Deterding, 920-459-4326 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 8<sup>th</sup> Street  
Sheboygan, WI 53081  
Room 372

**April 2, 2019**

**Called To Order: 8:30 a.m.**

**Adjourned: 10:00 a.m.**

**MEMBERS PRESENT:** Supervisor Roger Otten – Vice Chair, Supervisor Jim Baumgart, Supervisor Thomas Epping, Supervisor Dawn Brulla, Mr. Larry Samet, and Ms. Jeanne Kliejunas

**ABSENT:** Supervisor Brian Hoffmann – Chair, Supervisor Curt Brauer – Secretary, and Mr. Craig Schicker

**ALSO PRESENT:** Matt Strittmater, Jackie Moglowsky, Diane Liebenthal, Tim Gessler, Marie Seger, Adam Payne, Todd Richter

Vice Chairperson Roger Otten called the April 2, 2019 Health and Human Services Committee meeting to order at 8:30 a.m.

### **CERTIFICATION OF COMPLIANCE WITH OPEN MEETING LAW**

The Health and Human Services Department received an e-mail noting that the agenda for the April 2, 2019 meeting of the Health and Human Services Committee was posted on March 29, 2019 at 2:29 p.m., in compliance with the Open Meeting Law.

### **REVIEW AND APPROVE MINUTES: March 5, 2019 Health and Human Services Committee Meeting**

Ms. Kliejunas moved and Supervisor Baumgart seconded to approve the minutes of the March 5, 2019 Health and Human Services Committee. Motion carried unanimously.

### **ANNOUNCEMENTS AND CORRESPONDENCE**

Matt Strittmater opened announcements with a note of kudos to the team at Health & Human Services who lead the department's emergency preparedness efforts, inviting further information from Public Health Manager Diane Liebenthal. Diane gave a brief update on the recent flooding and the ways in which the Department offered support to the community.

Matt also noted that a program analysis and ranking exercise will be coming to a future Health & Human Services Committee meeting. These exercises were last completed in 2005 and 2009. Committee members will be invited to take a look at both mandated and discretionary programs. Through discussion, the group will create a ranking system to draw on for future budget or funding decisions.

The Committee was also informed that their Sheboygan County fobs will be deactivated. The original purpose of these fobs was to give easy access to the previous meeting location, Health & Human Services Room 413, which is located in a hallway that requires fob access. However, the new meeting location in Room 372 allows for both the public and board members alike to access the room without a fob via the elevator in the vestibule.

Matt, along with Behavioral Health Manager Jackie Moglowksy, also offered an update on the recent Opioid Conference in Green Bay, which was attended by over 600 people, including an appearance from Governor Evers. Both Matt and Jackie spoke about the session topics at the forum, such as obstacles in level of treatments, the high meth use in the state of Wisconsin, and decreasing opioid overdoses by flooding communities with Narcan. There were also seminars on labor and organ trafficking related to drug use, as well as the difference between dependence and addiction. Jackie noted that it was an informative conference with new ideas to consider.

Todd Richter offered an update on the Veterans Service Office, noting that it had been a great few weeks in the new location at the Aging & Disability Resource Center. The Veterans Service team has been able to collaborate with the ADRC staff. They also seem to be reaching additional veterans at their new location, many of whom did not previously make the trip to downtown Sheboygan to receive services at the old office location.

#### **PUBLIC INPUT**

None.

#### **CONFIRMATION OF VETERANS SERVICE OFFICER – County Administrator Adam Payne**

Adam Payne confirmed Todd Richter's appointment as the new Veterans Service Officer for Sheboygan County, noting his expertise and passion for serving veterans. The Committee welcomes Todd to his new role.

In response to the previous announcements section, Adam Payne also noted the importance of the Prioritization and Evaluation of Programs exercise, given the new leadership at Health & Human Services, though he noted that the timing of this exercise is flexibility and can be delayed if desired. Adam also reminded the Committee of the upcoming Legislative Breakfast, which will feature an updated presentation on the Child Welfare Crisis and opioid impact. The breakfast will be in Health & Human Services Room 372, from 8:00-9:30 a.m. on April 8, 2019.

#### **CONSIDERATION OF REQUEST FOR CHANGE IN DEPARTMENTAL TABLE OF ORGANIZATION – Veterans Service Officer Todd Richter**

Todd Richter presented to the Committee a Request for Change in Departmental Table of Organization, with added context from Adam Payne on the reasoning behind this change. The Department is looking to add an additional Veterans Service Specialist position, while leaving the Assistant Veterans Service Officer position vacant for the time being. The current Veterans Service Specialist is preparing his educational background to move into the role of Assistant Veterans Service Officer in the future. In the meantime, a second Veterans Service Specialist position is needed. Discussion ensued and questions were answered.

