NOTICE OF MEETING

HEALTH AND HUMAN SERVICES COMMITTEE

Feb 5, 2019 – 8:30 A.M.

Health and Human Services Department
1011 North 8th 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 – January 15, 2019

Announcements and Correspondence

Public Input

Vice Chairperson Roger Otten
- Acknowledgment of Dale Deterding's Service

Assistant County Veterans Service Officer Todd Richter
- Veterans Service Office Annual Report

Business Analyst Kim Pagel
- Software Update

HHSD Director Matt Strittmater
- Health & Human Services Annual Report
- Consideration of Vacant Position Request – Long Term Support – Elder Services Supervisor
- Consideration of Vacant Position Request – Long Term Support – Elder Services Supervisor LTE
- Consideration of Change in LTE Hours
- Consideration of Pay Policy Exception Request
- Government Shutdown Impact Update

Public Health Manager Diane Liebenthal
- Consideration of Vacant Position Request – Public Health Nurse (PHN)
- Consideration of Out-of-State Travel Request

Behavioral Health Manager Jackie Moglowsky
- Consideration of Vacant Position Request – Human Services Professional – Behavioral Health Case Manager

Economic & Child Support Manager Tim Gessler

- Consideration of Vacant Position Request – Human Services Professional – Economic Support Specialist

Senior Financial Analyst Tara Duwe

- Review of Financial Statements Year-to-Date November 30, 2018
- Consideration of Quarterly Financial Statements

Review and Approve Vouchers

Approval of Attendance at Other Meetings

Adjourn

Prepared by:

Victoria Deterding
Recording Secretary

Roger Otten
Committee Vice 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 CUNTY HEALTH AND HUMAN SERVICES COMMITTEE MEETING

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

Room 372

January 15, 2019 **Called To Order: 8:33 a.m.** **Adjourned: 9:15 a.m.**

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

ABSENT: Supervisor Brian Hoffmann - Chairman

ALSO PRESENT: Adam Payne, Matt Strittmater, Shannon Otten, Jackie Moglowsky, Tim Gessler, Scott Shackelford, Todd Richter, Kim Pagel

Supervisor Otten called the January 15, 2019 Health and Human Services Committee meeting to order at 8:33 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 January 15, 2019 meeting of the Health and Human Services Committee was posted on January 11, 2019 at 9:59 a.m., in compliance with the Open Meeting Law.

REVIEW AND APPROVE MINUTES: December 18, 2019 Health and Human Services Committee Meeting
Supervisor Baumgart moved and Supervisor Brauer seconded to approve the minutes of the December 18, 2018 Health and Human Services Committee. Motion carried unanimously.

ANNOUNCEMENTS AND CORRESPONDENCE
Vice Chairman Roger Otten opened the session with Happy New Year salutations and a call for awareness of challenges the County will face in 2019 referring to an article in the Wisconsin Counties publication highlighting the Foster Parent and AODA crises.

Matt Strittmater announced to the Board the passing of Elder Services Supervisor Dale Deterding and Diane Liebenthal's family leave due to an illness in her family. Starrlene Grossman has been named acting Health Officer in Diane's absence. Matt also mentioned the retirement of Cathi Kanouse after 40 years with the Department. Matt stated that he will be presenting the Annual Report to the Board at the February Health and Human Services Committee meeting.

Tim Gessler spoke to the Board about the benefits challenges they will be facing in the next month or so regarding the Federal Government's shutdown and scheduled benefits distribution. Supervisor Baumgart added that he has put a call to action out regarding the County's Coast

Guard members and their families for evaluation and recommendations to help during the government shutdown.

PUBLIC INPUT
None.

PAY POLICY EXCEPTION REQUEST - VETERANS SERVICE OFFICER - County Administrator Adam Payne –
Adam Payne presented to the Committee a Pay Policy Exception Request to name Todd Richter as interim Veterans Service Officer after the recent retirement of Charlene Cobb and explained the necessity of filling the position. Discussion ensued and questions were answered.

Supervisor Epping moved and Ms. Jeanne Kliejunas seconded to approve the Pay Policy Exception Request – Veterans Service Officer. Motion carried unanimously.

CONSIDERATION OF APPOINTMENT OF VETERANS SERVICE COMMISSIONER - Assistant County Veterans Service Officer Todd Richter
Todd Richter presented to the Committee a request to appoint a Veterans Service Commissioner, and explained the necessity of filling the position. Discussion ensued and questions were answered.

Supervisor Epping moved and Ms. Kliejunas seconded to approve the Appointment of Veterans Service Commissioner Request, to be forwarded onto consideration by the County Board in March. Motion carried unanimously.

CONSIDERATION OF LTE POSITION – Business Analyst Kim Pagel
Kim Pagel presented to the Committee a Vacant Position Request for a LTE Position in the Administrative Unit, and explained the necessity of filling the position. Discussion ensued and questions were answered.

Supervisor Brauer moved and Ms. Kliejunas seconded to approve the Vacant Position Request for LTE Position in the Administrative Unit. Motion carried unanimously.

CONSIDERATION OF VACANT POSITION REQUEST – ADMINISTRATIVE SPECIALIST – Business Analyst Kim Pagel
Kim Pagel presented to the Committee a Vacant Position Request for an Administrative Specialist, and explained the necessity of filling the position. Discussion ensued and questions were answered.

Supervisor Epping moved and Mr. Samet seconded to approve the Vacant Position Request for an Administrative Specialist. Motion carried unanimously.

