

NOTICE OF MEETING

SHEBOYGAN COUNTY HEALTH & HUMAN SERVICES COMMITTEE

September 7, 2021 – 8:30 AM

Administration Building – Room 302
508 New York Avenue
Sheboygan, WI 53081

Remote Access:

(312)-626-6799

Meeting ID: 892 3994 7905

Passcode: 612579

<https://us06web.zoom.us/j/89239947905?pwd=bENSYWdRTGF0WGFTajVQR0pKRWdGUT09>

AGENDA

Call to Order and Introductions

Certification of Compliance with Open Meeting Law

Approval of Minutes — Health and Human Services Committee Meeting – August 17, 2021

Announcements and Correspondence

Public Comment — Public may speak up to three minutes each on topics relevant to the agenda.

Health and Human Services Director Report — Matt Strittmater

Public Health Manager — Starr Grossman
Covid Update

ADRC/Operations Manager — Michelle Acevedo and Supervisor Elder Services — Linda Spitzer
Presentation: 2022—2024 Aging Plan

Behavioral Health Manager — Jackie Moglowsky
Consideration of Vacant Position Request – Senior Public Health Professional—AODA Therapist
Consideration of Hiring Bonus for Crisis Supervisor Position

Accounting Manager — Tara Duwe
Consideration of Change in Table of Organization
Consideration of Vacant Position Request — Senior Finance Analyst

Approval of Vouchers — August 1, 2021 to August 14, 2021 and August 15, 2021 to August 28, 2021

Approval of Attendance at Other Meetings

Adjourn – Next scheduled meeting September 21, 2021 at 8:30 AM

Wendy Gorges
Recording Secretary

William Goehring
Committee Secretary

Wearing a mask will be strongly encouraged. Room 302 has a capacity limit of 21 individuals using the current CDC guidance on COVID-19 social distancing. If the room exceeds capacity, individuals may be asked to leave and participate remotely or adjourn the meeting and reschedule for another time. Please 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 the Health & Human Services Department at 920-459-4326 prior to the meeting to arrange for accommodations.

SHEBOYGAN COUNTY HEALTH & HUMAN SERVICES COMMITTEE MINUTES

Administration Building
508 New York Avenue
Sheboygan, WI
Room 302

August 17, 2021

Called to Order: 8:30 AM

Adjourned: 9:52 AM

MEMBERS PRESENT: (in person) Supervisor Brian Hoffmann, Supervisor Curt Brauer, Supervisor Bill Goehring, Supervisor Marilyn Montemayor, Supervisor Wendy Schobert, Citizen Member Larry Samet

MEMBERS PRESENT: (via Zoom) Supervisor Vicky Schneider, Citizen Member Diane Oppeneer

MEMBERS ABSENT: Citizen Member Jeanne Kliejunas

STAFF PRESENT: (in person) Matthew Strittmater, Wendy Gorges

STAFF PRESENT: (via Zoom) Jackie Moglowsky, Tim Gessler, Scott Shackelford, Tara Duwe, Michelle Acevedo, Starrlene Grossman

PUBLIC PRESENT: Suzanne Speltz, Stephanie Arndt, Donna Thomas

Chairperson Hoffmann called the meeting to order at 8:30 AM and certified compliance with the open meeting law. The meeting notice was posted at 3:46 PM on August 13, 2021.

Supervisor Brauer moved to approve the minutes of August 3, 2021, seconded by Supervisor Goehring. Motion carried.

Public Comment: Stephanie Arndt spoke of COVID vaccinations.

Public Health Manager — Starrlene Grossman
Covid Update

Child and Family Services Manager — Scott Shackelford
Presentation: Family Find Service

Health and Human Services Director — Matt Strittmater
Consideration of Health and Human Services 2022 Budget
Supervisor Goehring moved to approve the Health and Human Services 2022 Budget, seconded by Supervisor Brauer. Motion carried.

Consideration of Equity Adjustments (8)
Supervisor Goehring moved to approve all eight of the equity adjustments, seconded by Supervisor Montemayor. Motion carried.

Accounting Manager — Tara Duwe
Consideration of Vacant Position Request – Finance Analyst/Staff Accountant
Supervisor Brauer moved to approve the VPR, seconded by Supervisor Schobert. Motion carried.

Approval of Vouchers – July 18, 2021 to July 31, 2021

Supervisor Brauer moved to approve the vouchers, seconded by Supervisor Montemayor. Motion carried.

