

NOTICE OF MEETING

HEALTH AND HUMAN SERVICES COMMITTEE

May 15, 2018 – 8:30 A.M.

Health and Human Services Department
1011 North 8th 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 – April 3, 2018

Announcements and Correspondence

Public Input

County Veterans Services Officer (CVSO) Charlene Cobb

- Veterans Service Office Activity
- Veterans Service Office Relocation Update

Child Protective Services Supervisor Sarah Mueller, Foster Care Coordinator Beth Jensema, and Kinship Care Coordinator Becki Weedman

- Foster Care / Kinship Care Presentation

Health and Human Services Director Tom Eggebrecht

- Consideration of Health & Human Services Vehicle Use Policy
- Consideration of Vacant Position Request – Deputy HHS Director/Health Services Manager
- Consideration of Vacant Position Request – Human Services Professional – Information & Assistance and Adult Protective Services

Behavioral Health Manager Jackie Moglowsky

- Consideration of Request for Change in Departmental Table of Organization
- Consideration of Vacant Position Request - Human Service Professional – Behavioral Health Case Manager
- Consideration of Vacant Position Request - Human Services Assistant – Behavioral Health

Economic and Child Support Manager Tim Gessler

- Consideration of Vacant Position Request – Administrative Assistant

Operations Manager Shannon Otten

- Consideration of 2018 Budget Adjustments

Consideration of Appointment of Citizen Member to the Aging & Disability Advisory Committee

Consideration of Appointment of Health & Human Services Committee Members to the Aging & Disability Advisory Committee

Consideration of Appointment of Health & Human Services Committee Member to the Lakeshore CAP Board of Directors

Review and Approve Vouchers

Approval of Attendance at Other Meetings

Adjourn

Prepared by:
Victoria Deterding
Recording Secretary

Brian Hoffman
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 8th Street
Sheboygan, WI 53081
Room 413

April 3, 2018

Called To Order: 8:30 a.m.

Adjourned: 9:42 a.m.

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

ABSENT: Supervisor Brian Hoffmann – Vice Chair

ALSO PRESENT: Tom Eggebrecht, Shannon Otten, Scott Shackelford, Tim Gessler, Diane Liebenthal, Jackie Moglowsky, Troy Krepsky, Susan Andres, Jean Pittner, and Dawn Brulla.

Supervisor Baumgart called the April 3, 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 April 3, 2018 meeting of the Health and Human Services Committee was posted on March 29, 2018 at 10:38 a.m., in compliance with the Open Meeting Law.

REVIEW AND APPROVE MINUTES: March 20, 2018 Health and Human Services Committee Meeting

Supervisor Nelson moved and Ms. Kliejunas seconded to approve the minutes of the March 20, 2018 Health and Human Services Committee. Motion carried unanimously.

ANNOUNCEMENTS AND CORRESPONDENCE

Tom Eggebrecht opened announcements acknowledging Public Health Week, April 2-8. With the upcoming County Board Supervisor elections, Tom also acknowledged all of the changes that took place over the past two year term of the current Health & Human Services Committee. Some highlights included: the establishment of a Trauma-Informed Care Coordinator position, with Sheboygan County and becoming a leader in this area, establishing a security presence in the building lobby, the filling of leadership positions, including a New Behavioral Health Manager, an Interim Public Health Officer, and establishing Shannon Otten as Operations Manager. In addition, Tom noted the completion of the Administrative Offices, community partnerships for the Welcome Baby initiative, working in tandem with Lakeshore CAP to serve families referred to but screened out of child protection services, and the creation of a Regional Child Advocacy Center. The department also worked with the DA for a special prosecutor position to assist with cases involving parental rights, to prevent a backlog of youth placed in Foster Care. Public Health staff took on a higher caseload of inspections. The department continued its dementia-friendly community programming, expanded elderly benefits specialist services, and secured funding to expand transportation services in rural areas of the county. A collaboration with job placement services through RCS for those with mental illness continued, and the department worked with various partners through Healthy Sheboygan County 2020 to

complete a Community Health Needs Assessment. The committee's term will be commemorated with a photo.

PUBLIC INPUT

None.

BEHAVIORAL HEALTH CASE MANAGEMENT PRESENTATION – Behavioral Health Manager Jackie Moglowsky, Behavioral Health Case Management Supervisor Troy Krepsky, and Behavioral Health Case Management Lead Workers Susan Andres and Justin Strahl

After an introduction from manager Jackie Moglowsky, the Behavioral Health Case Management leadership team, including supervisor Troy Krepsky, and lead workers Susan Andres and Justin Strahl, gave the committee an overview of the work of their unit.

