

NOTICE OF MEETING

HEALTH AND HUMAN SERVICES COMMITTEE

December 4, 2018 – 8:30 A.M.

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 and Human Services Committee Meeting – November 20, 2018

Announcements and Correspondence

Public Input

County Administrator Adam Payne

- Confirmation of County Administrator's Appointment of Health & Human Services Director
- Consideration of Vacant Position Request – Veterans Service Officer

County Veterans Service Officer Charlene Cobb

- Consideration of Memorandum of Understanding - The "Berkshire" - Sheboygan Falls Apartments

Consideration of Letter of Commendation

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 8th Street
Sheboygan, WI 53081
Room 413

November 20, 2018

Called To Order: 8:30 a.m.

Adjourned: 9:40 a.m.

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

ABSENT: Mr. Craig Schicker

ALSO PRESENT: Shannon Otten, Diane Liebenthal, Jackie Moglowsky, Tim Gessler, Scott Shackelford, and Charlene Cobb

Supervisor Hoffmann called the November 20, 2018 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 November 20, 2018 meeting of the Health and Human Services Committee was posted on November 14, 2018 at 4:48 p.m., in compliance with the Open Meeting Law.

REVIEW AND APPROVE MINUTES: November 6, 2018 Health and Human Services Committee Meeting

Supervisor Brauer moved and Supervisor Epping seconded to approve the minutes of the November 6, 2018 Health and Human Services Committee. Motion carried unanimously.

ANNOUNCEMENTS AND CORRESPONDENCE

Charlene Cobb informed the Committee of her upcoming retirement from Sheboygan County on January 11, 2019. Her resignation letter was received via email by County Board Supervisors, and paper copies were distributed to citizen members at the meeting. Well wishes were exchanged.

Shannon Otten noted that the new Health & Human Services Department Director, Matt Strittmater, starts on November 26. Chair Hoffmann has already requested to meet with the new director, and if other committee members are interested, they can contact Victoria to arrange this.

PUBLIC INPUT

None.

CONSIDERATION OF VETERANS SERVICE COMMISSIONER RECOMMENDATION – County Veterans Service Officer Charlene Cobb

Charlene Cobb presented a candidate, Mr. Michael Beringer, to the Committee for the County Veterans Service Commission. He has expressed an interest in aiding the Veterans of Sheboygan County by serving on the Commission. The Commissioner serves a three year term

in accordance with Chapter 45 of the WI Stats. The committee reviewed the biographical information for Mr. Beringer, an Air Force Veteran and discussed his appointment.

Supervisor Otten moved and Ms. Kliejunas seconded to recommend the appointment of Mr. Michael Beringer to the Veterans Service Commission by the County Board Chairman. Motion carried unanimously. County Board Chairman will be notified of the Committee's recommendation.

CONSIDERATION OF APPOINTMENT OF CITIZEN MEMBER TO THE AGING & DISABILITY ADVISORY COMMITTEE – Operations Manager Shannon Otten

Shannon Otten presented to the Committee a consideration of appointment of Mr. Joe Bugarino, a Citizen Member, to the Aging & Disability Advisory Committee. The Committee referenced the citizen candidate's biographical information from the agenda packet.

Supervisor Epping moved and Supervisor Baumgart seconded to approve the appointment of Mr. Joe Bugarino to the Aging & Disability Advisory Committee, and to forward onto the County Board for their consideration. Motion carried unanimously.

CONSIDERATION OF HEALTH & HUMAN SERVICES STAFF IN-SERVICE DAY – MONDAY, JANUARY 21, 2019 – Operations Manager Shannon Otten

Shannon Otten informed the Committee of the plan for the Health & Human Services Department to close to the public on January 21, 2019 (Martin Luther King, Jr. Day) for the purpose of staff training and in-service opportunities. She requested permission and approval from the Committee for the Department to move forward with closing for training on that day. Discussion ensued and questions were answered, with Supervisor Baumgart requesting statistics/data on attendance from that day.

Supervisor Epping moved and Supervisor Brauer seconded to approve the Health & Human Services Department being closed for staff in-service on January 21, 2019. Motion carried, Ayes: 7, and Noes: 1, Ms. Kliejunas. Ms. Kliejunas indicated that she thought voting on this item was micromanagement.

CONSIDERATION OF REQUEST FOR CHANGE IN DEPARTMENTAL TABLE OF ORGANIZATION – Public Health Manager Diane Liebenthal

Diane Liebenthal presented to the Committee a Request for Change in Departmental Table of Organization, merging two existing part-time Public Health nurse positions into one full-time position.

Supervisor Brauer moved and Ms. Kliejunas seconded to approve the Request for Change in Departmental Table of Organization. Motion carried unanimously.

CONSIDERATION OF VACANT POSITION REQUEST – PUBLIC HEALTH PROFESSIONAL – Public Health Manager Diane Liebenthal

Diane Liebenthal presented to the Committee a Vacant Position Request for a Public Health Professional, a new full-time position created from merging two part-time nurse positions together.

Supervisor Brauer moved and Supervisor Baumgart seconded to approve the Vacant Position Request for a Public Health Professional. Motion carried unanimously.

CONSIDERATION OF VACANT POSITION REQUESTS (2) – HUMAN SERVICES PROFESSIONAL – JUVENILE COURT (TOWER ACADEMY) – Child & Family Services Manager Scott Shackelford

Scott Shackelford presented to the Committee two Vacant Position Requests for Human Services Professional – Juvenile Court (Tower Academy) positions. Discussion ensued and questions were answered.

Supervisor Epping moved and Ms. Kliejunas seconded to approve the Vacant Position Requests for two Human Services Professional – Juvenile Court (Tower Academy) positions. Motion carried unanimously.

