

**NOTICE OF MEETING**

**HEALTH AND HUMAN SERVICES COMMITTEE**

**March 6, 2018 – 8:30 A.M.**

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

**\*Agenda\***

Call to Order

Certification of Compliance with Open Meeting Law

Approval of Minutes

Health and Human Services Committee Meeting – February 20, 2018

Announcements and Correspondence

Public Input

Behavioral Health Services Manager Jackie Moglowski

Consideration of Vacant Position Request – 2 Senior Public Health Professionals,  
Behavioral Health Counselor

Economic Support Human Services Supervisor Becky Burdick and Economic and Child Support  
Services Manager Tim Gessler

Wisconsin Shares Child Care Program

Review and Approve Vouchers

Approval of Attendance at Other Meetings

Adjourn

Prepared by:

Victoria Deterding  
Recording Secretary

James Baumgart  
Committee Chairperson

Tom Eggebrecht  
Health and 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 20, 2018**

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

**Adjourned: 10:30 a.m.**

MEMBERS PRESENT: Supervisor Jim Baumgart – Chair, Supervisor Henry Nelson – Secretary, Supervisor Roger Otten, Supervisor Thomas Epping, Supervisor Curt Brauer, and Mr. Larry Samet

ABSENT: Supervisor Brian Hoffmann – Vice Chair, Ms. Jeanne Kliejunas, and Mr. Craig Schicker

ALSO PRESENT: Tom Eggebrecht, Shannon Otten, Charlene Cobb, Scott Shackelford, Tim Gessler, Diane Liebenthal, Jackie Moglowsky, Dale Deterding, and Diane Yass

Supervisor Baumgart called the February 20, 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 agenda for the February 20, 2018 meeting of the Health and Human Services Committee was posted on February 16, 2018 at 9:37 a.m., in compliance with the Open Meeting Law.

**REVIEW AND APPROVE MINUTES: February 6, 2018 Health and Human Services Committee Meeting**

Supervisor Nelson moved and Supervisor Brauer seconded to approve the minutes of the February 6, 2018 Health and Human Services Committee. Motion carried unanimously.

**ANNOUNCEMENTS AND CORRESPONDENCE**

Tom Eggebrecht took the opportunity to introduce Jackie Moglowsky, the department’s new Behavioral Health Division Manager, to the committee. He also welcomed Dale Deterding, noting that he would be presenting to the committee on the Aging Unit.

In response to a question from Supervisor Nelson at an earlier committee meeting, Diane Liebenthal, Public Health Officer, was invited to the table. She led a brief discussion with handouts about flu statistics and pediatric death trends on the regional and national level. More details on this topic will be presented at a future committee meeting.

**PUBLIC INPUT**

None.

**VETERANS SERVICE OFFICE ACTIVITY REPORT – CVSO Charlene Cobb**

CVSO Cobb informed the Committee of the following:

**Announcements and Correspondence**

- 1) None

## **Office Activity Report**

### **Veterans Service Office**

- 1) 148 new appointments since last meeting in November 2017
- 2) Team meetings were held on November 28, 2017; January 30, 2018; and February 20, 2018

### **Veterans Service Commission**

- 1) Meetings were held on December 11, 2017, January 22, 2018 and February 19, 2018

### **Veterans Court**

- 1) Court was held on December 15, 2017, January 19, 2018 and February 16, 2018. Weekly team meetings are also held every Wednesday at noon.

## **Attendance at Other Meetings**

- 1) Wisconsin Military Network, a web-based platform on veteran resources
- 2) VFW Mid-Winter Conference in Wisconsin Rapids
- 3) VA Town Hall Meeting in Appleton

A handout was provided on the above and meetings attended by CVSO and since the middle of November 2017.

## **VETERANS SERVICE END OF YEAR REPORT – CVSO Charlene Cobb**

Charlene provided a draft of the 2017 Annual Report of the Veterans Service Department and Veterans Service Commission, with a discussion ensuing afterward. The drafted annual report covers the department's and commission's mission statements and summaries of responsibilities, goals and objectives achieved in 2017, budget information, issues and challenges ahead, and goals and objectives for 2018.

## **CONSIDERATION OF SALARY/EQUITY ADJUSTMENT REQUEST – PSYCHIATRIC NURSE – Clinical Services Supervisor Jody Gallaway**

Tom Eggebrecht presented to the committee a Salary/Equity Adjustment Request for psychiatric nurse Celia Holte and explained the duties of her position, as well as her salary in the context of other nurses at Health and Human Services. He also noted that the equity adjustment has the support of Jean Gallimore, Director of Human Resources.

Supervisor Epping moved and Supervisor Brauer seconded to approve the request. Motion carried unanimously.

## **CONSIDERATION OF VACANT POSITION REQUEST – HUMAN SERVICES SPECIALIST (ECONOMIC SUPPORT) – Economic and Child Support Manager Tim Gessler**

Tim Gessler presented to the Committee a Vacant Position Request for a Human Services Specialist (Economic Support) and explained the necessity of filling this position.

Supervisor Epping moved and Supervisor Nelson seconded to approve the Vacant Position Request for a Human Services Specialist (Economic Support). Motion carried unanimously.

**CONSIDERATION OF VACANT POSITION REQUEST – HUMAN SERVICES SUPERVISOR (CHILD PROTECTION) – Child & Family Services Manager Scott Shackelford**

Scott Shackelford presented to the Committee a Vacant Position Request for a Human Services Supervisor (Child Protection) and explained the necessity of filling this position.