The purpose of the case management unit is to provide participants with client-centered care that ensures quality of life by providing skill training and promoting independence. All of the clients served in the Behavioral Health Case Management unit are at least 18 years old, and have a severe or persistent mental illness or a substance abuse disorder. Services provided include medication monitoring, attending psychiatric appointments, and any activity that supports independence.

CONSIDERATION OF VACANT POSITION REQUEST – LTE – PROFESSIONAL (NUTRITIONIST WIC) – Interim Public Health Officer Diane Liebenthal

Tom Eggebrecht, in Diane Liebenthal's absence, presented to the Committee a Vacant Position Request for an LTE – Public Health Professional (Nutritionist WIC) and explained the necessity of filling this position.

Supervisor Epping moved and Supervisor Brauer seconded to approve the Vacant Position Request for a LTE – Professional (Nutritionist WIC). Motion carried unanimously.

REVIEW AND APPROVE VOUCHERS

Supervisor Epping 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

It was noted that the Vacant Position Request for the LTE – Professional (Nutritionist WIC) would be considered at the next Human Resources Committee meeting in May, with the exact date to be determined.

ADJOURNMENT

At 9:42 a.m., Supervisor Epping moved and Supervisor Nelson seconded to adjourn the April 3, 2018 Health and Human Services Committee Meeting. Motion carried unanimously.

Victoria Deterding
Recording Secretary

Henry Nelson
Committee Secretary

**POLICY/PROCEDURE
FOR
HEALTH AND HUMAN SERVICES DEPARTMENT**

DIVISION/UNIT HEALTH & HUMAN SERVICES		PAGE 1	OF 4	POLICY/PROCEDURE # 406
SUBJECT Car Use Policy		EFFECTIVE DATE 10/25/2011	REVISION DATE 5/8/2018	DELETION DATE
RECOMMENDED BY Tom Eggebrecht	APPROVED BY Tom Eggebrecht		RELATES TO (POLICY/ STATUTE/ORDINANCE) County Code of Ordinances Chapter 58 HR Policy 608 HR Policy 614	

Health and Human Services Vehicle Use Policy

- **Article 1: General Policy**
- **Article 2: Description of Vehicles**
- **Article 3: Use of Vehicles**
- **Article 4: Reservation Procedures**
- **Article 5: Vehicle Options**

Article 1: Purpose/General Policy

It is the policy of the Health and Human Services Department to assure the availability of a county owned fleet of vehicles for staff use in work performed. The use of county owned versus personal vehicles is strongly encouraged as a cost savings measure for both the Department and County. While vehicles may be reserved for any authorized business, their use will be prioritized for out of county and/or multi-passenger travel as needs may require. All vehicles are to be accessed and operated in accordance with the guidelines established in this policy.

Article 2: Description of Vehicles

There are a total of 5 vehicles dedicated for Health & Human Services use. Their names as registered in Google calendars and locations are as listed below:

- **HHS-HHSD Agency Car 1 - Ford Explorer SUV** (located at the main building)
- **HHS-HHSD Agency Car 2 - Ford Taurus Sedan** (located at the main building)
- **HHS-HHSD Agency Car 3 - Ford Crown Victoria** (located at the main building)
- **HHS-HHSD Agency Car 4 - Dodge Caravan Van** (located at the main building)
- **HHS-HHSD ADRC Car - Ford Taurus Sedan** (located at the ADRC)

There are also 2 additional vehicles available for general county use, including that of HHS employees, should department vehicles be unavailable:

- **Admin Car 500 - Ford Explorer SUV** (located in the lot at 7th and Pennsylvania)
 - **Admin Car 501 - Ford Taurus Sedan** (located in the lot at 7th and Pennsylvania)
-

Article 3: Use of Vehicles

Authorized drivers shall only be employees of HHSD, other county employees, or Board members who hold a current/valid driver's license. No other drivers are allowed to operate county owned vehicles unless specifically authorized to do so by supervisory staff. Authorized passengers shall only be employees of the HHSD or their guests/clients involved with official HHSD business. No other passengers are allowed to ride in vehicles unless specifically authorized to do so by supervisors.

