

NOTICE OF MEETING

SHEBOYGAN COUNTY HEALTH & HUMAN SERVICES COMMITTEE

July 20, 2021 – 8:30 AM

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

Remote Access:

(312)-626-6799

Meeting ID: 884 7781 4229

Passcode: 703467

<https://us06web.zoom.us/j/88477814229?pwd=UGRWKzBITkRFWEFCcXphMkkyenVXdz09>

AGENDA

Call to Order and Introductions

Certification of Compliance with Open Meeting Law

Approval of Minutes

Health and Human Services Committee Meeting – July 6, 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

Public Health Manager — Starr Grossman

Covid Update

Software Administrator — Kelly Lillegard

SmartCare Implementation Update

Consideration of Request for Resolution from Polk County for the Lobbying of the Wisconsin State Legislature to Create Community Based Inpatient and Outpatient Substance Abuse Treatment Facilities (Jackie Moglowsky)

Director of Health and Human Services — Matt Strittmater

Consideration of Change in Table of Organization

Consideration of Promotion Request (3)

Consideration of Vacant Position Request – Human Serv. Assistant Public Health Aide (.5PTE)

Consideration of Vacant Position Request – Human Serv. Professional Child Prot. Services (3)

Consideration of Vacant Position Request – Human Serv. Professional Adult Protective Services

Consideration of Vacant Position Request – Human Serv. Professional CLTS Social Worker

Consideration of Vacant Position Request – Human Serv. Professional Contract Administrator

Consideration of Vacant Position Request – Finance Analyst (Staff Accountant)

Consideration of Vacant Position Request – Finance Analyst (Staff Accountant) (LTE)

Approval of Vouchers – June 20, 2021 to July 3, 2021

Approval of Attendance at Other Meetings

Adjourn – Next scheduled meeting August 3, 2021 at 8:30 AM

Prepared by:
Wendy Gorges
Recording Secretary

Brian Hoffmann
Committee Chairperson

***Wearing a mask will be strongly encouraged for unvaccinated individuals. 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 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 Wendy Gorges at 920-459-4326 prior to the meeting for accommodations.

ROLL CALL Board Members	Aye	Nay	Excu.
Oison	X		
Route	X		
Warndahl	X		
Nelson (Chairperson)	X		
LaBlanc	X		
Ruck	X		
Prichard	X		
Kelly	X		
O'Connell	X		
Middleton	X		
Luke (2 nd Vice Chair)	X		
Duncanson	X		
Arcand	X		
Bonneprise (Vice Chair)	X		
Demulling	X		

BOARD ACTION

Vote Required: _____

Motion to Approve _____ Adopted Defeated

1st Arcand _____ Defeated

2nd Kelly _____

Yes: 15 No: 0 Excu: 0

Reviewed by:

Melvin Malone, Corp. Counsel

Reviewed by:

Vince Nathaniel, Administrator

Reviewed by:

[Signature], Finance

FISCAL & LEGAL IMPACT:
There is no fiscal impact as this is a lobbying resolution only.

Certification:

I, Lisa Ross, Clerk of Polk County, hereby certify that the above is a true and correct copy of a resolution that was adopted on the 18th day of May, 2021 by the Polk County Board of Supervisors.

Lisa R. Ross

Lisa Ross
County Clerk, Polk County

Committee Executive Committee

Recommended

Not Recommended

Neutral

Resolution No. 27-21

Resolution Authorizing the Lobbying of the Wisconsin State Legislature to Create Community-based Inpatient and Outpatient Substance Abuse Treatment Facilities

1 **TO THE POLK COUNTY BOARD OF SUPERVISORS:**

2

3 **WHEREAS**, the County of Polk has been deeply impacted by the effects of

4 substance abuse, especially methamphetamine, both economically and

5 socially; and

6

7 **WHEREAS**, substance abuse has led to increased crime, poverty, child

8 abuse, domestic violence and other social ills which have led to a reduction in