Supervisor Epping moved and Mr. Samet seconded to approve the Request for Change in Departmental Table of Organization. Motion carried unanimously.

#### **CONSIDERATION OF VACANT POSITION REQUEST – VETERANS SERVICE SPECIALIST – Veterans Service Officer Todd Richter**

Todd Richter presented to the Committee a Vacant Position Request – Veterans Service Specialist. He explained the role of this Veterans Services Specialist and noted that they had received 37 applications for the position.

Supervisor Epping moved and Ms. Kliejunas seconded to approve the Vacant Position Request – Veterans Service Specialist. Motion carried unanimously.

**CONSIDERATION OF SALARY/EQUITY ADJUSTMENT REQUEST – Veterans Service Officer Todd Richter**

Todd Richter presented to the Committee a Salary/Equity Adjustment Request for Veterans Service Specialist Craig Stewart, noting his contributions to the Department and added responsibilities that he will be taking on in his role. Discussion ensued and questions were answered.

Supervisor Epping moved and Ms. Kliejunas seconded to approve the Salary/Equity Adjustment Request. Motion carried unanimously.

**VETERANS SERVICE OFFICE & COMMISSION QUARTERLY REPORT – Veterans Service Officer Todd Richter**

Todd Richter presented to the Committee an overview of the Veterans Service Office & Commission Quarterly report, noting several highlights between January and March 2019. Several events were attended, hundreds of veterans were served, the office relocated to the ADRC in Sheboygan Falls, and the Veterans Treatment Court continues. In addition, two new commissioners were appointment to the Veterans Commission.

**CONSIDERATION OF DATE FOR 2020 HEALTH & HUMAN SERVICES BUDGET PUBLIC HEARING**

Matt Strittmater noted that the Department will soon be scheduling the 2020 Health & Human Services Department’s Budget Public Hearing, and asked for feedback from the Committee on preferred dates and times, and other suggestions. Committee members offered ideas on how to expand outreach and choose a time when the public’s availability would be highest. More information will follow on the chosen date for the public hearing.

**CONSIDERATION OF VACANT POSITION REQUEST – MEAL SITE NUTRITIONIST**

Matt Strittmater and Marie Seger presented to the Committee a Vacant Position Request – Meal Site Nutritionist, noting the expertise needed to fill the position. As the contracted position had previously been filled by a retired staff member who is no longer able to continue, they would like approval to fill the contracted hours with a part-time nutritionist currently working in Public Health. Discussion ensued and questions were answered.

Supervisor Epping moved and Supervisor Brulla seconded to approve the Vacant Position Request – Meal Site Nutritionist. Motion carried unanimously.

**CONSIDERATION OF APPOINTMENT OF CITIZEN MEMBER TO THE AGING TRANSPORTATION COORDINATING COMMITTEE – Aging & Disability Resource Center Supervisor Marie Seger**

Marie Seger presented to the Committee a consideration of appointment of Ms. Sarah Louisier, a Citizen Member, to the Aging Transportation Coordinating Committee. The Committee referenced the citizen candidate’s biographical information from the agenda packet. Discussion ensued and questions were answered.

Supervisor Epping moved and Mr. Samet seconded to approve the appointment of Ms. Sarah Louisier to the Aging Transportation Coordinating Committee, and to forward onto the County Board for their consideration. Motion carried unanimously.

**CONSIDERATION OF OUT OF STATE TRAVEL REQUEST – Behavioral Health Manager Jackie Moglowsky**

Jackie Moglowsky presented to the Committee an Out of State Travel Request. Through receipt of a federal grant to expand the Department's Treatment Court Program, the Department is required to send a portion of the Treatment Court team to the National Association of Drug Court Professionals (NADCP) National Convention. The convention will be held in National Harbor, Maryland from July 14-17. All expenses are included in the existing grant budget, with the Department only paying for staff work time. Linda Knebel Essman and Cindy Geldreich are the Health & Human Services staff who will be attending. Discussion ensued and questions were answered.

Supervisor Epping moved and Ms. Kliejunas seconded to approve the Out of State Travel Request. Motion carried unanimously.

