

NOTICE OF MEETING

HEALTH AND HUMAN SERVICES COMMITTEE

January 15, 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 – December 18, 2018

Announcements and Correspondence

Public Input

County Administrator Adam Payne

- Pay Policy Exception Request - Veterans Service Officer

Assistant County Veterans Service Officer Todd Richter

- Consideration of Appointment of Veterans Service Commissioner

Business Analyst Kim Pagel

- Consideration of LTE Position
- Consideration of Vacant Position Request – Administrative Specialist

Child & Family Services Manager Scott Shackelford

- Consideration of Vacant Position Request – Human Services Professional – Child and Family Resource

Review and Approve Vouchers

Approval of Attendance at Other Meetings

Adjourn

Prepared by:

Diane S. Yass
Recording Secretary

Brian Hoffmann
Committee 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 COUNTY HEALTH AND HUMAN SERVICES COMMITTEE MEETING

Sheboygan County Job Center
3620 Wilgus Avenue
Sheboygan, WI 53081
Room 118

December 18, 2018

Called To Order: 8:30 a.m.

Adjourned: 9:40 a.m.

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

ABSENT: Supervisor Dawn Brulla

ALSO PRESENT: Matt Strittmater, Shannon Otten, Diane Liebenthal, Jackie Moglowsky, Tim Gessler, Scott Shackelford, Charlene Cobb, Kris Schmidt, and John Fleet

Supervisor Hoffmann called the December 18, 2018 Health and Human Services Committee meeting to order at 8:30 a.m.

CERTIFICATION OF COMPLIANCE WITH OPEN MEETING LAW

The Health and Human Services Department received an e-mail noting that the amended agenda for the December 18, 2018 meeting of the Health and Human Services Committee was posted on December 17, 2018 at 8:19 a.m., in compliance with the Open Meeting Law.

REVIEW AND APPROVE MINUTES: December 4, 2018 Health and Human Services Committee Meeting

Supervisor Otten 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

Matt Strittmater opened announcements with a personal update and a couple pieces of Health & Human Services Department news. He noted that Court Appointed Special Advocates (CASA) Wisconsin is moving forward in developing plans to expand to Sheboygan County. It's estimated that Sheboygan County will be part of the CASA Program by the end of 2019. In addition, Matt briefly discussed a new initiative from United Way of Sheboygan County, helping families to become more financially stable. Health & Human Services will not be able to contribute with funding, but is offering a connection to services in the department. The goal of keeping families stable also helps protect them from reaching a point of crisis before coming into Health & Human Services.

Charlene Cobb notified the Committee, Dave Williams, Veterans Service Commissioner, resigned from the Commission. We will need to find a Veteran to serve the remainder of his term which ends in December 2019.

Chair Brian Hoffmann also presented to Charlene Cobb, on behalf of the entire Health & Human Services Committee, a letter of commendation for her work as Veterans Service Officer. The Committee thanked her for her service and expressed their best wishes for her retirement.

PUBLIC INPUT

None.

PRESENTATION ON THE WHEAP & WEATHERIZATION PROGRAM COLLABORATION – Economic & Child Support Manager Tim Gessler, Economic Support Supervisor Kris Schmidt, and John Fleet from Partners for Community Development

Tim Gessler, Kris Schmidt, and John Fleet presented to the Committee on the collaborative efforts of Economic Support and Partners for Community Development. Focusing on income-eligible and seasonal utility payment support and weatherization programs, the presentation described WHEAP (Wisconsin Home Energy Assistance Program) offered by Economic Support, and detailed how consumers could apply and what services are included in the program. John Fleet of Partners for Community Development presented on different weatherization procedures for homes, and tools that they use to complete these cost-effective projects to serve clients in the community, and savings provided by the projects that are completed.

UPDATE ON OPIOID STATISTICS FOR SHEBOYGAN COUNTY – Behavioral Health Manager Jackie Moglowsky

Jackie Moglowsky presented to the Committee an update on statistics related to drugs in Sheboygan County. Discussion ensued on different graphs depicting drug-related deaths in the context of statistics from recent years, and other factors, including gender, suicide or accidental intentions, number of substances in body, drug type, and overdoses.