9 the quality of life of the citizens of Polk County; and

10

11 **WHEREAS**, the Polk County Government has identified substance abuse

12 reduction and prevention as the top priority of the Board of Supervisors; and

13

14 **WHEREAS**, the Polk County Government has invested significant

15 resources such as staff positions and funding in programs to reduce substance

16 abuse through methods such as enforcement, prevention and treatment; and

17

18 **WHEREAS**, the substances abused such as methamphetamine create

19 both physiological and psychological addictions which require inpatient and

20 expert treatment in order to recover from the addiction; and

21

22 **WHEREAS**, there is an identifiable need for treatment facilities and beds in

23 the Northwestern region of Wisconsin which specialize in the recovery of

24 methamphetamine and other substance abuse addictions; and

25

26 **WHEREAS**, the County of Polk does not have resources sufficient to

27 create or help create those types of treatment facilities and beds; and

28

29 **WHEREAS**, it is common that those persons most in need of substance

30 abuse treatment do not have the financial resources or insurance coverage to

31 access those facilities themselves;

32

33 **NOW, THEREFORE, BE IT RESOLVED**, the County of Polk hereby urges

34 the legislature of the State of Wisconsin to appropriate funding to create

35 community based inpatient and outpatient treatment options to treat the

36 addiction of substance abuse in the State of Wisconsin and at the local level.

SUBMITTED BY:

[Signature]

July 2021 HHS TO Change Request Overview

Division	Change(s)	Reason	Net Position Effect		Net Levy Effect (Estimated)
			Employees	FTE	
Public Health	<ul style="list-style-type: none"> Modify existing Emergency Planning/Admin Support position Replace 1.0 Vacancy with .5 FTE 	<ul style="list-style-type: none"> Enhanced need for Emergency Planning Enhanced need for communications Shuffle responsibilities to achieve w/less funding Other .5 of FTE no longer needed by ADRC 	---	---	(\$24,416)
ADRC	<ul style="list-style-type: none"> Modify a Site Manager position No longer purchase PH .5 FTE Eliminate Site Manager position Create new APS position 	<ul style="list-style-type: none"> Less Site Manager need; cover former PH .5 FTE role Cover via modified Site Manager position Future need is reduced Greater need in this area than Senior Nutrition 	---	- .5 FTE	No funding needed; deleted items should cover
Behavioral Health	Add 1 CLTS worker	State recommendation after site visit <ul style="list-style-type: none"> - Caseloads too high for appropriate service - Caseloads keep increasing due to referrals - High level of state funding (up to 100%) 	+1	+1.0	\$5,000
Admin Support	<ul style="list-style-type: none"> Modify existing Business Analyst role Add Contract Administrator Eliminate vacant Clerical 	<ul style="list-style-type: none"> Need additional Business Analyst time Need additional Electronic Health Record related time Need more contracting time than she has available Need robust contract administration w/100 vendors. Help pay for Contract Administrator position 	---	---	\$19,469
Child & Family Services	Reclass Home Consultant to B24	<ul style="list-style-type: none"> HR recommendation due to changed scope of this person's position over the past few years. 	---	---	\$2246
Child & Family Services	Add 3 Child Protection Workers	Align Sheboygan county staff to client ratios to best practice levels recommended and currently utilized by counties with lower out-of-home care expense.	+3	+ 3.0	\$265,455 *
Total			+4	+3.5 FTE	\$267,754 *

* Anticipate true levy impact expected to be much lower initially via expected state biennium budget child welfare funding. Additional cost may be completely covered within a couple years via combination of expected state funding increases and savings achieved in out-of-home care over time via improved practice with lower caseloads that align with best practice recommendations in the child welfare field.

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

Department: Health & Human Services	Date: 7-7-21
Effective Date of Change: 7-22-21	

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
Full T.O. attached; positions affected by request						
Administrative Specialist	13		13	12		12
Human Services Assistant	13	2	14	11	3	12.5
Human Services Coordinator	4		4	2		2
Human Services Professional	57		57	62		62
Public Health Professional	15	2	16.8	15	2	16.8
Human Services Specialist	29		29	31		31
Finance Analyst	2		2	3		3
TOTALS	118	2	119	121	3	122.5

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.