**CONSIDERATION OF PAY POLICY EXCEPTION REQUEST – Behavioral Health Manager Jackie Moglowsky**

Jackie Moglowsky presented to the Committee a Pay Policy Exception Request for Justin Strahl, who will be taking on several supervisory responsibilities on an interim basis while the supervisor in her Behavioral Health Case Management unit goes on Family Medical Leave. Discussion ensued and questions were answered.

Ms. Kliejunas moved and Supervisor Epping seconded to approve the Pay Policy Exception Request. Motion carried unanimously.

**REVIEW OF FINANCIAL STATEMENTS YEAR-TO-DATE DECEMBER 31, 2018 – Senior Financial Analyst Tara Duwe**

Tara Duwe presented to the Committee a review of Financial Statements Year-to-Date December 31, 2018. Discussion ensued and questions were answered.

**REVIEW AND APPROVE VOUCHERS**

Supervisor Epping moved and Ms. Kliejunas seconded to approve the Health and Human Services vouchers as presented. Motion carried unanimously.

**APPROVAL OF ATTENDANCE OF MEMBERS AT OTHER MEETINGS OR FUNCTIONS**

It was noted that the board members may wish to attend the Criminal Justice Advisory Committee (CJAC) meeting in Administration Building Room 302 at 5:15 PM on April 3, 2019. The meeting will involve discussion alternatives to jail program and solutions and updates on jail population and overcrowding. Supervisor Epping moved and Supervisor Brulla seconded to approve any desired attendance at the CJAC Committee. Motion carried unanimously.

**ADJOURNMENT**

At 10:00 a.m., Supervisor Epping moved and Ms. Kliejunas seconded to adjourn the April 2, 2019 Health and Human Services Committee Meeting. Motion carried unanimously.

Victoria Deterding  
Recording Secretary

Curt Brauer  
Committee Secretary



# Sheboygan County

## VACANT POSITION REQUEST

(To be completed for all vacant positions)

**Date:** 4/6/2018  
**To:** Health & Human Services Committee Members  
**From:** Diane L. Liebenthal

**Position Request:**

Position: LTE Public Health Sanitarian  
 Reason for Vacancy: Supplement Environmental Services

**Justification:** The current caseload for the Environmental Health Program includes over 900 facilities. The staff associated with this program includes 3 Registered Sanitarians with an associated 2.55 FTEs that are assigned to food and facility inspections. During our last state survey, we were told that our staffing ratio of inspector to facility was too high. Currently staff are doing approximately 353 inspections per FTE and a staffing level range of 280-320 inspections is noted in the Standards relating to Program Support and Resources.

The requested LTE hours would be assisting 3 days per week (24 hours) for a 12-week period. A total of 288 hours is anticipated.

**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
\$7,110.72	\$631.00	\$7,741.72

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

County Administrator/Department Head Signature \_\_\_\_\_ Date: \_\_\_\_\_  
 Liaison Committee Signature \_\_\_\_\_ Date: \_\_\_\_\_  
 Human Resources Committee Signature \_\_\_\_\_ Date: \_\_\_\_\_

**Form Process:**

1. County Administrator/Department Head completes VPR.
2. County Administrator/Department Head presents VPR to Liaison Committee for approval/signature.
3. Department Head forwards VPR to HR for Human Resources Committee approval/signature (**salaried positions only**).
4. HR begins recruitment process.



# Sheboygan County

## VACANT POSITION REQUEST

(To be completed for all vacant positions)

**Date:** 4/9/2019  
**To:** Health & Human Services Committee Members  
**From:** Scott Shackelford

**Position Request:**

Position: Human Services Manager – Child Protection  
 Reason for Vacancy: Retirement

**Justification:**

The Human Services Manager – Child Protection. Duties of this position include providing supervision to staff regarding child welfare cases. The position screens child protection referrals, oversees intake and ongoing social workers, and provides oversight of our after hours on-call team. This position plays a key role in the delivery of service to children and families at risk of child maltreatment under Chapter 48 of Wisconsin Statutes. 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:**

DBM Salary Range of Requested Position: C52 \$62,238-\$93,360

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

Wages	Benefits	Total
\$62,238-\$93,360	\$28,124	\$90,362-\$121,484

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

County Administrator/Department Head Signature \_\_\_\_\_ Date: \_\_\_\_\_  
 Liaison Committee Signature \_\_\_\_\_ Date: \_\_\_\_\_  
 Human Resources Committee Signature \_\_\_\_\_ Date: \_\_\_\_\_

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