NOTICE OF MEETING

SHEBOYGAN COUNTY HEALTH & HUMAN SERVICES COMMITTEE

February 1, 2022 – 8:30 AM

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

Remote Access:
(312)-626-6799
Meeting ID: 819 3929 2146
Passcode: 212474
https://us06web.zoom.us/j/81939292146?pwd=amVaQXMrdDlJekVxSERrTHd3TjBKZz09

AGENDA

Call to Order and Introductions
Certification of Compliance with Open Meeting Law
Approval of Minutes – Health & Human Services Committee Meeting (January 18, 2022)
Announcements and Correspondence

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

Health & Human Services Director Report – Matt Strittmater

Public Health Manager – Starr Grossman
- Covid Update

ADRC and Operations Manager – Michelle Acevedo
- Consideration of Vacant Position Request – LTE Transportation Scheduler
- Consideration of Vacant Position Request – Software Administrator

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

Approval of Vouchers
- January 1, 2022 – January 15, 2022

Approval of Attendance at Other Meetings
Adjourn – Next scheduled meeting is February 15, 2022 at 8:30 AM

Prepared by: Brian Hoffmann
Wendy Gorges, Recording Secretary Committee Chairperson

Wearing a mask will strongly be 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. 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 are 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 – Room 302
508 New York Avenue
Sheboygan, WI 53081

January 18, 2022	**Called to Order: 8:30 AM**	**Adjourned: 9:20 AM**
MEMBERS PRESENT: (in person)	Supervisor Brian Hoffmann, Supervisor Kathleen Donovan (guest)	
MEMBERS PRESENT: (via Zoom)	Supervisor Curt Brauer, Supervisor Bill Goehring, Supervisor Marilyn Montemayor, Supervisor Wendy Schobert Citizen Member: Jeanne Kliejunas	
STAFF PRESENT: (in person)	Matthew Strittmater, Wendy Gorges	
STAFF PRESENT: (via Zoom)	Starrlene Grossman, Jackie Moglowsky, Sarah Mueller, Tara Duwe, Michelle Acevedo, Tim Gessler, Katy Pruitt	

Chairperson Supervisor Hoffmann called the meeting to order at 8:30 AM and certified compliance with the open meeting law. The meeting notice was posted at 12:40 PM on Friday, January 14, 2022.

Approval of Minutes: Health & Human Services Committee Meeting (January 4, 2022)
- Supervisor Brauer moved to approve the minutes, seconded by Supervisor Goehring. Motion carried.

Announcements and Correspondence: No announcements were made.
Public Comment: No public comment was made.

Health & Human Services Director Report - Matt Strittmater
- Thanked the committee for granting permission to close HHS to the public on Martin Luther King Day for in-house staff training that was held that day.

Public Health Manager – Starr Grossman
- Covid Update

Trauma Informed Care (TIC) Coordinator – Katy Pruitt
- Presentation: TIC Overview

Health and Human Services Director – Matt Strittmater
- Consideration of Out-of-State Travel Request – NATCON22
  Supervisor Brauer moved to approve the travel request, seconded by Supervisor Montemayor. Motion carried.

Approval of Vouchers
- December 19, 2021 thru January 1, 2022
  Supervisor Brauer moved to approve the vouchers, seconded by Citizen Kliejunas. Motion carried.

Approval of Attendance at Other Meetings
- Supervisor Hoffmann: HR/Finance Joint Meeting (1/12), Finance Meeting (1/12)
  Supervisor Montemayor moved to approve the attendance of the meetings for Supervisor Hoffmann, seconded by Citizen Member Kliejunas. Motion carried.

Adjourn

- Supervisor Brauer moved to adjourn the meeting, seconded by Citizen Kliejunas. Motion carried. Meeting adjourned at 9:20 AM.

The next scheduled meeting will be held on February 1, 2022 at 8:30 AM

Prepared by:

Wendy Gorges
Recording Secretary

William Goehring
Committee Secretary

Sheboygan County
VACANT POSITION REQUEST

(To be completed for all vacant positions)

Date: 1/6/2022
To: Human Resources Committee Members
From: Matt Strittmater

Position Request:

Position: LTE Transportation Scheduler

Reason for Vacancy: Current full-time scheduler has been on leave since August 2021 and will continue to be on leave for the foreseeable future. The elderly and disabled transportation program needs a scheduler in order to set up and coordinate rides this for Sheboygan County residents.

Justification:

Sheboygan County receives 5310 grant funding to provide the coordination of transportation services for the elderly and disabled population in Sheboygan County. The program needs the additional support of a staff person the meet the funding and grant requirements. There are no additional costs associated with the LTE position since the full time scheduler is not receiving compensation at this time.

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:

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

Wages	Benefits	Total
$17.63	N/A	$36,670.40

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

County Administrator/Department Head Signature Matt Strittmater Date: 1-25-22

Human Resources Director Signature [signature] Date:

Liaison Committee Signature Date:

Human Resources Committee Signature [signature] Date: 01/27/2022

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.

Sheboygan County
VACANT POSITION REQUEST

(To be completed for all vacant positions)

Date: 1/24/2022
To: Health & Human Services Committee Members
From: Matthew Strittmater

Position Request:
Position: Software Administrator
Reason for Vacancy: Resignation

Justification: The Human Services Professional-Software Administrator is responsible for the software/hardware implementation project identifying department needs, developing project requirements, assisting in the implementation and data migration, developing and managing software integrations, providing training materials and tutorials, document the current and new processes and report writing. The software administrator evaluates identified processes of issue, creates a new, more efficient process, and include cost-benefit information tied directly to each process step. If the position is filled with an internal candidate, request is made to backfill the position.

The urgency to refill this position is based upon the implementation of new software system with HHS.

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:

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

Wages	Benefits	Total
$53,684.80-$83,990.40	$35,514.51	$89,199.37-$119,504.97

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

County Administrator/Department Head Signature Matt D. Strittmater Date: 1-25-22

Human Resources Director Signature [signature] Date: _____

Liaison Committee Signature _____ Date: _____

Human Resources Committee Signature [signature] Date: 01/27/2022

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5. HR begins recruitment process.

Sheboygan County
VACANT POSITION REQUEST

(To be completed for all vacant positions)

Date: 1/26/2022
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: Resignation

Justification:
This position is 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. This position allocates 100% of their time to the fully funded CCS program. Permission to backfill should this position be filled by 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:

Costs:
DBM Salary Range of Requested Position: C42 $53,694 - $84,000
The annual costs associated with the position (current year's wage & benefit rates):

Wages	Benefits	Total
$53,694 - $84,000	$32,666	$86,360-$116,666

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

County Administrator/Department Head Signature _____ Date: 1-26-22

Human Resources Director Signature _____ Date: 01/26/2022

Liaison Committee Signature _____ Date: _____

Human Resources Committee Signature _____ Date: _____

Form Process:
1. County Administrator/Department Head completes VPR.