CONSIDERATION OF VACANT POSITION REQUEST – HUMAN SERVICES PROFESSIONAL – CHILD AND FAMILY RESOURCE - Child & Family Services Manager Scott Shackelford
Scott Shackelford presented to the Committee a Vacant Position Request for a Human Services Professional – Child and Family Resource, and explained the necessity of filling the position. Discussion ensued and questions were answered.

Supervisor Epping moved and Supervisor Brulla seconded to approve the Vacant Position

Request for a Human Services Professional – Child and Family Resource. Motion carried unanimously.

REVIEW AND APPROVE VOUCHERS
Supervisor Epping moved and Supervisor Brulla seconded to approve the Health and Human Services vouchers as presented. Motion carried unanimously.

APPROVAL OF ATTENDANCE AT OTHER MEETINGS
None

ADJOURN
At 9:15 a.m., Supervisor Epping moved and Ms. Kliejunas seconded to adjourn the January 15, 2019 Health and Human Services Committee Meeting. Motion carried unanimously.

Diane Yass
Recording Secretary

Curt Brauer
Committee Secretary

SHEBOYGAN COUNTY VETERANS SERVICES

Todd A Richter

Interim-Veterans Service Officer

Craig Stewart

Assistant Service Officer *Veterans Benefit Specialist*

February 1, 2019

To: Honorable Members of the Sheboygan County Board and County Administrator Adam Payne

Subj: **2018 Veterans Service Department / Commission Annual Report**

Enclosed is the 2018 Annual Report of the Veterans Service Department and Veterans Service Commission. The Veterans Service Commission ended the year with a positive variance of $12,817.83 and the Veterans Service Office ended with a positive variance of $6,925.77.

Our client base consists of over 7,500 Veterans from WW II, Korea, Vietnam, 1st Gulf War, Operation Enduring /Iraqi Freedom, Cold War, Peacetime, the continuing Global War on Terrorism (GWOT) and an untold number of qualified survivors and dependents of disabled and/or deceased Veterans. We provided assistance and advocacy for these residents helping to bring more than $35 million dollars of federal benefits into the County.

I am extremely proud of the hard work and dedication our staff gives each and every day including Benefit Specialist Craig Stewart. Our current military involvement in the GWOT is unique in a couple of areas, first it has created an unprecedented number of activated members of the National Guard and Reserve forces and second it has also created a substantial increase in the number of women serving in war zones as combat participants. Each war seems to create it own set of issues (particularly health) and concerns and we work diligently with our partners to meet those needs.

We thank you for the continuing support and trust you have placed in us and look forward to 2019 meeting the ever changing needs of our Veterans and their families. We hope to collaborate with all our partners as we look for ways of providing a level of service to our clients that is commensurate with their commitment of preserving and protecting the principles of justice, freedom and democracy. We invite your inquiries and feedback throughout the year and will be happy to provide additional information as may be needed.

Sincerely,

Todd A Richter
Interim-Veterans Service Officer

Enclosure

Telephone (920) 459-3053
Facsimile (920) 459-3055

Courthouse Annex
615 North 6th ST
Sheboygan, WI. 53081-4612

Veterans.Services@SheboyganCounty.com
www.co.sheboygan.wi.us

2018 ANNUAL REPORT
VETERANS SERVICE DEPARTMENT

I MISSION STATEMENT AND SUMMARY OF RESPONSIBILITIES

The Veterans Service Department's mission statement is:

> ***The Sheboygan County Veterans Service Department will provide timely and quality service for veterans seeking assistance with local, state, and federal benefit programs. We advocate for and support the military veterans and their families in our county.***
>
> ***"Serving Those Who Served"***

The Veterans Service Department exists under Chapter 45, Wisconsin Statutes, which mandates that each county in Wisconsin shall appoint an honorably discharged veteran of the U S military service to the position of County Veteran Service Officer (CVSO). The CVSOs primary function is to act as an advocate for veterans, their dependents and survivors. These duties include but are not limited to:

- Advise persons living in the service officer's county who served in the U S armed forces regarding local, state, and federal benefits to which they may be entitled.
- Assist in resolving any problems veterans encounter accessing the programs provided by the federal or state Veteran's Administration.
- Provide service and assistance to qualified dependents and/or surviving spouse to ensure they are informed of benefits they may be entitled to.
- Maintain a record of burials of all veterans within the county.
- Cooperate with other local, state, and federal agencies to provide services to veterans and answer questions regarding veteran's issues.
- Serve as executive secretary of the Veterans Service Commission.
- Ensure Veterans and their spouses are interred in a decent and respectable manner in any cemetery in this state.
- Furnish information about veterans' burial places within the county.
- Responsible for case management of federal and state Veterans' Service programs which may include Compensation, Pension, Education, Burial, Survivor Benefits, VA Loans, Grants, and Insurance.
- Work independently to apply State and Federal policy and procedures to dynamic situations to ensure accurate benefit determinations.
- Work in a fast paced environment handling multiple interactions daily covering a wide variety of topics and benefits.
- Handles urgent inquiries relating to health, home and family needs in a time sensitive manner.
- Assist with applications for Wisconsin G.I. Bill education benefits for veterans and eligible dependents.
- Assist with Vocational rehabilitation benefits for disabled veterans.
- Assist with federal and state home loans, personal loans and home improvement loans.
- Provide burial benefits (i.e. cemeteries, markers, burial flags, funeral honors, etc.).
- Provide dependent and survivor benefits (i.e. healthcare, education, pensions, etc.).
- Enrollment of veterans into VA medical system.
- Register discharge papers/DD-214 with county.
- Assist military retirees and their surviving families with Department of Defense (DOD) benefits and services.
- Coordinate Transportation to and from medical care.

