

NOTICE OF MEETING

HEALTH AND HUMAN SERVICES COMMITTEE

December 5, 2017 – 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 21, 2017

Announcements and Correspondence

Public Input

Child and Family Services Manager Scott Shackelford and Sheboygan County Partnership for
Children Coordinator Corrissa Frank
Welcome Baby Program Presentation

Behavioral Health Manager Nick Larkin

Consideration of Vacant Position Request – Human Services Professional (Mental
Health Case Manager)

Operations Manager Shannon Otten

Consideration of 2017 Budget Adjustments

Review and Approve Vouchers

Approval of Attendance at Other Meetings

Adjourn

Prepared by:
Julie Schaefer
Recording Secretary

James Baumgart
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

November 21, 2017

Called To Order: 8:30 a.m.

Adjourned: 9:48 a.m.

MEMBERS PRESENT: Supervisor Jim Baumgart – Chair; Supervisor Brian Hoffmann – Vice Chair; Supervisor Henry Nelson – Secretary, Supervisor Roger Otten, Supervisor Thomas Epping, Supervisor Curt Brauer, Mr. Larry Samet, Ms. Jeanne Kliejunas, Mr. Craig Schicker

ABSENT: None

ALSO PRESENT: Shannon Otten, Charlene Cobb, Scott Shackelford, Tim Gessler, Diane Liebenthal, Kim Pagel, Tara Duwe, and Lynda Laun

Supervisor Baumgart called the November 21, 2017 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 21, 2017 meeting of the Health and Human Services Committee was posted on November 16, 2017 at 5:00 p.m., in compliance with the Open Meeting Law.

REVIEW AND APPROVE MINUTES: October 31, 2017 Health and Human Services Committee Meeting

Supervisor Otten moved and Supervisor Brauer seconded to approve the minutes of the October 31, 2017 Health and Human Services Committee. Motion carried unanimously.

VETERANS SERVICE OFFICE ACTIVITY REPORT – CVSO Charlene Cobb

CVSO Cobb informed the Committee of the following:

Announcements and Correspondence

Veterans Day Events – Participated in the following programs:

- 1) Sunny Ridge
- 2) Cedar Grove High School
- 3) Rocky Knoll
- 4) Wilson Elementary School
- 5) Kohler Veterans Gala

Office Activity Report

Veterans Service Office

- 1) 126 appointments since the middle of August
- 2) Team meetings were held on August 29, 2017; September 29, 2017; and October 31, 2017
- 3) Two Internet training sessions (Decision Ready Claims and Common VA Errors)
- 4) Plymouth fire – Multi-Agency Resource Center

Veterans Service Commission

- 1) Meetings were held on October 9, 2017 and November 13, 2017
- 2) Expenditures Year-to-Date - \$6,623

Staff persons from the Vet Center were at the CVSO on August 17, 2017; August 31, 2017; September 14, 2017; September 28, 2017; October 12, 2017; October 26, 2017; and November 9, 2017.

Veterans Court was held on August 11, 2017; September 8, 2017; October 20, 2017; and November 17, 2017.

A handout was provided on the above and meetings attended by staff at the CVSO since the middle of August.

RECOMMENDATION FOR VETERANS SERVICE COMMISSION – CVSO Charlene Cobb

CVSO Cobb informed the Committee that the appointment term of Jennifer Sampson to the County Veterans Service Commission has expired and Jennifer has indicated her desire to be reappointed to the County Veterans Service Commission for another appointment term.

Supervisor Otten moved and Ms. Kliejunas seconded to approve the reappointment of Jennifer Sampson to the County Veterans Service Commission and to forward this request to County Board Chair Thomas Wegner for consideration. Motion carried unanimously.

ANNOUNCEMENTS AND CORRESPONDENCE

Diane Liebenthal informed the Committee the Department applied for and was awarded an Adult Vaccine Awareness Grant. Public Health and the Aging and Disability Resource Center (ADRC) will be utilizing this grant by conducting adult vaccine awareness and education at the meal sites, local health fairs, Hispanic church communities, and providing other community outreach. Vaccines are not provided by this grant.

Tim Gessler provided an update on the Affordable Care Act. The Open Enrollment period is only six weeks this year, November 1, 2017 to December 15, 2017. There are a high number of people enrolling in the Marketplace for 2018 health insurance coverage. Lakeshore Community Health Center assists people in enrolling in Marketplace insurance and they are also experiencing a strong demand. Marketing materials are available at various organizations in the community. Congress has still not made a final decision on reauthorizing the Children's Health Insurance Program (CHIP). The program provides health coverage to families that make too much money to qualify for Medicaid but do not make enough to afford private insurance. CHIP funds coverage for children in Wisconsin through the BadgerCare Plus program. The state Department of Health Services indicates that Wisconsin has enough funding from CHIP to continue operating the BadgerCare Plus insurance program through April 2018.

PUBLIC INPUT

Lynda Laun informed the Committee the Wisconsin National Alliance on Mental Illness annual conference will be held on April 20, 2018 and April 21, 2018 at the Osthoff Resort in Elkhart Lake.

