

## **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 413

**November 15, 2011**

**Called To Order: 8:00 A.M.**

**Adjourned: 9:22 A.M.**

**MEMBERS PRESENT:** Supervisor Peggy Feider – Chair; Supervisor Kris Wheeler – Vice Chair; Supervisor Vernon Koch – Secretary; Supervisor John Van Der Male, Supervisor Roger Otten, Supervisor Jacob Van Dixhorn, and Mr. Curtiss Nyenhuis

**MEMBERS ABSENT:** Mr. Eldon Burg and Dr. Philip Walker

**ALSO PRESENT:** Tom Eggebrecht, Martin Bonk, Elizabeth Mahloch, Dale Hippensteel, Carol Bukovic, Kim Pagel, and Julie Schaefer

Supervisor Feider called the meeting to order at 8:00 a.m.

Supervisor Feider informed the Committee that Mr. Eldon Burg is excused from today's meeting.

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

The Health and Human Services Department received an e-mail noting that the agenda for the November 15, 2011 meeting of the Health and Human Services Committee was posted on November 10, 2011, at 10:30 a.m., in compliance with the Open Meeting Law.

### **REVIEW AND APPROVE MINUTES: November 1, 2011 Health and Human Services Committee Meeting**

Supervisor Otten moved and Supervisor Koch seconded to approve the minutes of the November 1, 2011 Health and Human Services Committee Meeting. Motion carried unanimously.

### **ANNOUNCEMENTS AND CORRESPONDENCE**

Tom Eggebrecht informed the Committee that in their packets is a copy of a letter from the Wisconsin County Human Services Association (WCHSA) to the Department of Health Services indicating WCHSA's observations of the 2011-2013 Department of Health Services' Medicaid Efficiencies proposals.

Tom Eggebrecht informed the Committee that on December 2, 2011, the Wisconsin County Human Services Association (WCHSA) Fall Conference is taking place in Wisconsin Rapids. If any Committee member is interested in attending the conference, please let Julie Schaefer know.

Tom Eggebrecht informed the Committee the American Cancer Society is marking the 36th Great American Smokeout on November 17, 2011. Tom also informed the Committee that he is planning to bring a resolution to the Committee for their consideration in prohibiting smoking on the Department's premises.

Tom Eggebrecht informed the Committee that he has received word that the Department will be receiving an additional 7.3% reduction in Youth Aids. This is in addition to the 10% reduction the Department is receiving through the 2011-2013 State Biennial Budget.

Elizabeth Mahloch read a letter of retirement from Ruth Hamus who is retiring February 7, 2012.

**REVIEW AND APPROVE VACANT POSITION ANALYSIS (VPA) FOR AN ECONOMIC SUPPORT SPECIALIST – DIVISION OF ECONOMIC SUPPORT – Elizabeth Mahloch**

Elizabeth Mahloch presented to the Committee a Vacant Position Analysis (VPA) for an Economic Support Specialist and explained the necessity of filling this position.

Mr. Nyenhuis made a motion to approve the Vacant Position Analysis. However, after discussion, Mr. Nyenhuis withdrew his motion, and Supervisor Wheeler moved and Supervisor Koch seconded to approve the Vacant Position Analysis (VPA) for an Economic Support Specialist and forward this request to the Human Resources Committee with the caveat that this be approved for immediate posting and filling. Motion carried unanimously.

**UPDATE ON INCOME MAINTENANCE CONSORTIUM PLANNING – Elizabeth Mahloch**

Elizabeth updated the Committee on the Income Maintenance Consortium planning. Elizabeth informed the Committee that the Consortium is starting to work on marketing information and working on flyers to distribute to agencies. Toward the end of the December, flyers will be reissued with the actual 800 number. The Department of Health Services will be sending out a mailer of all the consortia throughout the State. Sheboygan County will have 4 to 5 staff on the Call Change Center for each shift. The web-based training on the Call Change Center will be taking place for staff the first week of December. Client Scheduling training is through the CARES system and currently is in process with Client Scheduling going live right after Thanksgiving. The Consortium is working on setting up the application process. Elizabeth informed the Committee the Consortium will not be balancing the ongoing workload across the counties. On November 17, 2011, there is a meeting with the Department of Health Services to work on finalizing the Income Maintenance Contract between the Consortia and the Department of Health Services. There are a number of contentious points currently in the contract. Memorandums of Understanding or Intercounty Contracts are a work in progress. Lastly, Elizabeth informed the Committee that Rich Albertoni, the current Foodshare Director, is leaving his position and there has been no word on his replacement.