II GOALS AND OBJECTIVES ACHIEVED IN 2018

Veteran Service Officer, Assistant, and Benefit Specialist to maintain VA accreditation with continuing education units.

The office staff has maintained our accreditations with the National County Veterans Service Officer Association, Wisconsin Department of Veterans Affairs, American Legion, Veterans of Foreign Wars, Disabled American Veterans, and Military Order of the Purple Hearts, through continuing education credits. We also have our Veterans Affairs (VA) Personal Identity Verification (PIV) card that is a credential that provides the attributes of security, authentication, trust and privacy and can be used to verify identities in order to gain access to federal computer networks.

Conduct training in the office to keep current on new federal and state programs as well as changes to their current programs.

I hold regular meetings with the staff to receive process improvement ideas from them and to train on office procedures and requirements as well as to update ourselves on the multitude of changes to federal and state benefits. We also work closely with the Veterans Service organizations and other community partners in our area to share information on helping Veterans access the programs and benefits to which they are entitled.

Conduct training with Assistant on duties of the Service Officer / Department Head.

I have included the Assistant in the management of the office and he has been involved in the various responsibilities of the department head helping to develop training and various other proposals required by the office. He has also started to assume some duties and responsibilities of the department head as outlined in the Veterans Service Office succession planning.

Conduct training with Benefit Specialist on the Commission responsibilities.

I have involved the Benefit Specialist in a revision of the Veterans Service Commission policy and the daily workings of the Commission. He has worked with Veterans to compile the necessary data and made recommendations on the referrals to the Commission. He has maintained and updated our office police manual to keep up with the changes in the office. He has been learning the roles and responsibilities of the Assistant Service Officer.

Continue purging and electronic scanning of office records and files.

We continue to scan and eliminate the paper files as we meet with Veterans. We have had the honor and privilege of having a volunteer come in and continue to help scan and purge our active and deceased files. This continues to be an on-going project as we have over 26,000 records to scan.

Outreach to the community partners and the Counties Veteran Service Organizations to brief them on VA benefits.

We support the County Veterans Service Organizations in their various programs and ceremonies conducted throughout the year. We have participated with the Veterans of Foreign Wars, the American Legion, Vietnam Veterans of America, Wisconsin Military Networks, and Sheboygan Area Veterans Treatment Court as well as local schools and businesses. Our intent is to heighten visibility along with honoring our currently serving Veterans and educate the citizenry of their presence in our communities.

III BUDGET

	2018 Budget	2018 Actual	Variance	2019 Budget
Revenues	**$266,711.00**	**$269,341.00**	**+$2,630.00**	**$274,504.00**
Expenses	**$266,711.00**	**$262,415.23**	**+$4,295.77**	**$274,504.00**

We finished 2018 with a positive variance of $6,925.77. The department budget is less than ¾ of 1% of the amount of federal dollars (over 35 million dollars) we helped bring into the county.

IV ISSUES AND CHALLENGES AHEAD

The Veterans Service Office will be changing locations in 2019. We will move from the Courthouse Annex in Sheboygan out to the Aging and Disability Resource Center located in Sheboygan Falls. This move will be a joint effort between Building Services, The IT Departments and the Veterans Service Office. The anticipated move date will be in March of 2019.

The Veterans Service Department continues to face an enormous workload with the many Veterans and their families that are seeking assistance. **Still we aided county Veterans in receiving over $35,000,000 in annual federal benefits.**

In 2018, Sheboygan County assisted over 1700 clients in obtaining state and federal benefits. Along with this we continue to lose our World War II, Korean and Vietnam Veterans, 288 in 2018 and that impacts the workload as we ensure they are honored at their passing and that their dependents receive all their entitlements.

We estimate that each case (federal, state, death) requires a minimum of 3 hours work on our part. That doesn't include all the other tasks (phone calls, walk-ins, general correspondence, meetings, etc.) that need to be handled each week.

V GOALS AND OBJECTIVES FOR 2019

Our goals and objectives include:

1. Veteran Service Officer, Assistant, and Benefit Specialist to maintain VA accreditation with continuing education units.

2. Conduct training in the office to keep current on new federal and state programs as well as changes to their current programs by attending state and national conferences.

3. Train volunteers to aid in reducing paper files and inputting them in to our electronic data base.

4. Continue purging and electronic scanning of office records and files.

5. Outreach to the Veterans Service Organizations on the benefits available to Veterans and their families from the state and federal government.

6. Conduct outreach to the Assisted Living and Nursing Homes in the county to provide information on potential Veteran benefits available to their residents.

7. Build new community partners and strengthen our relationship with our current community partners in order to continue to deliver timely assistance needed to veterans and their families.

2018 ANNUAL REPORT
VETERANS SERVICE COMMISSION

I MISSION STATEMENT AND SUMMARY OF RESPONSIBILITIES

The County Veterans Service Commission (CVSC) exists under Chapter 45 (45.81) of the Wisconsin statutes which mandates that each county in Wisconsin have in place a three member CVSC to provide financial aid to needy veterans, their survivors and dependents. The Commission consists of three honorably discharged veterans who are (appointed) to serve staggered three year terms. From among them they annually elect a Chairperson and Secretary.

CVSC Members

David C Williams, Chairman
Konrad K Kaczkowski, Secretary
Jennifer Sampson, Member

II GOALS AND OBJECTIVES ACHIEVED IN 2018

The following is a composite of the activities of the Commission for 2018.