Supervisor Epping moved and Supervisor Nelson seconded to approve the Vacant Position Request for a Human Services Supervisor (Child Protection) and to forward this request to the Human Resources Committee for their consideration. Motion carried unanimously.

**AGING UNIT PLAN PRESENTATION – Elder Services Supervisor Dale Deterding**

Dale Deterding gave a high level presentation on the services and programs offered by the Aging Unit, as well as the priority program areas and a timeline for developing the 2019-2021 Aging Plan.

The presentation covered a variety of services offered by the Aging Unit staff, including: the telephone reassurance, volunteer driver, and handi-helper programs. Dale also noted that Aging staff offer home outreach visits for seniors, caregiver resources, and community screening, educational, and social opportunities. In addition, he discussed existing transportation services the elderly and people with disabilities in Sheboygan County, and the desire to expand these services based on new grant funding received.

Dale also noted the work of the unit's elderly benefits specialist and colleagues who provide benefits counseling to seniors, and assisted a large amount of consumers during the 2017 Medicare Part D Open Enrollment season. In addition, he discussed the Sheboygan Senior Dining Program and home delivered meal services, the partnerships with and cost of different food vendors, and funding sources for these programs.

Dale closed the presentation with a few notes about the 2019-2021 Sheboygan County Aging Plan project areas and timeline. The project areas include encouraging seniors to get involved (self-advocacy), the dining program, caregiver programs, evidence-based health promotion classes, and local priorities. The Aging Unit is currently collecting input from seniors in the community, and will then prepare and sent a draft to GWAAR, hold a public hearing, and have it approved by the Aging and Disability Committee.

**CONSIDERATION OF VACANT POSITION REQUEST – HALF-TIME LTE-SCHEDULER/DATA ENTRY – Elder Services Supervisor Dale Deterding**

Dale Deterding presented to the Committee a Vacant Position Request for a Half-time LTE-Scheduler/Data Entry role and explained the necessity of filling this position.

Supervisor Epping moved and Supervisor Nelson seconded to approve the Vacant Position Request for a Half-time LTE-Scheduler/Data Entry role. Motion carried unanimously.

**REVIEW AND APPROVE VOUCHERS**

In addition to the financial vouchers, the most recent purchasing card statement from January was provided to the committee. Discussion ensued. After questions were answered, Supervisor Epping moved and Supervisor Nelson seconded to approve the Health and Human Services vouchers as presented. Motion carried unanimously.

**APPROVAL OF ATTENDANCE OF MEMBERS AT OTHER MEETINGS OR FUNCTIONS**

It was noted that Tom Eggebrecht would be present at the next Human Resources Committee meeting on February 22, 2018 at 3:30 PM, in Room 302 of the Administration Building, in order to present the Salary/Equity Adjustment Request approved at today's meeting.

**ADJOURNMENT**

At 10:30 a.m., Supervisor Epping moved and Supervisor Otten seconded to adjourn the February 20, 2018 Health and Human Services Committee Meeting. Motion carried unanimously.

Victoria Deterding  
Recording Secretary

Henry Nelson  
Committee Secretary



# Sheboygan County VACANT POSITION REQUEST

(To be completed for all vacant positions)

WISCONSIN

**Date:** 3/6/2018  
**To:** Health & Human Services Committee Members  
**From:** Jackie Moglowsky, Behavioral Health Manager

**Position Request:**

**Position:** 2 - Senior Public Health Professional – Behavioral Health Counselor  
**Reason for Vacancy:** Retirements

**Justification:**

These positions are an essential part of the treatment team at the Mental Health & Substance Abuse Treatment Center. When fully staffed, the team includes six Psychotherapists, one full time Alcohol and Other Drug Abuse (AODA) Counselor, one Intoxicated Driver Program Coordinator and one Crisis Case Manager. A Licensed Psychologist provides staff supervision and administrative direction. Treatment Center staff provide services under state certified outpatient mental health and substance abuse treatment programs as well as certified emergency services programs. In 2017, staff responded to 1161 requests for information and referrals during their on-call time, which represents a 56% increase from 2011. The services being provided are proving to be effective; consumers are remaining in services, attending appointments consistently, and requiring restrictive services less often. At the current staffing level, we have experienced a 76% decrease in hospital admissions between 2011 and 2016. A vacancy in these positions will reduce the number of individuals able to be seen, result in longer waits to receive services, and increase the risk for need for costly hospitalizations. This position is also critical to Sheboygan County’s efforts to address the opioid epidemic that continues to claim the lives of our residents and wreak havoc in many families in our community. In addition to providing outpatient services, these positions provide support to our opioid detoxification program that seeks to treat residents with severe opioid addiction who have lost custody of their children.

Recruitment of these positions was approved on October 3, 2017 and an agreement to present this Vacant Position Request prior to making any offers was made. It has been discovered that this step was overlooked prior to hiring of the most recent therapist on January 3, 2018 and we are asking for retroactive approval on that position. We are also asking for approval to fill the second 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:**

DBM Salary Range of Requested Position: C43 \$54,259- \$81,389

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

Wages	Benefits	Total
\$108,518 - \$162,778	\$53,732	\$162,250 - \$216,510

(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.

08/2015