PRESENTATION ON THE CONTRACTING PROCESS – Business Analyst Kim Pagel and Senior Finance Analyst Tara Duwe

Kim Pagel and Tara Duwe presented, via PowerPoint, information on the contracting process. In 2017, there were 76 providers with whom the Department writes either contracts or Letters of

Agreement with, which totaled approximately \$13,400,000 in the Department's Purchased Services budget. The starting point of the contract process is intertwined between two very important elements – Budget and Client Needs. The next steps are as follows:

- Gathering initial provider information;
- Request provider budget and staff information;
- Issue contract with applicable addendums;
- Set up Benefit Plan for authorizations;
- Service Plan created;
- Authorization issued;
- Services are provided;
- Provider bills Health and Human Services; and
- Health and Human Services pays provider.

Amendments are issued if a provider is adding new services or an additional volume of services is occurring.

Providers paid over \$100,000 are required to provide an audit. Audits are also asked for any providers there are concerns about. For all providers paid under \$100,000, financial statements are required to assess their financial health. The audit review process is as follows:

- Look at financial position (County revenue and expenses).
- Compare amount paid per audit vs. amount paid per County records.
- Compare calculated allowable profit vs. profit per audit.
- Assure compliance with Department of Health Services, Provider Agency Audit Guide, and Governmental Accounting Standards – found when reading the Independent Auditor's Report looking for compliance. An audit must be performed by an Independent Auditor not the firm doing their yearly accounting or an internal staff member.
- Schedule of finding and responses – summary of auditor results which addresses the financial statement.
- Supplemental schedule – allowable profit or reserve within limits. Per the contract, the provider is to include a supplemental schedule with their audit that specifically shows the revenue and expenses for Sheboygan County. This is important so that we know the provider is not using revenue from Sheboygan County to cover losses that they may have from providing services for other contracts.
- Contracts are set on budgeted expenses and the audit is on the provider's actual experience which sometimes causes an allowable cost refund due to the County.

Discussion ensued and questions were answered.

CONSIDERATION OF VACANT POSITION REQUEST – BEHAVIORAL HEALTH MANAGER – Operations Manager Shannon Otten

Shannon Otten presented to the Committee a Vacant Position Request for a Behavioral Health Manager and explained the necessity of filling this position.

After questions were answered, Supervisor Epping moved and Supervisor Hoffmann seconded to approve the Vacant Position Request for a Behavioral Health Manager and to forward this request to the Human Resources Committee for their consideration. Motion carried unanimously.

REVIEW OF FINANCIAL STATEMENTS FOR YEAR-TO-DATE AUGUST 31, 2017 AND YEAR-TO-DATE SEPTEMBER 30, 2017 – Operations Manager Shannon Otten

Shannon Otten presented the Financial Statements for year-to-date August 31, 2017 and September 30, 2017. Discussion ensued and questions were answered.

REVIEW AND APPROVE VOUCHERS

- **Health and Human Services**
- **Veterans Service Office**

After questions were answered, Supervisor Brauer moved and Supervisor Otten seconded to approve the Health and Human Services and Veterans Service Office expense vouchers as presented. Motion carried unanimously.

APPROVAL OF ATTENDANCE OF MEMBERS AT OTHER MEETINGS OR FUNCTIONS

None.

ADJOURNMENT

At 9:48 a.m., Supervisor Hoffmann moved and Ms. Kliejunas seconded to adjourn the November 21, 2017 Health and Human Services Committee Meeting. Motion carried unanimously.

Julie Schaefer
Recording Secretary

Henry Nelson
Committee Secretary



Sheboygan County

VACANT POSITION REQUEST

(To be completed for all vacant positions)

Date: 11/30/2017
To: Health & Human Services Committee Members
From: Nick Larkin, Behavioral Health Manager

Position Request:

Position: Human Services Professional – Mental Health Case Manager
 Reason for Vacancy: Resignation

Justification: This Human Services Professional – Mental Health Case Manager Position is critical to the delivery of care to persons with mental illness. Responsibilities include planning, providing, arranging, and monitoring recovery-focused services for persons with severe and persistent mental illness under the close supervision of a Health and Human Services Supervisor. 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: 2T

Costs:

DBM Salary Range of Requested Position **C42 \$50,353 - \$75,259**
The annual costs associated with the position (current year’s wage & benefit rates):

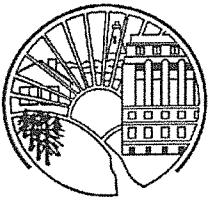
Wages	Benefits	Total
\$50,353 - \$75,259	\$ 25,877.00	\$76,230 - \$101,136

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

Department Head Signature _____ Date: _____
 Liaison Committee Signature _____ Date: _____
 Human Resources Committee Signature _____ Date: _____

Form Process:

1. Department Head completes VPR.
2. 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

Shannon Otten - Manager
Business & Administrative Services
Health and Human Services Department

To: Health and Human Services Committee

From: Shannon Otten, Operations Manager *smo*

Date: 12/5/2017

RE: 2017 Budget Adjustments for Health & Human Services

The 2017 budget was prepared in July of 2016, using 2016 grant amounts for any grant changes that were unknown at the time the budget was prepared. Since this time, the department has received 2017 contracts with updated grant amounts which now need to be reflected in our 2017 budget. The following adjustments are being proposed to account for the change in current grants with a net increase in revenue of \$74,327.