Cases Accepted	66
Cases Not Accepted	9

III BUDGET

	2018 Budget	2018 Actual	Variance	2019 Budget
Revenues	**$22,429.00**	**$22,429.00**	**+$0.00**	**$21,930.00**
Expenses	**$22,429.00**	**$9,611.17**	**+$12,817.83**	**$21,930.00**

IV ISSUES AND CHALLENGES AHEAD

The Commission continues to work at reaching a balance of helping our needy Veterans while being fiscally responsible with those tax dollars. The Commission is for emergency assistance only; it is to be a solution to a problem and not intended to be used as a supplement to income or to facilitate mismanagement of income. We are pursuing other areas that we can be of assistance to our Veterans in the coming year.

V GOALS AND OBJECTIVES FOR 2019

1. Monitor, revise, and update the Commission Policy to reflect Veteran's current needs with the changing market.

2. Partner with Veterans Organizations and other agencies to ensure we are providing the needed assistance for our Veterans and their families.

3. Refine office procedure to expedite the application process to ensure a timely distribution of benefits.

4. Convert our files to an electronic database to facilitate claims processing.

5. Expand our Veteran volunteer driving program to include appointments at the Milo C Huempfner VA Clinic located in Green Bay and Zablocki Hospital located at the Milwaukee VA Medical Center.

SHEBOYGAN COUNTY

Matt Strittmater
Health & Human Services

February 8, 2019

Honorable Members of the Sheboygan County Board and County Administrator Adam Payne,

I am pleased to present the Health and Human Services Department's 2018 annual report.

For the tenth consecutive year, with the guidance of the County's Health and Human Services Committee and the contributions of our community partners and staff, the Department was able to once again achieve a positive year-end budget variance while honoring its core mission and delivering services in line with its statutory responsibilities and community needs.

2018 was another year of tremendous activity. Department mission, vision, and values language was updated. Expansion occurred in areas including children's treatment, opioid addiction, and treatment court services. The Department's journey toward Trauma Informed Care continued with an array of community training and internal projects. Space was modified to enhance staff morale and improve retention. Thomas Eggebrecht retired from his position as Health & Human Services Director after 9 years of dedicated and effective service to the residents of Sheboygan County.

2019 promises to be another year where the Department will be very busy addressing community need. In particular – strategic planning, the opioid epidemic, and out-of-home care expenses will require a great deal of attention.

The accomplishments listed within are the direct result of dedicated and talented Department staff, and would not be possible without your support. Please let us know if you have any questions or feedback.

Respectfully Submitted,

Matt Strittmater
Health & Human Services Director

DRAFT

Mission Statement and Summary of Responsibilities

Partnering with the residents of Sheboygan County to improve health and quality of life through education, building community connections, and empowering all to be their best selves.

The Sheboygan County Health and Human Services Department is the County's comprehensive health and human service planning and delivery agency organized under Chapter 46 of the Wisconsin Statutes. It provides information and assistance to a diverse consumer base, including individuals facing economic crises, health risks, challenges to child, youth and family wellness, life changes associated with aging, and other needs.

Goals and Objectives Achieved in 2018

1. Updated Department mission statement, vision, and values.

2. Expanded and strengthened substance use/opioid epidemic services:
    - Opioid Detox Program services realigned, and eligibility expanded to all County residents.
    - Several grants obtained that added $714,603 to support services in the community and jail, and to support treatment alternatives in the correctional system.
    - Obtained 50 Narcan supply kits to utilize to prevent opioid overdose fatalities.
    - Treatment Court therapy services brought in-house for greater oversight and collaboration.

3. Created new Economic Support Reception and consumer waiting area at the Job Center. Remodeled underutilized Job Center storage area into a wellness / relaxation room to enhance staff morale, and improve retention.

4. Expanded employment and training services for youth/young adults, especially those already working with Division of Child and Family Services.

5. Prevented approximately $565,652 of additional expense by utilizing Intensive Supervision Program services with youth instead of placing them in out of home care/corrections.

6. Developed a Pilot Implementation Team and granted first phase access by the State to participate in training and use of the Youth Assessment and Screening Instrument (YASI).

7. Developed and implemented an Electronic Monitoring Program as an alternative to secure detention or shelter care placements for youth.

8. Successfully completed Children's Long Term Support (CLTS) Program waitlist elimination plan, increasing the number of children served by 15%.

9. Trauma Informed Agency journey continued via all-agency trainings and a fall conference dedicated to understanding diversity.

10. Held numerous strategy development sessions for our Public Health Community Health Improvement Plan. Priority areas included: Building a Recovery Community, Preventing Suicide, Addressing Issues of Food Security, and Building a Trauma Informed Community.

11. Distributed $1,226,690.72 in Women, Infant, and Children (WIC) supplemental nutrition program benefits that we utilized in local grocery stores and pharmacies.

Budget

	2018 Approved Budget	2018 Amended Budget	2018 Projected Performance	Variance
Revenues	$33,651,899	$33,995,155	$33,733,124	$262,031 Negative
Expenses	$33,651,899	$34,175,371	$33,196,584	$978,787 Positive
Result		$180,216 Carry over		$716,756 Positive

The Health & Human Services 2018 budget was set at $33,651,899 for the start of the year and later amended to $33,995,155 to allow for adjustments to state and federal grant awards that were unknown at budget time. The 2018 budget reflects an increase of $470,254 as compared to 2017. Levy contributions account for $13,621,937 which is an increase of $271,586 over the prior year. The department is projecting a $716,756 positive variance for the year. Major drivers of the positive variance includes higher than expected state revenue received in 2018 related to provision of 2017 Behavioral Health services, and vacant positions throughout the 2018 fiscal year.