Approval of Attendance at Other Meetings

Supervisor Hoffmann: July 22 – Human Resources, August 11 – Finance Committee

Supervisor Montemayor moved to approve the attendance of the meetings for Supervisor Hoffmann, seconded by Supervisor Brauer. Motion carried.

Supervisor Brauer moved to adjourn the meeting, seconded by Supervisor Montemayor. Motion carried. Meeting adjourned at 9:52 AM.

The next scheduled meeting will be September 7, 2021 at 8:30 AM.

Wendy Gorges
Recording Secretary

William Goehring
Committee Secretary

Sheboygan County

VACANT POSITION REQUEST

(To be completed for all vacant positions)



WISCONSIN

Date: 9/7/2021
To: Health & Human Services Committee Members
From: Jaclyn Moglowsky, Behavioral Health Manager

Position Request:

Position: Senior Public Health Professional – AODA Therapist
Reason for Vacancy: Resignation

Justification:

This position is a part of the clinical treatment team of the Mental Health & Substance Abuse Treatment Center. Therapists provide a full continuum of outpatient services to individuals seeking mental health and/or addiction treatment. As part of the clinical team, psychotherapists 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 be filled internally 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:

Costs:

DBM Salary Range of Requested Position: C43- \$55,073- \$86,158
The annual costs associated with the position (current year's wage & benefit rates):

Wages	Benefits	Total
\$55,073- \$86,158	\$31,719	\$86,792-\$117,877

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

County Administrator/Department Head Signature *[Signature]* Date: 8-20-21
 Human Resources Director 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 refers to Human Resources Director for approval.
3. County Administrator/Department Head presents VPR to Liaison Committee for approval/signature.
4. County Administrator/Department Head forwards VPR to HR for Human Resources Committee approval/signature *(Salaried Positions Only.)*
5. HR begins recruitment process.

**REQUEST FOR CHANGE IN
DEPARTMENTAL TABLE OF ORGANIZATION**

Department: Health & Human Services	Date: 8/26/21
Effective Date of Change:	9/7/21

It is strongly suggested that you consult with the Human Resources Department before submitting any request for change in the table of organization to your liaison committee.

TABLE OF ORGANIZATION CHANGE REQUESTED

List all the positions in your department (or a sub-unit of the department) which are either currently on the table of organization or are being proposed as new positions. Each job title should be listed on a separate line. For each job title, list *either* the number of full-time and part-time positions, *or* the authorized FTE, currently on the T/O and the number that will be on the T/O if this request is approved.

JOB TITLE	CURRENT			PROPOSED		
	FT	PT	FTE	FT	PT	FTE
<i>Please see attached Table of Organization</i>						
Effect of Request on current Table of Organization						
1. Eliminate a 1.0 FTE Finance Analyst	3		3.0	2		2.0
2. Add a 1.0 FTE Senior Finance Analyst	2		2.0	3		3.0
TOTALS	5		5.0	5		5.0

NEW POSITIONS CREATED

If any new positions are requested, please describe very briefly (one or two sentences) the essential work to be performed by each new position, and give a proposed pay grade (union or non-union) for the position. Consult with HR Director regarding pay grades for any new classifications.

Consulted with HR – C43 pay band. This position completes grant claiming, grant reconciliations, WIMCR reporting, and 942/Visions reporting. Also, this position provided financial information needed by program staff for various purposes and cross trains on all HHS accounting functions to serve as a lead and back up.

BUDGET

Identify the specific source of funding for any new or additional positions being requested. Deletion of other positions may be used as a source of funding only if the positions being deleted are specifically identified in your department's budget spreadsheet as submitted to the County Administrator during the budget process.

<i>Job Title</i>	<i>Cost-Rest of Year</i>	<i>Cost-Annual</i>	<i>Source of Funds</i>
Senior Finance Analyst	\$20,296	\$106,410	Funding for current Finance Analyst being eliminated via this request will be applied to the cost of the Finance Analyst position. The difference (additional cost of higher paid position) will be covered via (some funded by tax levy and a portion reimbursed by funding sources that cover administrative costs)

RATIONALE

Briefly summarize the reasons for the requested change in the table of organization.

Requesting to replace an existing Finance Analyst position with a Senior Finance position. Scope of how position will be used was reviewed with Human Resources, and the responsibilities and skill set needed will most appropriately align with the Senior Finance Analyst position/payband.

