

**NOTICE OF MEETING**

**HEALTH AND HUMAN SERVICES COMMITTEE**

**March 5, 2019 – 8:30 A.M.**

Health and Human Services Department  
1011 North 8<sup>th</sup> 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 – Feb 19, 2019

Announcements and Correspondence

Public Input

Consideration of Cancellation of March 19 Health & Human Services Committee Meeting

ADRC Caregiver Coordinator Lisa Hurley

- Presentation: Alzheimer's Association Leadership Summit & Dementia Awareness and Education in Sheboygan County

Public Health Manager Diane Liebenthal

- Consideration of Out-of-State Travel Request

Economic & Child Support Manager Tim Gessler

- Consideration of Vacant Position Request – Human Services Specialist – Economic Support

Review and Approve Vouchers

Approval of Attendance at Other Meetings

Adjourn

Prepared by:

Victoria Deterding  
Recording Secretary

Roger Otten  
Committee Vice 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 Health and Human Services Department  
1011 North 8<sup>th</sup> Street  
Sheboygan, WI 53081  
Room 413

**February 19, 2019**

**Called To Order: 8:30 a.m.**

**Adjourned: 9:50 a.m.**

**MEMBERS PRESENT:** Supervisor Roger Otten – Vice Chair, Supervisor Curt Brauer – Secretary, Supervisor Jim Baumgart, Supervisor Dawn Brulla, Mr. Craig Schicker, Ms. Jeanne Kliejunas, and Mr. Larry Samet

**ABSENT:** Supervisor Brian Hoffmann – Chair, Supervisor Thomas Epping

**ALSO PRESENT:** Matt Strittmater, Scott Shackelford, Diane Liebenthal, Jackie Moglowsky, Tim Gessler, Wendy Charnon, Tara Duwe, Kim Pagel, Sarah Mueller, Kathryn Zellner-Perronne, Adam Payne, Jean Gallimore, Joel Urmanski, Brad Broeren, Misty Nelson, Tom Wegner, Ed Proceck, William Goehring, Charles Conrardy, Robert Ziegelbauer, Vernon Koch, Roger L. TeStroete, and Luke Ulatowski

Vice Chairperson Roger Otten called the February 19, 2019 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 agenda for the February 19, 2019 meeting of the Health and Human Services Committee was posted on February 15, 2019 at 1:55 p.m., in compliance with the Open Meeting Law.

**REVIEW AND APPROVE MINUTES: February 5, 2019 Health and Human Services Committee Meeting**

Supervisor Baumgart moved and Supervisor Brauer seconded to approve the minutes of the February 5, 2019 Health and Human Services Committee. Motion carried unanimously.

**ANNOUNCEMENTS AND CORRESPONDENCE**

Matt Strittmater informed the Committee that he was recently chosen for the “Relentless Badger Award” by the Independent Living Council of Wisconsin, and will attend their celebration on February 20<sup>th</sup> in Madison.

**PUBLIC INPUT**

None.

**GOVERNMENT SHUTDOWN IMPACT UPDATE**

Public Health Manager Diane Liebenthal and Economic & Child Support Manager Tim Gessler both noted that despite the recent federal government shutdown, government sponsored programs have continued without interruption.

**PRESENTATION: THE CHILD WELFARE CRISIS – Health & Human Services Department Director Matt Strittmater, Child & Family Services Manager Scott Shackelford, and District Attorney Joel Urmanski**

Matt Strittmater, Scott Shackelford, and Joel Urmanski presented to the Committee an in-depth update on the Child Welfare Crisis in Sheboygan County. The statistics-based presentation offered context for child welfare crisis on a state-wide and nation-wide basis, and covered an overview on County responsibilities, staffing, and budget, as well as challenges that are creating an unsustainable system. Some of the major challenges in child welfare include overwhelmed counties, unfunded mandates, the impact of opioid, meth, and other drugs, out-of-home expenses, and inadequate financing structures. In closing, Matt described the County resolution and drafted letters encouraged by the Wisconsin Counties Association, and asked that Sheboygan County consider drafting said letters in support of more funding and oversight reforms in the arena of Child Welfare.

**CONSIDERATION OF COUNTY RESOLUTION REGARDING REQUESTING INCREASED FUNDING AND OVERSIGHT REFORMS FOR WISCONSIN'S CHILD PROTECTIVE SERVICES SYSTEM – Health & Human Services Department Director Matt Strittmater, Child & Family Services Manager Scott Shackelford**

Matt Strittmater presented to the Committee the aforementioned Resolution Regarding Requesting Increased Funding and Oversight Reforms for Wisconsin's Child Protective Services System. Discussion ensued and questions were answered.