The Department's 2019 budget is set at $34,859,820; levy contributions account for $14,011,572. This is an increase of $864,665 to the overall 2019 budget as compared to the 2018 amended budget.

Issues and Challenges Ahead

Poverty, mental health, substance use, and trauma continue to have a significant impact on the lives of many individuals and families in our communities. Chronic unemployment or under-employment affects the ability of many to meet their basic needs.

Opioid use continues to be of great concern, and Meth use is increasing at an alarming rate. Overdoses, fatalities, and children being removed from parental homes due to these substances continue to be significant problems.

Child welfare systems continue to see a high volume of cases and high expenses associated with out-of-home care. Local tax levy continues to be utilized to meet this challenge as state funding has been fairly flat for many years.

Ever increasing numbers of Sheboygan County residents will be requiring aging related resource information and services.

Goals and Objectives for 2019

1. Construct a three year Departmental strategic plan.

2. Implement an internally developed Quality of Life tool to obtain consumer input on service satisfaction and effectiveness.

3. Continue to emphasize a continuum of substance use/opioid services offered via interdivisional approaches. Implement Medication Assistant Treatment services within the jail in collaboration with the Sheriff Department and their contracted medical vendor.

4. Department staff will be actively facilitate and participate in Healthy Sheboygan County 2020 activities.

5. A Child Protection Supervisor will be added to equalize supervisor to staff ratios, address specialized foster care need, and improve staff support.

6. Strengthen processes related to out-of-home care (youth and adult) placement approval and oversight to limit out-of-home expense and maximize community living and staff support.

7. An Adult Protective Services position will be added in response to growing caseload demands.

8. Implement new Electronic Health Record (EHR) and business platform.

9. Establish local substance use and mental health specialty residential facilities to improve ability to serve residents more quickly and effectively in our own community.

10. Increase utilization of Medicaid programs that are fully state and federally funded to help individuals and families dealing with mental health and substance use related issues.

11. Implement Children's Assessment Team services to support youth experiencing mental health crises. This initiative will be in close collaboration with schools and other community partners, and will also refer families to necessary services.

12. Develop a partnership and referral mechanism with the addition of Veterans Services at the Aging and Disability Resource Center.

13. Advocacy at the State level for additional funding of child welfare for counties to be able to provide more social workers to adequately address caseload sizes and respond to continuing needs in this area.

Thank you to the Department employees and community partners who actively collaborate with us to serve this community. Thank you as well to the County Board, the Health and Human Services Committee, and Administrator Payne, for your support of our services. We look forward to meeting future challenges together.

Sheboygan County
VACANT POSITION REQUEST

(To be completed for all vacant positions)

Date: 1/30/2019
To: Health & Human Services Committee Members
From: Matt Strittmater, Health & Human Services Director

Position Request:
Position: Long Term Support – Elderly Services Supervisor
Reason for Vacancy: Incumbent unexpectedly passed away

Justification:
The Long Term Support – Elderly Services Supervisor is a critical leadership level position. It is one of two Supervisors who provide guidance and support to 21 employees at the Aging & Disability Resource Center (ADRC) in Sheboygan Falls. This position has overall responsibility to implement and monitor Aging and Adult Protective Services. It is important to refill this position quickly due to the number of programs, complexity of services, and staff needs related to the ADRC location. 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:
Salary Range of Requested Position: C52
DBM Salary Range of Requested Position: $62,238 - $95,460

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

Wages	Benefits	Total
$62,238 - $95,460	$28,813	$91,051-$124,273

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

County Administrator/Department Head Signature _____ Date: 1-30-19

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: 1/30/2019
To: Health & Human Services Committee Members
From: Matt Strittmater, Health & Human Services Director

Position Request:
Position: Long Term Support – Elderly Services Supervisor LTE
Reason for Vacancy: Incumbent unexpectedly passed away

Justification:
The Long Term Support – Elderly Services Supervisor is a critical leadership level position. It is one of two Supervisors who provide guidance and support to 21 employees at the Aging & Disability Resource Center (ADRC) in Sheboygan Falls. This position has overall responsibility to implement and monitor Aging and Adult Protective Services. It is important to bring on an LTE for 15-20 hours per week until this vacancy is filled due to the number of programs, complexity of services, and staff needs related to the ADRC location. The LTE would have one week of up to 40 hours when the existing ADRC Supervisor is out-of-town on vacation.

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:
Salary Range of Requested Position: LTE rate of $25.00/hr
DBM Salary Range of Requested Position: $19,500 - $26,000

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

Wages	Benefits	Total
$19,500-$26,000	N/A	$19,500 - $26,000

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

County Administrator/Department Head Signature _____ Date: 1-30-19

Liaison Committee Signature _____ Date: _____

Human Resources Committee Signature _____ Date: _____

Form Process:
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SHEBOYGAN COUNTY

Matt Strittmater- Director
Health and Human Services Department

January 31, 2019

TO: Health and Human Services Committee

FROM: Matt Strittmater, Health & Human Services Director MS.

RE: Consideration of change in LTE hours

The Elderly Services unit is requesting a temporary increase in an existing LTE's work hours during the period the Elderly Services Supervisor position is vacant.

Brittany Schneiter is an existing LTE that currently works 4 hours per day. We are requesting she be approved to work up to 8 hours per day as needed during the Supervisor vacancy. The extra hours she would be putting in would then free up Traci Robinson to complete duties normally performed by the Elderly Services Supervisor without needing to be paid overtime.

Your consideration and approval of this request is greatly appreciated.