FINANCIAL STATEMENTS FOR YEAR-TO-DATE SEPTEMBER 30, 2018 – Operations Manager Shannon Otten

Shannon Otten presented to the Committee the Financial Statements for Year-to-Date September 30, 2018. Discussion ensued and questions were answered.

REVIEW AND APPROVE VOUCHERS

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

APPROVAL OF ATTENDANCE OF MEMBERS AT OTHER MEETINGS OR FUNCTIONS

Supervisor Brulla noted that she will not be attending the December 4 Health & Human Services Committee meeting, due to a work conflict. Chair Hoffmann noted that he attended the last Finance Committee meeting and requested a per diem for his attendance. He also offered the Committee an update on the discussion and items at the Finance Committee meeting.

Supervisor Brauer moved and Supervisor Otten moved to approve Chair Hoffmann's attendance at the November Finance Committee meeting. Motion carried unanimously.

ADJOURNMENT

At 9:40 a.m., Supervisor Epping moved and Supervisor Brauer seconded to adjourn the November 20, 2018 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)

WISCONSIN

Date: 11/7/2018
To: Health & Human Services Committee Members
From: County Administrator Adam Payne

Position Request:

Position: Veteran's Service Officer
Reason for Vacancy: Retirement

Justification: This position is responsible for the direction of the local administration of federal and state programs for those individuals who served in the US armed forces and their dependents or survivors. The Veteran's Services officer is the key leader of the department and the community in providing assistance with securing benefits for those individuals who served in the armed forces as well as being held to the highest standards.

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 - \$78,849- \$95,460

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

Wages	Benefits	Total
\$65,000	\$26,000	\$91,000

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

County Administrator/Department Head Signature Adam Payne Date: 11/16/18
 Liaison Committee Signature _____ Date: _____
 Human Resources Committee Signature Edwan Date: 11/29/2018

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.

Memorandum of Understanding
Between
Berkshire – Sheboygan Falls Apartments (“Berkshire”)
and
Sheboygan County Veterans Service Office (“SCVSO”)

Purpose:

This Memorandum of Understanding (MOU) sets for the terms and understanding between Berkshire and SCVSO to establish referral and outreach systems to connect potential Veteran residents with local or State Veteran-specific services and resources and provide Veterans access to supportive housing units at the Berkshire – Sheboygan Falls located at 101 School Street in Sheboygan Falls, Wisconsin.

Activities:

The above goals will be accomplished by undertaking the following activities:

Berkshire will undertake the following activities:

1. Maintain contact information for SCVSO at the property. The property manager of Berkshire will offer this contact information to tenants who ask for it or who appear that they might benefit from knowledge of the information.
2. The supportive units will be filled in a manner consistent with Fair Housing requirements as described in the Affirmative Fair Housing Marketing Plan (“AFHMP”) on file with the property manager. When a supportive unit becomes available, property management staff will inform SCVSO. In the event that there are multiple referrals for a single unit, all applications will be date- and time-stamped in the chronological order received. Intake interviews will be scheduled by management on that basis. The first applicant that applies will receive full consideration before the next time-stamped application is considered. Applicants will be asked to bring any information to an intake appointment that can be used to verify the key eligibility requirements. Applications will be kept on file for at least one year and applicants who are not selected may reapply by completing a new application if the current application is more than 120 days old. For any given available unit, applicants must be deemed eligible for the unit at the time of application.
3. Berkshire will administer a waiting list of qualified applicants. Qualified applicants will be accepted and offered a unit at the property in the order they are received so long as the eligibility criteria specified by the property management firm have been met. Each applicant will be assigned their appropriate place on the waiting list based on the date and time the application is received.

SCVSO will undertake the following activities:

1. Provide information to clients on housing options and present Berkshire as a possible housing option.
2. Provide support services to residents that meet eligibility criteria and choose SCVSO services.

Reporting:

Representatives of Berkshire and SCVSO will discuss the program annually to evaluate the effectiveness of the outreach system and discuss methods to improve the understanding between the parties. The referral program may be modified as necessary to maximize outreach to those Veterans needing housing and/or supportive services.

Funding:

This MOU does not involve a commitment of funds by either Berkshire or SCVSO.

Duration:

This MOU shall become effective after the rehabilitation of the project is complete and will remain in effect until modified or terminated by any one of the partners by mutual consent.

Berkshire – Sheboygan Falls Apartments

_____ Date: _____
Sig Strautmanis
c/o General Capital
6938 N. Santa Monica Blvd.
Fox Point, WI 53217
414-228-3502
sig@generalcapitalgroup.com

Sheboygan County Veterans Service Office

_____ Date: _____
Charlene Cobb
Veterans Service Officer
Courthouse Annex G10
615 North 6th Street
Sheboygan Falls, WI 53081
(920) 459-3052



SHEBOYGAN COUNTY

Health and Human Services Department

December 4, 2018

Ms. Charlene Cobb
Sheboygan County Veterans Service Officer

Dear Charlene:

This correspondence comes to commend you for your tireless commitment and years of service to the citizens of Sheboygan County – most notably as our highly committed Sheboygan County Veterans Service Officer.

We appreciate all of your work in protective, serving, and honoring our Veterans. It has been a pleasure serving as your Liaison Committee and witnessing all of the growth and programming of the Veterans Department over the years. Thank you for your service.

Please accept our thanks for your leadership and well wishes in retirement.

With kindest regards,
Honorable Members of the Sheboygan County Health and Human Services Committee

Supervisor Brian Hoffmann, Chairperson

Supervisor Dawn Brulla

Supervisor Roger Otten, Vice-Chairperson

Mr. Craig Schicker

Supervisor Curt Brauer, Secretary

Mr. Larry Samet

Supervisor Jim Baumgart

Ms. Jeanne Kliejunas

Supervisor Tom Epping