New .5 Human Services Assistant providing support to Public Health – B22 3 new Human Service Professionals – Child Protective Services intake/ongoing – C42 New Human Service Professional – Adult Protective Services worker – C42 New Human Service Professional – Child Long Term Service Waivers (CLTS)– C42 New Public Health Professional– Communication/Emergency Preparedness – C42 New Human Services Specialist – Child Protective Services Home Consultant – B24 New Human Services Specialist – ADRC Service Coordinator – B24 New Finance Analyst – Contract Administrator for HHS – C42
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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>
Human Services Assistant – Public Health	\$12,947	\$44,510	Funded via current budget – new position created by reorganizing current budgeted work. Estimated savings of \$1,000.
Human Service Professionals – Child Protection Services (3)	\$82,203	\$265,455 *	\$265,455 new cost with no offsetting changes. Funded via blend of state aids and local levy. <i>* Anticipate true levy impact expected to be much lower initially via expected state biennium budget child welfare funding. Additional cost may be completed covered within a couple years via combination of expected state funding increases and savings achieved in out-of-home care over time via improved practice with lower caseloads that align with best practice recommendations in the child welfare field.</i>
Human Services Professional – Adult Protective Services	\$27,400	\$88,484	Funded via current budget by deleting 2 ADRC Site Managers and ADRC not purchasing .5 FTE of a Public Health Nurse.
Human Services Professional – CLTS	\$27,400	\$88,484	Estimated \$5,000 new cost funded via blend of state aids and local levy.
Public Health Professional	\$36,828	\$90,747	Estimated savings of \$23,416 as Public Health will delete .5 FTE of Public Health Nurse to help fund this reclassification.

Human Services Specialist – Child Protection Services	\$21,986	\$55,566	Estimated \$1035 increase over current cost for person doing this position prior to reclassification.
Human Services Specialist – ADRC Service Coordinator	\$25,197	\$62,169	Funded via current budget by deleting 2 ADRC Site Managers and ADRC not purchasing .5 FTE of a Public Health Nurse.
Finance Analyst – Contract Administrator	\$27,146	\$87,720	Estimated \$19,469 of new cost funded via blend of levy and state aids..

RATIONALE

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


Set of changes requested to strengthen services within HHS Divisions:

- Reduce Child Welfare caseloads to align with/support best practice guidelines.
- Reduce Child Long Term Services caseloads and serve children waiting to enroll.
- Enhance contracting infrastructure (currently 5-15 hrs/wk for up to 100 vendors.
- Enhance ability to deal with volume of Adult Protective Services referrals.
- Realign work responsibilities in ADRC and Public Health to maximize funding.

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: 7-13-21 Signature: 

Liaison Committee Action: Approved Denied
 Date: _____ Committee Chair: _____

Human Resources Committee: Approved Denied
 Date: _____ Committee Chair: _____

Distribution: After department head determination, distribute to liaison committee with copies to County Administrator and Human Resources Director. After liaison committee approval, submit signed original to Human Resources Director.

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

Position	Current				Proposed			
	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	12		12
Department Head		1		1		1		1
Deputy Human Services Director		5		5		5		5
Finance Analyst		2		2		3		3
Human Services Assistant	1	13	2	14	1	11	3	12.5
Human Services Coordinator	1	4		4		2		2
Human Services Manager		17		17	1	17		17
Human Services Professional		57		57	6	62		62
Human Services Specialist	2	29		29	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	2	15	2	16.8	1	15	2	16.8
Senior Administrative Specialist		1		1		1		1
Senior Financial Analyst		2		2		2		2
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	2	8		8	1	8		8
Total Positions	16	208	4	210.8	20	211	5	214.3

Table of Organization Positions currently vacant and not budgeted for 2021 (16)	Table of Organization Positions currently vacant and not budgeted for 2021 (20)
Accounting Specialist - 1 position	Accounting Specialist - 1 position
Administrative Specialist - 1 position	Administrative Specialist - 1 position
Human Services Assistant - 1 position	Human Services Assistant - 1 position
Human Services Coordinator - 1 position	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 - 2 positions
Lead Public Health Professional - 1 position	Lead Human Services Professional - 1 position
Public Health Professional - 2 positions (1 is S)	Lead Public Health Professional - 1 position
Senior Human Services Professional - 2 positions	Public Health Professional - 1 position
Senior Public Health Professional - 2 positions	Senior Human Services Professional - 2 positions
Senior Public Health Professional - 2 positions	Senior Public Health Professional - 1 positions
Total	Total
16	20