Telephone (920) 459-3207
Facsimile (920) 459-4353

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

Human.Services@SheboyganCounty.com
www.SheboyganCounty.com

Pay Policy
Exception Request

Department Requesting Exception: Health & Human Services

Position(s) Effective: Operations Manager

Effective Date: 2/4/2019

Exception Request: Temporarily raise salary of Kim Pagel and Tara Duwe by 2%.

Reason: They are each covering a significant number of financial and operations responsibilities typically handled by the Operations Administrator until the vacancy is refilled.

County Administrator/Department Head Recommendation:

Date: 1-31-19 Signature: _____

Human Resources Support: ☐ Approve ☐ Disapprove

Date: _____ Signature: _____

Liaison Committee Action: ☐ Approve ☐ Disapprove

Date: _____ Committee Chair: _____

Human Resources Committee: ☐ Approve ☐ Disapprove

Date: _____ Committee Chair: _____

Form Process:

Department Head completes the ER form
Department Head presents the ER form to their Liaison Committee for approval/signature
Department Head presents the ER form to HR Committee for approval/signature

Sheboygan County
VACANT POSITION REQUEST

(To be completed for all vacant positions)

Date: 1/14/2019
To: Health & Human Services Committee Members
From: Diane L. Liebenthal

Position Request:
Position: Public Health Professional – Public Health Nurse (PHN)
Reason for Vacancy: Retirement

Justification:
Current responsibilities assumed by the retiring PHN include the provision of communicable disease services, opioid case management, maternal child services, and general public health services. 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: C42
The annual costs associated with the position (current year's wage & benefit rates):

Wages	Benefits	Total
$51,360 - $77,040	$26,407	$77,767- $103,447

(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.

Division of Public Health
Health and Human Services Department

January 15, 2019

TO: Health and Human Services Committee

FROM: Diane Liebenthal, Public Health Manager/Health Officer

RE: Consideration of out of state travel

Sheboygan County Division of Public Health was awarded two Emergency Preparedness Training and Conference scholarships to attend the Public Health Preparedness Summit March 26-29, 2019 in St. Louis, Missouri. Our Public Health Emergency Preparedness Coordinator was also accepted into the 2019 NACCHO Roadmap to Ready program for new preparedness coordinators. The workshop for this program is in St. Louis the day prior to the beginning of the Summit.

There are a number of reasons that participation at the Preparedness Summit in 2019 should be considered:

The goal of having two Public Health staff attend the Preparedness Summit is to gain current information, research findings, and practical tools to enhance Sheboygan County Health and Human Service's capabilities to plan and prepare for, respond to, and recover from disasters and other public health emergencies.

The Wisconsin Division of Public Health Emergency Preparedness offers scholarships to provide the opportunity to enhance public health preparedness throughout Wisconsin. The Preparedness Summit delivers opportunities to connect with colleagues, share new research, and learn how to implement model practices to enhance capabilities to prepare for, respond to, and recover from disasters that are unmatched in their ability to provide a local and national perspective on Public Health Emergency Response.

Supporting local public health capacity building through grants, consultation, and technical assistance is one of the Wisconsin Division of Public Health's core responsibilities.

I am requesting approval for work time and expenses to participate in this Summit for Jennifer Vorpagel and Libby Holte. The following expenses are expected (per staff):

Cost Breakdown	**Jenny**	**Libby**
Hotel (5 Nights) @ $133/night	$665	
Conference Registration	$625	$625
Meals (2 lunches Provided)	$164	$164
Transportation to/from St. Louis Airport	$30	$30
Airport Parking Costs (MKE) $7/day	$42	
Milage to and from Mitchell Airport	$68	
Flights (MKE to St. Louis) Approx	$350	$350
Total	$1,944	$1,169
Grand Total	**$3,113**	

Each staff member has been awarded $2200 to cover expenses related to registration, hotel accommodations, transportation, and meal reimbursement.

Your consideration and approval of this request will be greatly appreciated.

Telephone (920)-459-3207
or 1-(800)-596-1919
Facsimile (920) 459-0529
TTD (920) 459-3258

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

Public.Health@sheboygancounty.com
www.sheboygancounty.com

Sheboygan County
VACANT POSITION REQUEST

(To be completed for all vacant positions)

Date: 2/5/2019
To: Health & Human Services Committee Members
From: Jaclyn Moglowsky, Behavioral Health Manager

Position Request:
Position: Human Services Professional – Behavioral Health Case Manager
Reason for Vacancy: Termination

Justification:
This position is a part of the case management team of the Division of Community Programs. Case Managers provide recovery focused services for individuals with mental health needs. As part of the clinical team, Case Managers participate in clinical staffing, treatment planning, information and referral inquiries, crisis intervention, and provide consultation within the agency, to community service partners and the public. Permission to backfill should this position be filled by an internal staff is also requested.

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: C42 $51,360- $77,040
The annual costs associated with the position (current year's wage & benefit rates):

Wages	Benefits	Total
$51,360-$77,040	$26,407	$77,767-$103,447

(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: 1/30/2019
To: Health & Human Services Committee Members
From: Tim Gessler, ES & CS Manager

Position Request:
Position: Human Services Specialist – Economic Support
Reason for Vacancy: Incumbent accepted new position

Justification:
The Human Services Specialist - Economic Support position is critical to our provision of the BadgerCare, Medicaid, FoodShare, Wisconsin Shares, and the Wisconsin Home Energy Assistance Program services that we provide.The new hire may require four to six months of training and additional months of experience prior to being given a full caseload. During the time of the hiring process and the training period, the remaining staff will have to cover the case management workload and our Capital Consortium Call/Change Center responsibilities. It is important that this position be filled quickly so the new hire can begin training in preparation for the ongoing work associated with the vacancy of Jena Fritz. 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:
Salary Range of Requested Position: B24
DBM Salary Range of Requested Position: $42,168 to $59,035

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

Wages	Benefits	Total
$ 42,168 - $ 59,035	$ 24,956	$ 67,124 - $ 83,991

(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.
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4. HR begins recruitment process.