CONSIDERATION OF VACANT POSITION REQUEST – HUMAN SERVICES PROFESSIONAL – CHILD PROTECTION INTAKE – Child & Family Services Manager Scott Shackelford

Scott Shackelford presented to the Committee a Vacant Position Request for a Human Services Professional – Child Protection Intake, and explained the necessity of filling the position. Discussion ensued and questions were answered.

Supervisor Brauer moved and Supervisor Epping seconded to approve the Vacant Position Request for a Human Services Professional – Child Protection Intake. Motion carried unanimously.

CONSIDERATION OF OUT OF STATE TRAVEL REQUEST – Operations Manager Shannon Otten

Shannon Otten presented to the Committee on behalf of Dale Deterding an Out of State Travel Request, allowing Lisa Hurley, Caregiver Coordinator at the ADRC, to attend the January 2019 Alzheimer's Association Leadership Summit in San Antonio. This travel request included no local cost for travel, meals, or lodging, since she was one of the four individuals selected from Wisconsin to participate in this event. Discussion ensued and questions were answered.

Supervisor Epping moved and Supervisor Brauer seconded to approve the Out of State Travel Request. Motion carried unanimously.

CONSIDERATION OF CARRYOVER OF UNEXPENDED FUNDS – Operations Manager Shannon Otten

This item was removed from the agenda, noting that the original item was submitted in response to delayed work on fobbed security doors at the Health & Human Services Building. The Building Services Department has since indicated that work will be completed by year end, thus removing the need for a carryover consideration.

REVIEW OF FINANCIAL STATEMENTS YEAR-TO-DATE OCTOBER 31, 2018 – Operations Manager Shannon Otten

Shannon Otten presented to the Committee the Financial Statements for Year-to-Date October 31, 2018. Discussion ensued and questions were answered.

REVIEW AND APPROVE VOUCHERS

Supervisor Epping moved and Ms. Kliejunas seconded to approve the Health and Human Services vouchers as presented. Motion carried unanimously.

APPROVAL OF ATTENDANCE OF MEMBERS AT OTHER MEETINGS OR FUNCTIONS

None.

ADJOURNMENT

At 9:40 a.m., Supervisor Epping moved and Mr. Samet seconded to adjourn the December 18, 2018 Health and Human Services Committee Meeting. Motion carried unanimously.

Victoria Deterding
Recording Secretary

Curt Brauer
Committee Secretary



Pay Policy Exception Request

Department Requesting Exception: Veteran's Service Office

Position(s) Effective: Veteran's Service Officer

Effective Date: 1/12/2019

Exception Request: Temporarily assign the Assistant Veteran's Service Officer to the position of Veteran's Service Officer at the minimum of the salary range, \$62,238.

Reason: Veteran's Service Officer will be retiring as of January 11, 2019.

County Administrator/Department Head Recommendation:

Date: 12/11/2018

Signature: 

Human Resources Support:

Approve Disapprove

Date: 12/11/2018

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

Allen Nohl

797 Ethan Allen Drive
Howards Grove, WI 53083

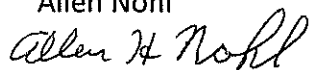
January 2, 2019

Sheboygan County Veterans Service Office
615 N. 6th Street
Sheboygan, WI 53081

Dear Sir or Madam,

I would like to be considered to fill the available commissioner position for the Sheboygan County Veterans Commission. I have also included my bio. Thank you for your consideration.

Allen Nohl



Allen H. Nohl

I was born and raised in Johnsonville, WI. In 1968 graduated from Plymouth High School. Upon graduation I took several classes in a rather new field of study, Computer Science. The Vietnam War was in full progress and the military draft quotas were increasing. In July of 1969 I decided to enlist in the U.S. Army with the hope of furthering my quest for more education in the computer field. The Army had other ideas for me and the choices for Military Occupational Specialty fields were being limited to combat related specialties. I chose helicopter maintenance and repair since I was always fascinated with that aircraft.