WISCONSIN

Sheboygan County VACANT POSITION REQUEST

(To be completed for all vacant positions)

Date: 07/02/21
To: Health & Human Services Committee Members
From: Matthew Strittmater

Position Request:

Position: Human Services Assistant (Public Health Aide) – B22 - .5 FTE
Reason for Vacancy: Restructure of current position creates vacancy

Justification: We need a complete team to allow for us to meet the needs of our Women, Infants and Children (WIC) Program. Our program is open 5 days/week. Even in times of COVID, our WIC Nutritionist’s continue to offer our normal clinic hours, however virtual vs in person. Our case load has grown due to the increased unemployment, and our “no show” rate is lower, as we make the contact versus client’s coming in for appointments. In addition, requesting the ability to back-fill if an existing employee ends up in this position.

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
18,314	24,866	43,180

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

Department Head Signature  Date: 7-7-21

Human Resources Director Signature _____ Date: _____

County Administrator Signature _____ Date: _____

Liaison Committee Signature _____ Date: _____

Human Resources Committee Signature _____ Date: _____

Form Process:

1. Department Head completes VPR.
2. Department Head refers to Human Resources Director for approval.
3. Human Resources Director and Department Head discuss with County Administrator for approval.
4. County Administrator/Department Head presents VPR to Liaison Committee for approval/signature.
5. Department Head forwards VPR to HR for Human Resources Committee approval/signature.
6. HR begins recruitment process.



Sheboygan County

VACANT POSITION REQUEST

(To be completed for all vacant positions)

WISCONSIN

Date: 7/2/2021
To: Health & Human Services Committee Members
From: Scott Shackelford

Position Request:

Position: Human Service Professional - Child Protection (3)
Reason for Vacancy: Previously Unbudgeted Positions

Justification:

The Human Services Professional – Child Protection positions are a mandated service under Chapter 48 of Wisconsin Statutes related to the investigation of child abuse and neglect and to case management. The primary job duties include assessment of children and families at safety risk, advocacy for services, court work, and collaboration with the courts, law enforcement, corporation counsel, and support services. Child Protection Ongoing will fill 2 of the positions which has the job duty of monitoring cases that are placed on a Child In Need Of Protection and Services (CHIPS) petition by the courts. Child Protection Intake will fill 1 position which is responsible for investigation and assessment of child safety. If any of the positions are filled with an internal candidate, the request is to backfill the vacant position(s).

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: While these positions are currently unfunded, the request is related to efforts to increase staffing levels to reduce caseload sizes with comparable counties with the goal of continuing to reduce out of home care placements and associated costs.

Costs:

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

Wages	Benefits	Total
\$52,130-\$81,553	\$32,666	\$84,796-\$114,219

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

County Administrator/Department Head Signature Date: 7-2-21

Human Resources Director Signature Date: 07/12/2021

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.



Sheboygan County

VACANT POSITION REQUEST

(To be completed for all vacant positions)

WISCONSIN

ate: 7/7/2021
To: Health & Human Services Committee Members
From: Matthew Strittmater

Position Request:

Position: Human Services Professional (Adult Protective Services)
Reason for Vacancy: New Position

Justification:

Adult Protective Services (APS) is responsible for the coordination and provision of adult protective services as described in Chapters 54, 55, and 46.90 of the Wisconsin Statutes. This position will be working with adults who may be elderly, or have physical and/or cognitive impairments. This position conducts annual protective placement reviews for individuals under protective placement, assessing appropriateness of continued protective placement and evaluating to ensure the living arrangements is least restrictive. APS prepare required reports and petitions, as needed, for submission to the Sheboygan County Circuit Court. Testify at court hearings as needed. If position is filled with internal candidate, request is to backfill the vacant position.

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: Position will be funded via savings from a combination of deleting a vacant meal Site Manager and not purchasing staff time from a Public Health position that will also be deleted.