County of Sheboygan - Health and Human Services

AGENCY RECAP

(##) means under budget

	Current Month as of November 30, 2018				Year to Date as of November 30, 2018			
	Budget	Actual	Variance	% of Variance	Budget	Actual	Variance	% of Variance
REVENUE								
Tax Levy	$ 1,847,747	$ 1,847,747	$ -	0.00%	$ 12,385,092	$ 12,385,092	$ -	0.00%
Federal/State Contract Revenue	$ 688,299	$ 607,436	$ (80,863)	-11.75%	$ 15,169,123	$ 14,771,878	$ (397,245)	-2.62%
Medicare/Medicaid/Insurance/Private Pay	$ 272,721	$ 326,515	$ 53,794	19.72%	$ 3,006,608	$ 2,985,668	$ (20,940)	-0.70%
Contributions/Donations	$ 12,063	$ 13,001	$ 938	7.78%	$ 132,675	$ 172,471	$ 39,796	30.00%
Hotel/Restaurant	$ 27,191	$ 27,984	$ 793	2.92%	$ 299,096	$ 320,617	$ 21,521	7.20%
Court Fees	$ 7,993	$ 6,061	$ (1,932)	-24.17%	$ 87,910	$ 86,650	$ (1,260)	-1.43%
Other Revenue	$ 2,921	$ 623	$ (2,298)	-78.67%	$ 27,106	$ 21,240	$ (5,866)	-21.64%
Non State Grants	$ -	$ -	$ -		$ -	$ -	$ -	
Total Revenue	**$ 2,858,935**	**$ 2,829,367**	**$ (29,568)**	**-1.03%**	**$ 31,107,610**	**$ 30,743,616**	**$ (363,994)**	**-1.17%**
EXPENSES								
Wages & Benefits	$ 1,060,211	$ 927,365	$ (132,846)	-12.53%	$ 11,537,572	$ 11,229,272	$ (308,300)	-2.67%
Purchased Services	$ 1,271,586	$ 1,256,169	$ (15,417)	-1.21%	$ 13,701,287	$ 13,436,135	$ (265,152)	-1.94%
Operating Expenses	$ 136,956	$ 157,196	$ 20,240	14.78%	$ 1,640,588	$ 1,586,268	$ (54,320)	-3.31%
Interdepartmental Expenses	$ 382,108	$ 357,376	$ (24,732)	-6.47%	$ 4,418,468	$ 4,197,346	$ (221,122)	-5.00%
Capital Outlay	$ -	$ -	$ -		$ -	$ 74,714	$ 74,714	
Total Expense	**$ 2,850,861**	**$ 2,698,106**	**$ (152,755)**	**-5.36%**	**$ 31,297,915**	**$ 30,523,735**	**$ (774,180)**	**-2.47%**
Net Change in Fund Balance	**$ 8,074**	**$ 131,261**	**$ 123,187**		**$ (190,305)**	**$ 219,881**	**$ 410,186**	

Fund Balance Activity:

Fund Balance as of 12/31/2014	**$**	**618,070**
2016 Positive Variance	$	779,778
Resolution 30 - Office Remodel Project	$	(118,070)
Anticipated Transfer From HHS to General	$	(779,778)
Total as of 12/31/2016	**$**	**500,000**
2017 Positive Variance	$	915,033
Carry Overs from 2017	$	(180,216)
Anticipated Transfer From HHS to General	$	(734,817)
Total as of 12/31/2017	**$**	**500,000** *

*$500,000 allowable fund balance

Sheboygan County Health & Human Services
Net Variance Summary

Notes: *Revenue (under budget) and Expense (over budget)*
Brackets mean negative impact to meeting budget