Supervisor Brauer moved and Supervisor Brulla seconded to approve Resolution Regarding Requesting Increased Funding and Oversight Reforms for Wisconsin's Child Protective Services System, and to forward it onto the County Board for consideration. Motion carried unanimously.

**UPDATE ON FILLING VACANT OPERATIONS MANAGER POSITION – Health & Human Services Department Director Matt Strittmater and Finance Department Director Wendy Charnon**

Matt Strittmater and Wendy Charnon presented to the Committee a memo update on filling the role of Operations Manager at Health & Human Services. Through careful review, both Matt and Wendy have decided to have this position changed to the title Accounting Manager. This new position will be placed at the Health & Human Services Building but will report to the Finance Department. The memo offered more details on the benefits of this move, with further action to be taken at the level of the Finance and Human Resources Committees. Discussion ensued and questions were answered.

**REVIEW AND APPROVE VOUCHERS**

Ms. Kliejunas moved and Supervisor Brauer 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 9:50 a.m., Mr. Samet moved and Ms. Kliejunas seconded to adjourn the February 19, 2019 Health and Human Services Committee Meeting. Motion carried unanimously.

Victoria Deterding  
Recording Secretary

Curt Brauer  
Committee Secretary



*Division of Public Health  
Health and Human Services Department*



February 20, 2019

TO: Health and Human Services Committee

FROM: Diane Liebenthal, Public Health Manager/Health Officer *DL*

RE: Consideration of out of state travel for Jenny Vorpapel

Through the Southeast Healthcare Emergency Readiness Coalition, Jenny Vorpapel (Public Health Emergency Preparedness Coordinator) has been invited to attend a week long FEMA training on Healthcare Leadership for Mass Casualty Incidents in Anniston, Alabama the week of April 28<sup>th</sup> through May 4<sup>th</sup>, 2019. All expenses including travel, lodging, and meals are paid for by FEMA. The only expense to Health and Human Services is Jenny's work time. If Jenny does work more than 40 hours during this week, she can flex her time the following week to avoid overtime.

There are a number of reasons that participation at this training should be considered:

The goal of having our Emergency Preparedness Coordinator attend this training is to give her the tools to become a leader in a mass casualty incident in Sheboygan County. This week of training is called "Wisconsin Week" which means everyone attending trainings that week work in Wisconsin. This would give Jenny a great opportunity to build stronger relationships with our county, regional, and state partners.

Health and Human Services is currently working on their mass fatality and family assistance center plans. Jenny would also bring back knowledge to help update those plans and train Health & Human Services staff.

The following is an overview of the class:

Healthcare Leadership for Mass Casualty Incidents is a four-day course that addresses disaster preparedness at the facility and system level. Healthcare leaders must be prepared for any incident that results in multiple casualties, whether it is the result of a natural disaster; an accidental or intentional release of a chemical, biological, radiological, nuclear, or explosives (CBRNE) hazard; or a disease outbreak that results in an epidemic or pandemic. This course focuses on preparing healthcare leaders to make critical decisions in all-hazards disaster emergency preparedness activities. Responders learn essential disaster-planning response and recovery functions through lecture/discussion format that are then applied in a tabletop exercise and a two-day functional exercise.

I am requesting approval for work time to participate in this training for Jenny Vorpapel.

All of expenses besides work time are paid for by FEMA.

Your consideration and approval of this request will be greatly appreciated.



# Sheboygan County VACANT POSITION REQUEST

(To be completed for all vacant positions)

WISCONSIN

**Date:** 2/23/2019  
**To:** Health & Human Services Committee Members  
**From:** Tim Gessler, ES & CS Manager

**Position Request:**

**Position:** Human Services Specialist – Economic Support  
**Reason for Vacancy:** Incumbent accepted new position

**Justification:**

The Human Services Specialist - Economic Support position is critical to our provision of the BadgerCare, Medicaid, FoodShare, Wisconsin Shares, and the Wisconsin Home Energy Assistance Program services that we provide. The new hire may require four to six months of training and additional months of experience prior to being given a full caseload. During the time of the hiring process and the training period, the remaining staff will have to cover the case management workload and our Capital Consortium Call/Change Center responsibilities. It is important that this position be filled quickly so the new hire can begin training in preparation for the ongoing work associated with the vacancy of Chelsea Rupp. 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:**

Salary Range of Requested Position: B24  
DBM Salary Range of Requested Position: \$42,168 to \$59,035

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

| Wages                 | Benefits  | Total                 |
|-----------------------|-----------|-----------------------|
| \$ 42,168 - \$ 59,035 | \$ 24,956 | \$ 67,124 - \$ 83,991 |

(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.