**REPORT ON 2012 MEAL PROGRAM PLANS – Dale Deterding**

Dale Deterding informed the Committee that ARAMARK is the current food vendor for the Senior Dining Sites. A Request for Proposal was sent out to food vendors, and Dale received two responses to the Request for Proposal. They were from the current vendor, ARAMARK, and Watson's. Dale informed the Committee that the Senior Dining Sites were involved in a blind taste test with food prepared by both vendors and were then asked to provide comments on their meals. Meal site managers, Dale, and Service Coordinator made the decision to go with Watson's. Two reasons Watson's was chosen was that Watson's cost came in slightly less than ARAMARK's did and Watson's is a local vendor. Watson's has also provided the meals for the Meals On Wheels Program. The contract is a one-year contract with the option to renew for up to four years.

Dale informed the Committee that 1,100 meals were served at Plymouth Dining Site during the month of September.

Dale gave an update on the Howards Grove Dining Site. The Howards Grove Dining Site is open on Tuesdays and Thursdays. Tuesday's attendance is doing very well averaging 25-30 people. However, Thursday's attendance is only averaging 4-6 people. Dale will be talking with the people who attend on Thursdays to get their input. Logically, it is not cost-effective to keep a Dining Site open for 4-6 people. In order to close a Dining Site, the Greater Agency on Aging Resources, (GWAAR) Inc. needs to be contacted and protocol needs to be followed. GWAAR ultimately decides to keep a meal site opened or closed.

**REPORT ON PLANS FOR DEPARTMENT FUND BALANCE – Tom Eggebrecht and Carol Bukovic**

Tom Eggebrecht and Carol Bukovic met with Finance Director Terry Hanson and Deputy Finance Director Mary Wegmann to discuss prospective changes with our fund balance. Finance Director Hanson and Deputy Finance Director Wegmann indicated consideration of all but \$500,000 being transferred into the County's General Fund. Tom and Carol indicated that having two months operating reserve, or approximately \$2,200,000 would better align with general accounting best practice. Finance Director Hanson, in consultation with County Administrator Adam Payne, will give this proposal consideration.

**CONSIDERATION OF BUDGET TRANSFERS RELATED TO CURRENT YEAR PURCHASES – Tom Eggebrecht and Carol Bukovic**

Carol Bukovic indicated the Department's 2011 budget has a positive variance this year, which means there is money available that can be used for things that were not budgeted for in 2011. Request for budget adjustment has to be taken to the Finance Committee. Tom Eggebrecht and Carol are requesting of the Committee to move \$133,171 from the Purchasing category and adding \$89,074 to General Operating and \$44,097 to Capital Outlay. This money will be utilized to improve building infrastructure and equipment. If approved by this Committee, the next step will be going before the Finance Committee with this request.

Supervisor Van Dixhorn moved and Supervisor Otten seconded to move \$133,171 from the Purchasing category into the General Operating and Capital Outlay categories and forward this recommendation to the Finance Committee. Motion carried unanimously.

**REVIEW AND APPROVE SEPTEMBER 2011 FINANCIAL STATEMENT – Carol Bukovic**

Carol presented the Financial Statement for year-to-date September 30, 2011.

After questions were answered, Mr. Nyenhuis moved and Supervisor Wheeler seconded to approve the Financial Statement for year-to-date September 30, 2011. Motion carried unanimously.

**REVIEW AND APPROVE VOUCHERS - There were no vouchers to approve.**

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

Supervisor Van Der Male moved and Supervisor Van Dixhorn seconded to approve the attendance of the following Committee member at the following meeting:

- **October 20, 2011 – SHEBOYGAN COUNTY EXECUTIVE COMMITTEE MEETING –** Supervisor Wheeler and Supervisor Koch
- **November 8, 2011 – AGING AND DISABILITY RESOURCE CENTER GOVERNING COMMITTEE MEETING –** Mr. Nyenhuis
- **November 15, 2011 – ECONOMIC DEVELOPMENT MEETING –** Supervisor Otten.

Motion carried unanimously.

## **PUBLIC INPUT ON AGENDA ITEMS**

None.

## **PUBLIC INPUT ON NON-AGENDA ITEMS**

Tom Eggebrecht informed the Committee that the Deputy Director position posting period has closed. Tom has received 40 applications and will work on getting interviews set up and asked for Committee members to be involved in the interview process.

## **REQUEST FOR FUTURE AGENDA ITEMS**

- Purchase of Service Vendor Review
- Revisit 2010 Goals and Objectives for the Health and Human Services Department
- Update on the Deputy Director Position
- Community Care, Inc. Presentation
- Update on Environmental Health Restaurant Inspection Fees
- Fund Balance Update
- Update on Concealed Carry Weapon Bill
- Update on Funding Cuts to Medicaid, BadgerCare, and Family Care

Tom informed the Committee that Jennifer Mathwig and Ed Kohl of Community Care, Inc. will be presenting information on their agency and Family Care at the December 6, 2011 Health and Human Services Committee Meeting.

## **ADJOURNMENT**

At 9:22 a.m., Supervisor Van Der Male moved and Supervisor Wheeler seconded to adjourn the Health and Human Services Committee Meeting. Motion carried unanimously.

Julie Schaefer  
Recording Secretary

Vernon Koch  
Committee Secretary