		November Variance to Budget	
Revenue			
	Total Tax Levy Over/(Under) Budget	***$ -***	
	State Grant Revenue		
Admin		$ -	
ADRC		$ (24,706)	Grant is being claimed slower than budgeted. Variance relates to fluctuations in MA reimbursement of staff time.
BH CM		$ -	
BH Outpatient		$ (10,348)	Variance relates to the claiming of the Community Mental Health and Opioid Crisis grants which will fluctuate from budget during the year.
CFRU		$ (80,586)	Variance is caused by timing of actual to budget for the Children's Community Options Program, Children's waiver, and Mental Health Block Grant. Includes a PY payment from CCOP.
Child Welfare		$ (104,741)	Timing of budget to actual for In Home Safety Services, Post Reunification, and Kinship base grants.
Economic Support		$ (201,297)	Timing of budget to actual, claiming fluctuates throughout the year.
Elder Services		$ 27,638	Timing of actual to budget spread of all Aging grants. Also includes a new grant for operating the transportation program.
Environmental Health		$ (10,597)	Payment for DNR beach monitoring will come in January.
Juvenile Justice		$ (4,178)	Timing of actual to budget for Juvenile Justice grant.
General Public Health		$ (8,479)	Timing of actual to budget for the Preparedness, Communicable Disease Prevention, Perinatal Hep B, Refugee and TB dispensary grants.
Maternal Child Health		$ (1,102)	Timing of actual to budget for Consolidated contract and WIC Grant. Budget adjustment to WIC grant will reduce this variance.
Child Support		$ 21,151	Timing of actual to budget for Child Support grants.
	Total State Grant Revenue Over/(Under) Budget	***$ (397,245)***	
	Medicare/Medicaid/Insurance/Private Pay		
Admin		$ 1,231	Client payback from prior Medical charges
ADRC		$ -	
BH CM		$ (121,263)	Fluctuations in CCS and CRS services provided, less payments from WMHI, delay in start of CSP services, increase in private pay collections.
BH Outpatient		$ (31,509)	Less CCS services than anticipated, increase in Crisis and private pay billing.
CFRU		$ 74,605	Increase in MA reimbursements for B-3 clients. Fluctuations in CCS and Case Management services.
Child Welfare		$ 40,921	Ability to pay from parents for children in Foster Homes, Group Homes and Child Caring Institutions fluctuates from year to year.
Economic Support		$ -	
Elder Services		$ 738	Fluctuation in participant contributions for classes.
Environmental Health		$ 292	Transient well fees collected fluctuate from year to year.
Juvenile Justice		$ 10,135	Fluctuations in ability to pay from parents for supervision fees, children in Group Homes, Foster Homes, Child Caring Institutions and Child Placement in DOC.
General Public Health		$ 6,121	Decrease in MA for TB/Lead/Immunizations. Offset by Adult Immunization Grant.
Maternal Child Health		$ (1,909)	Relates to United Health Services billing.
Child Support		$ (302)	Decrease in personal payments.
	Total MC/MA/Ins/Private Pay Over/(Under) Budget	***$ (20,940)***	
	Contributions/Donations	***$ 39,796***	Contributions and donations will fluctuate throughout the year as well as from year to year. Attendance at meal sites is down. Working with Treasurer to offer credit card payment options. Partially relates to TIC conference that was held in November. This balance includes the capital contribution for the bus, the budget will appear in December.
	Hotel/Restaurant	***$ 21,521***	Licenses and permit fees fluctuate throughout the year, this year has seen a slight increase in the number of facilities.
	Court Fees	***$ (1,260)***	Court fees are paid to HHSD as they are collected.
	Other Revenue	***$ (5,866)***	Includes fees for copies, interest income and other miscellaneous reimbursements.
	Total Revenue Summary Over/(Under) Budget	***$ (363,994)***	

Sheboygan County Health & Human Services
Net Variance Summary

Notes: *Revenue (under budget) and Expense (over budget)*
Brackets mean negative impact to meeting budget

November
Variance to Budget

Expenses

Employee Related Expenses

Wages/Benefits	$	308,301	Budget was set up at 1% less than full staffing to reduce variances throughout the year. The department had a few vacancies this year. Variance includes a $133,731 payout for retirements and exiting employees so far this year.
Interdepartmental - Employee Related	$	153,624	
Total Employee Related Expenses (Over)/Under Budget	***$***	***461,925***	

Purchased Services

Admin	$	9,620	Software support costs are reduced this year as we are continuing to develop new software. Less cell phone costs.
ADRC	$	(536)	Increase in Interpretation Services and cell phone costs.
BH CM	$	150,610	Less CCS and CRS services than anticipated. Less utilization of adult family homes, supported employment, work related services, and inpatient hospital services fluctuate based on client needs. Offset by increased CBRF, IMD stays, and an audit refund.
BH Outpatient	$	66,233	CRBF, Counseling and Inpatient Hospital services are all less than budgeted and are offset by an increase in stays at Trempealeau.
CFRU	$	(55,974)	Fluctuations in CCS and Birth to Three service needs, fluctuations in needs for CLTS clients and high cost case anticipated in budget, less stays in institutions.
Child Welfare	$	87,372	Less kids in CCI's, increase in number of kids in foster homes which includes an increase in related administrative payments, also includes a high cost case exceeding anticipated budget.
Economic Support	$	(7,220)	Unexpected client service needs.
Elder Services	$	11,013	Increase in protective payee/ guardianship and meals costs which is offset by volunteer mileage reimbursements.
Environmental Health	$	(1,002)	Increase in inspection fees results in increase of share sent to state.
Juvenile Justice	$	(14,001)	Includes delays in Counseling and Therapeutic Resources for ART group, less mentoring needs, and savings at In County group home allowing other Counties to make placements. Offset by one kid in Child Caring Institutions and one in state corrections. Offset by audit refund.
General Public Health	$	6,236	Decrease in interpretation needed related to refugees.
Maternal Child Health	$	(2,406)	Decrease in interpretation services offset by increase in client services for WIC.
Child Support	$	15,207	Fluctuation in Interpretation, swab testing and service of process charges.
Total Purchased Services (Over)/Under Budget	***$***	***265,152***	

Operating Expenses

Repairs & Maintenance	$	(6,829)	Budget to actual costs related to printer costs.
General Operating	$	53,979	Relates to furniture replacements that are in process. Includes carryover for FOB/security updates
Fixed Charges	$	7,170	Budget to actual costs related to meal sites and job center location rent less than budgeted. Copier leases are less than budgeted.
Total Operating Expenses (Over)/Under Budget	***$***	***54,320***	

Other Interdepartmental Expenses

Building Services HHS & Other Overhead Costs	$	67,497	Reflects budget to actual timing related to building services charges. Includes savings on printing costs.
Total Other Interdept's Expenses (Over)/Under Budget	***$***	***67,497***	

Capital Outlay

Vehicles, Office Furniture, Building Improvements	$	(74,714)	Aging bus purchases, budget will be reflected in December.
Total Capital Outlay (Over)/Under Budget	***$***	***(74,714)***	

Total Expense Summary (Over)/Under Budget	**$**	**774,180**
Net Amount (Over)/Under Budget	**$**	**410,186**