My training took place at Fort Rucker Alabama. Upon completion of training and a short assignment to an Army base in the United States, I received my orders for Vietnam. In January of 1970 I was assigned to Company C, 158th Battalion, 101st Airborne Division at Camp Evans, Vietnam. The base was located just 45 miles South of the demilitarized zone. My main job was to provide maintenance and repair on helicopters often called upon to take on the duties of a door gunner on various missions. On May 6th, 1970 our unit was assigned two helicopters on a mission to lay down smoke to give cover to troops being inserted into a landing zone, by a wave of helicopters. During the mission the other helicopter reported taking heavy enemy ground fire. The targeted helicopter took evasive action and due to the heavy smoke lost sight of our ship and turned directly into the path of our ship. My pilot had no chance to avoid the inevitable and the other helicopter's landing skids tore into the overhead rotor blades of helicopter. Both aircraft exploded and went down in flames. My aircraft landed in a grove of trees which briefly held the ship in place. I was able to unhook my safety harness and jump some six feet to safety.

I had severe burns mainly to my back and was rescued by another helicopter. The terrain did not allow the rescue ship to land but instead I was tossed a rope, which I tied around my chest. The rescue ship couldn't completely bring me aboard so I dangled under the aircraft for the approximate 20-mile flight to an Aid Station. The rope tightened around me to the point that I lost consciousness. I was treated for my injuries, awarded the Purple Heart and after recovering I was reassigned to a base in the Okinawa. I was Honorably discharged in January of 1972. The entire crew of the helicopter that crashed into my aircraft perished as did the crew I was the sole survivor. A total of seven were Killed in Action.

The entire incident is chronicled in a book titled "Dustoff & Medevac Vietnam" by Phil Marshall. In chapter 10, The Rescue of Allen Nohl, "Midair! Midair!" pages 133-156 has detailed and eye witness accounts of the tragic collision. The author had a chance encounter with me at a weekend welcoming home event for Vietnam Veterans at Lambeau Field in 2012. The author had heard of the story and after meeting me decided to devote an entire chapter to this tragedy.

While I may have hung up his uniform in 1972, I continued to serve my community. I have been a member of the Franklin American Legion Post 387 for forty years. I have been the Post Commander since 2000. I have been very active in the American Legion, serving as Sheboygan County American Legion Commander, overseeing fourteen posts in the county, for two years and Vice Commander for six years. I have done presentations about my Vietnam War experiences at Kiel, Elkhart Lake and Howards Grove High Schools. I participate in Memorial Day events in Howards Grove and is the emcee for the Rhine Center Memorial Day remembrance. You will find me at all Sheboygan County American Legion events, as well as District and State conferences. I have participated in the American Legion Youth Government Day activities in Sheboygan since 1995. This is a day when high school students from Sheboygan County learn about County government, at various County government offices. I have chaperoned at my own personal expense a World War II Veteran to Washington DC on an "Honor Flight". This is a specific flight of veterans and chaperones that fly to Washington DC in order for these veterans to see and experience the memorials built in their honor and remembrance.

When I am not involved with Legion activities, I have been on the Johnsonville Fire Dept. for over 45 years. I have chaperoned and chauffeured Plymouth High School FFA students to the National FFA convention for the past eighteen years. I transports and maintains the Sheboygan County dairy promotion's "Addie the Cow", which is used to educate young and old about the dairy industry. You will usually find "Addie the Cow" at the Sheboygan County Fair, and other county wide events. I have been the announcer for the Sheboygan County Fair Tractor Pull event for the past 35 years. I volunteer my time to help the County Fair Association keep operating costs at a minimum.

I am chairman of the Sheboygan County Veterans Memorial committee, since 2000. The Memorial is on Wilgus Avenue in Sheboygan and is visible to the South of Kohler Memorial drive in Sheboygan. I chaired the 20th anniversary of the Memorial in 2014. Thousands of people attended the six-day event, which included; the traveling Vietnam Wall, a helicopter from the American Huey Helicopter Association, which provided rides in a Vietnam era helicopter. There were many other events and displays honoring and remembering veterans. I also set up a display booth at the Sheboygan County Fair for and about the Memorial. This gives people a chance to learn more about the Memorial and it is also a fund raiser to help maintain the Memorial.