ADDITIONAL INFORMATION

Is there any other information that the liaison committee or Human Resources Committee should have when considering this change? You may attach additional documentation if you wish.

ACTION TAKEN

Department Head Determination:

Approved Denied

Date: 8-24-21

Signature: 

Liaison Committee Action:

Approved Denied

Date: _____

Committee Chair: _____

Human Resources Committee:

Approved Denied

Date: 08/26/2021

Committee Chair: 

**SHEBOYGAN COUNTY HEALTH & HUMAN SERVICES
TABLE OF ORGANIZATION PER CHAPTER 40 OF THE COUNTY CODE**

Position	Current				Proposed (changes)			
	Not Used Recently	Budget FT	Budget PT	Budget FTE	Not Used Recently	Budget FT	Budget PT	Budget FTE
Accounting Assistant		2		2		2		2
Accounting Specialist	1	4		4	1	4		4
Administrative Assistant		1		1		1		1
Administrative Specialist	1	13		13	1	13		13
Department Head		1		1		1		1
Deputy Human Services Director		5		5		5		5
Finance Analyst		3		3	1	2		2
Human Services Assistant	1	11	2	12.3	1	11	2	12.3
Human Services Coordinator		2		2		2		2
Human Services Manager	1	17		17	1	17		17
Human Services Professional	6	62		62	6	62		62
Human Services Specialist	2	31		31	2	31		31
Human Services Supervisor	2	3		3	2	3		3
Lead Human Services Professional	1	4		4	1	4		4
Lead Human Services Specialist		4		4		4		4
Lead Public Health Professional	1				1			
Public Health Professional	1	14	3	16	1	14	3	16
Senior Administrative Specialist		1		1		1		1
Senior Financial Analyst		2		2		3		3
Senior Human Services Assistant		2		2		2		2
Senior Human Services Professional	2	19		19	2	19		19
Senior Lead Human Services Professional		1		1		1		1
Senior Lead Public Health Professional		1		1		1		1
Senior Public Health Professional	1	8		8	1	8		8
Total Positions	20	211	5	214.3	21	211	5	214.3

Table of Organization Positions currently vacant and not budgeted (20)	Table of Organization Positions currently vacant and not budgeted (20)
Accounting Specialist - 1 position	Accounting Specialist - 1 position
Administrative Specialist - 1 position	Administrative Specialist - 1 position
Human Services Assistant - 1 position	Finance Analyst - 1 position
Human Services Manager - 1 position	Human Services Assistant - 1 position
Human Services Professional - 6 positions	Human Services Manager - 1 position
Human Services Specialist - 2 positions	Human Services Professional - 6 positions
Human Services Supervisor - 2 positions	Human Services Specialist - 2 positions
Lead Human Services Professional - 1 position	Human Services Supervisor - 1 positions
Lead Public Health Professional - 1 position	Lead Human Services Professional - 1 position
Public Health Professional - 1 position	Lead Public Health Professional - 1 position
Senior Human Services Professional - 2 positions	Public Health Professional - 1 position
Senior Public Health Professional - 1 positions	Senior Human Services Professional - 2 positions
	Senior Public Health Professional - 1 positions
Total	Total
20	20



Sheboygan County VACANT POSITION REQUEST

(To be completed for all vacant positions)

WISCONSIN

Date: 8/26/2021
To: Health & Human Services Committee Members
From: Matthew Strittmater

Position Request:

Position: Senior Finance Analyst
Reason for Vacancy: Finance Analyst resigned on 8-13-21; Role reclassified to Senior Finance Analyst

Justification:

This role is responsible for grant claiming and grant reconciliation, which is in line with duties that the existing Senior Financial Analyst performs. This will allow for cross-training and collaboration on the more time consuming and advanced reporting for WIMCR and 942/Visions. Also, the Senior Financial Analyst will learn all aspects of HHS accounting and be able to provide as back up or lead to other staff. Permission is requested to backfill should this position be filled by 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:

This newly created Senior Finance Analyst could cost up to \$19,477 more than the previous Finance Analyst depending on experience and skill set. Additional cost will be covered via a blend of tax levy and funding sources that reimburse for administrative costs.

Costs:

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

Wages	Benefits	Total
\$68,000	\$34,592	\$102,592

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

County Administrator/Department Head Signature [Signature] Date: 8-24-21

Human Resources Director Signature [Signature] Date: 08/25/2021

Liaison Committee Signature _____ Date: _____

Human Resources Committee Signature [Signature] Date: 08/26/2021

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