1. Wisconsin Trauma Project- Carry over \$15,000 in grant dollars from 2016.
2. Nutrition Services Incentive Program –Increase in the grant amount by \$1,501.
3. Medicare D State Pharmacy Assistance –Increase in the grant amount by \$1,094.
4. Emergency Preparedness – Increase in the grant amount by \$6,417.
5. Nutrition Revitalization –New grant received late in the year for \$5,070.
6. Children’s Community Options Program –Increase in the grant amount by \$9,022.
7. Children’s Long Term Support –Increase in the grant amount by \$58,871.
8. Moving budget from Legal purchased services to Interdepartmental Employee Wages which covers the District Attorney costs for processing termination of parental rights.
9. Community Mental Health – Moving \$75,000 of budget from the Crisis Intervention business unit to the TASC business unit.
10. PH Refugee –Capturing \$321 of the grant dollars that we removed from the budget due to a decrease in the number of refugees coming into Sheboygan County.
11. PH Consolidated Contract – Decrease in the grant amount by \$3,226.
12. Integrated Child Services – Increase in the grant amount by \$7,797.
13. Kinship Base Benefits – Due to decreased costs we have de-obligated \$29,166 in grant funds to be used by other counties.
14. Mental Health Block Grant – Reallocation of \$5,589 of this grant from the Wraparound business unit to the TASC Community Program business unit to help cover a high cost client.
15. Child Day Care – Decrease in the grant amount by \$200.

16. Title III C01 Congregate Nutrition – Increase in the grant amount by \$440.
 17. Title III C-2 Home Delivered – Increase in the grant amount by \$3.
 18. Title III D In Home Services – Increase in the grant amount by \$1,758.
 19. Title III E National Family Caregivers – Decrease in the grant amount by \$415.
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Account Number	Subledger	Sub Type	Amount	Account Description	
2511.553135			2,000.00	Printing & Duplicating	1
2511.531105			13,000.00	Consulting	
2511.423525.002			(15,000.00)	WI Trauma Project	
2211.531415			931.00	Food Prepared	2
2224.531415			570.00	Food Prepared	
2211.423525.447			(931.00)	Nutrition Services Incentive Program	
2224.423525.447			(570.00)	Nutrition Services Incentive Program	
2251.511105			1,094.00	Wages	3
2251.423525.451			(1,094.00)	Medicare D State Pharmacy Assistance	
2329.511105			6,417.00	Wages	4
2329.423525.464			(6,417.00)	Emergency Preparedness	
2211.533908			2,535.00	Miscellaneous Expenses	5
2211.533505			2,535.00	General Supplies	
2211.423525.501			(5,070.00)	Nutrition Revitalization	
2049.511105			9,022.00	Wages	6
2049.423525.901			(9,022.00)	Children's Community Options Program	
2027.531507			58,871.00	WPS to Providers	7
2027.423525.909			(58,871.00)	Children's Long Term Support	
2511.556108			21,798.14	Employee Wages	8
2511.531205			(21,798.14)	Legal	
2046.423525.516			75,000.00	Community Mental Health	9
2046.411100			(75,000.00)	Tax Levy	
2021.411100			75,000.00	Tax Levy	
2021.423525.516			(75,000.00)	Community Mental Health	
2320.531255			321.00	Interpretation	10
2320.423525.963			(321.00)	PH Refugee	
2306.423525.964			3,226.00	PH Consolidated Contract	11
2306.411100			(3,226.00)	Tax Levy	
2501.411100			7,797.00	Tax Levy	12
2501.423525.972			(7,797.00)	Integrated Child Services	
2541.423525.976			29,166.00	Kinship Base Benefits	13
2541.531740			(29,166.00)	Kinship Long Term Care	

Account Number	Subledger	Sub Type	Amount	Account Description	
2548.423525.977			5,589.00	Mental Health Block Grant	14
2548.411100			(5,589.00)	Tax Levy	
2021.411100			806.00	Tax Levy	
2021.531508.013			4,783.00	CCS Individual Skill Enhancement	
2021.423525.977			(5,589.00)	Mental Health Block Grant	

2601.423525			200.00	State Health & Human Services Rev	15
2601.531595			(200.00)	Child Day Care	

2211.531415			440.00	Food Prepared	16
2211.423525.947			(440.00)	Title III C-1 Congregate Nutrition	

2224.531415			3.00	Food Prepared	17
2224.423525.948			(3.00)	Title III C-2 Home Delivered	

2252.533245			1,758.00	Seminars & Trainings	18
2252.423525.955			(1,758.00)	Title III D In Home Services	

2256.423525.956			415.00	Title III E National Family Caregivers	19
2256.531610			(415.00)	Respite Care	