In 2007 I helped set up the Camo Quilt project along with one of the founders Linda Wieck of Plymouth. The project is headquartered in Plymouth and sends handmade quilts to deployed troops. The quilt not only helps troops deal with vast temperature changes, but also has the feel of that special gift from home. The quilters are all volunteers, all materials for the quilts are purchased and the Project relies solely on contributions. I also assist with an annual Camo Quilt Project fund raiser. The Project has provided over 26,500 quilts to deployed troops.

I am a mentor for the Sheboygan County Veterans Treatment Court. The court is designed for U.S. military veterans suffering from a diagnosable behavioral health issue, i.e. Post-Traumatic Stress Disorder, that has contributed to the commission of a criminal offense and who are in need of the structure and support available through the Sheboygan Area Veterans Treatment Court program. They are given a second chance and must follow strict rules for a set period of time. Upon successful completion of the program the criminal charge is expunged from the veteran's record. I am the "Go to Guy" when a veteran he is assigned needs help to fulfill the court-imposed rules and the veteran needs added support to fulfill his obligation to the court.

Presently I am serving on the Wisconsin Military Network committee. The committee is organizing and establishing a single website for veterans to access "All" websites that are set up to assist veterans. Some of the sites would be the Veterans Administration, Wisconsin Dept. of Veterans Affairs and various Veteran Service Organizations and job sites seeking veterans.

I am retired from the Johnsonville Sausage Co. after 38 ½ years of employment. Although I had the experience and training with computers, I did not get the chance to use my skills with the company. When I started my employment, the Company was years away from advancing to the computer age. The company saw my leadership skills and went on to be a Team Leader and then a Foreman for the sausage production line. With his leadership the line produced over 100,000 lbs. of sausage for the first time in company history. The production of this product was done without the current high speed machines used in today's production.

My dedication to not only veterans but for the love of my community. I am never too busy to serve my community in any capacity. I stayed to make my community a better place.

Respectfully submitted

Allen Nohl

Allen Nohl

797 Ethan Allen Drive

Howards Grove Wi 53083



Sheboygan County

VACANT POSITION REQUEST

(To be completed for all vacant positions)

Date: 1/9/2019
To: Health & Human Services Committee Members
From: Kim Pagel, Business Analyst

Position Request:

Position: LTE – Administrative Clerk
Reason for Vacancy: Upcoming position vacancy and two positions reduced in late 2017

Justification:

One current Administrative Specialist in this unit applied for and was selected to fill an open Administrative Specialist position in Behavioral Health Case Management. This position will be refilled. With staffing already reduced in late 2017 in anticipation of software implementation, there are not available hours to backfill the vacant position during the posting and hiring process. In addition, with software implementation in process yet, the efficiencies expected are not yet realized, so current staff hours are not enough to meet the demands of the workload. We are estimating this position to be between 15-20 hours per week until software is implemented.

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
\$29,321 – \$35,889	\$0	\$29,321 – \$35,889

(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: 1/9/2019
To: Health & Human Services Committee Members
From: Kim Pagel, Business Analyst

Position Request:

Position: Administrative Specialist
Reason for Vacancy: Position vacated by Diane Yass 1/18/19, she was selected for open Administrative Specialist position in Behavioral Health Case Management.

Justification:

This position is responsible for typing Psychiatrist notes, Court Reports, Progress Notes, and other documentation in a variety of software programs, both internal and state mandated. This position is also responsible for maintaining and ordering Health and Human Services supply inventory as well as ordering supplies and other items needed for Long Term Support clients as identified in their service plans. This position provides back up to the Lobby Reception, Medical Record Room, and all other duties as assigned.

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
\$35,369 - \$43,290	\$24,562	\$60,021 - \$75,157

(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: 1/2/2018
To: Health & Human Services Committee Members
From: Scott Shackelford

Position Request:

Position: Human Services Professional – Child and Family Resource
 Reason for Vacancy: Retirement

Justification:

The Human Services Professional – Child and Family Resource position is responsible for serving children and youth who have Children’s Long Term Support needs. The primary job duties include assessment of children, documentation of work performed in line with various funding and eligibility rules, advocacy for services, collaboration with stakeholder agencies, and support 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 \$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.