Costs:

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

Wages	Benefits	Total
\$52,130-66,842	\$35,514	\$87,644

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

County Administrator/Department Head Signature  Date: 7-8-21

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.



WISCONSIN

Sheboygan County VACANT POSITION REQUEST

(To be completed for all vacant positions)

Date: 7/20/2021

To: Health & Human Services Committee Members

From: Jaclyn Moglowsky, Behavioral Health Manager

Position Request:

Position: Human Services Professional (CLTS Social Worker)

Reason for Vacancy: New Position

Justification:

This 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. This position is being requested due to increasing referrals and caseload sizes of existing staff. This position will carry a caseload of 40-45 families. Without this position existing staff will have caseloads well beyond the state recommendation level of approximately 40.

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: We expect this position to primarily be covered by state funding. We expect to need approximately \$5,000 of available tax levy from our 2021 budget.

Costs:

The annual costs associated with the position (current year’s wage & benefit rates): C42

Wages	Benefits	Total
\$52,130-66,842	\$35,514	\$87,644

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

County Administrator/Department Head Signature *ellejo* Date: 7-7-21

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.



Sheboygan County VACANT POSITION REQUEST

(To be completed for all vacant positions)

WISCONSIN

Date: 7/7/2021
To: Health & Human Services Committee Members
From: Matthew Strittmater

Position Request:

Position Human Services Professional (Contract Administrator)
Reason for Vacancy: New Position

Justification:

The Contract Administrator position will negotiate contract terms and conditions between various vendors. The position will review contracts, verify accuracy and resolving discrepancies in line with Health and Human Services programs and services. The Contract Administrator will work as a liaison between HHS and its vendors. This position will free up time from the Business Analyst position who currently covers contracting responsibilities. That position will now have additional time for department processes and efficiencies. If position is filled with internal candidate, request is to backfill the vacant position.

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:
Position will be funded by a combination of savings from deleting a vacant clerical position, and approximately \$19,500 of existing and available levy in the HHS 2021 budget.

Costs:

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

Wages	Benefits	Total
\$52,130-66,842	\$35,514	\$87,644

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

County Administrator/Department Head Signature  Date: 7.8.21

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.01/2021



Sheboygan County VACANT POSITION REQUEST

(To be completed for all vacant positions)

WISCONSIN

Date: 7/20/2021
To: Health & Human Services Committee Members
From: Matthew Strittmater

Position Request:

Position: Finance Analyst (Staff Accountant)
Reason for Vacancy: Resignation

Justification:

This position is currently on the Health & Human Services table of organization and will be vacant as of July 26, 2021 due to the current staff member resigning. This position is primarily responsible for billing specific services to grants, completing private pay billing, updating billings rates in the EHR, reconciling HRSRS reporting, completing the annual CCOP reconciliation, and serves as back up for all service billing.

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
\$53,164-\$66,851	\$32,592-\$34,512	\$85,756-\$101,363

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

County Administrator/Department Head Signature Date: 7-13-21

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.



Sheboygan County VACANT POSITION REQUEST

(To be completed for all vacant positions)

WISCONSIN

Date: 7/20/2021
To: Health & Human Services Committee Members
From: Matthew Strittmater

Position Request:

Position: Finance Analyst (Staff Accountant) LTE
Reason for Vacancy: NA

Justification:

The Health and Human Services accounting staff will have had five positions turn over this year, in addition to the Accounting Manager. This turn over has created a back log of work to be completed including private pay billing. A Staff Accountant LTE position would be able to bring the private pay billing up to date as well as various other duties of the Staff Accountant position that will be vacant as of July 26, 2021. Potentially the LTE would be able to assist in training the new Staff Accountant once hired. The term of this position would be up to six months.

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: Agency wide Personnel Related Expenses are under budget \$420,521.62 and Employee Related Insurances are under budget \$174,021.68 when you remove the 100% funded Pandemic related wages and benefits.

Costs:

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

Wages	Benefits	Total
\$13,643	\$1,908	\$15,551

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

County Administrator/Department Head Signature Date: 7-13-21

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.