- **Non-authorized passengers** include spouses or significant others, family members, children, pets, or any passenger not on official HHSD business.
- **Non-authorized drivers** include those who have been cited for three or more moving violations in a year, do not carry a valid driver's license, as well as those who have committed any action(s) that are detrimental to the function or public image of the HHSD.

Limited exceptions may be applicable for certain situations, such as if the vehicle is needed early in the morning for county business and the employee takes the car home the night before, or there's a visit late in the day and it's closer for the employee to go directly home afterwards rather than returning the vehicle first. This exception, with supervisory approval, will allow for employees to use county vehicles for limited personal use such as picking up a child after school.

Driver Responsibilities:

- Ensure that all safety devices, including seat belts, are used by all vehicle occupants.
- Maintain a valid U.S. driver's license.
- Operate vehicles in accordance with federal, state and local regulations, traffic laws, and ordinances.
- Use safe driving practices at all times.
- Refrain from using cellular telephones, personal listening devices, and from conducting any other activities which may impede the ability to focus on safely operating the vehicle while it is in motion.
- Texting while operating a vehicle is illegal and specifically prohibited at all times.
- Report unsafe vehicle conditions or concerns promptly to the department's Administrative Assistant
- Report all accidents, license suspensions, and traffic violations (including parking violations) to supervisory personnel.
- Maintain the interior of the vehicle in a clean and orderly manner; do not leave trash, etc., in the vehicle.
- The use of alcohol or smoking in HHSD vehicles is strictly prohibited at all times.
- **Return vehicles with a full tank of fuel at all times.**
 - Vehicles should be filled using the Kwik Trip card located in a sleeve attached to the driver's side visor along with a PIN and instructions.

- For HHSD main vehicle drivers, place fuel receipts in the envelope located with vehicle keys in the north staff entrance hallway.
- For ADRC drivers, place fuel receipts in the envelope located in the ADRC car.
- For drivers of non-HHSD specific cars, forward receipts through interoffice mail to the Sheboygan County Purchasing Agent c/o Finance Department in the County Administration Building.
- If the vehicle must be fueled out of town, and a Kwik Trip location is not nearby, the driver should pay for the fuel then, following the employee expense reimbursement policy, turn in the receipt with a monthly expense voucher for reimbursement.
- For HHSD cars, enter use information on the Vehicle Log located in the car, documenting date, staff name and Business Unit, Odometer start and stop, and dollar amount of gas purchased.
- Drivers are responsible for the payment of any fines for traffic or parking violations associated with the use of any county-owned vehicles.

Appropriate Use of Vehicles:

- County-owned vehicles are to be used only to conduct official county business. Limited exceptions may be applicable for certain situations, such as if the vehicle is needed early in the morning for county business and the employee takes the car home the night before, or there's a visit late in the day and it's closer for the employee to go directly home afterwards rather than returning the vehicle first.
- Plan and combine all trips for maximum efficiency (e.g., within geographic areas) when their combination would result in fewer miles of travel as opposed to returning to the Department between each.
- All travel (local or out of county) is requested to be coordinated with others traveling to the same destinations as practical.
- Vehicles are not to be taken home or used for personal errands unless prior supervisory approval has been obtained.
- Damage/restoration costs resulting from unauthorized or illegal use of county vehicles will be the complete responsibility of the driver.

In Case of an Accident:

- If you are in an accident, a police report must be filed. Request that the attending officer file a written report, regardless of the extent of the damages. A copy of this report must be forwarded to the County Clerk's office as soon as possible with a copy to your supervisor.
- County insurance cards are located in the glove compartment of all vehicles
- Depending on the existence and severity of injuries, call 911. **Do not** move an injured person.
- Move the vehicle only when directed to do so or to avoid obstructing traffic when possible.
- Within 24 hours, report the accident to your supervisor.

In the event of an accident, do not debate or admit responsibility, and do not make statements to anyone except police/law enforcement, your supervisor, HHSD Management, Human Resources, or legal counsel.

In Case of a Break Down or Vehicle Maintenance Concern:

- If you experience mechanical failure, call the Sheboygan County Purchasing Agent at (920) 980-0043 for assistance. If no one is available, leave a message and call your supervisor.
 - If after hours, or you cannot reach anyone, do what is necessary to rectify the problem. All associated costs will be reimbursed by the County. Turn any repair receipts in to your supervisor.
 - Bring any maintenance concerns to the attention of the County Purchasing Agent.
-

Article 4: Reservation Procedures

- Reservations are to be made through the Google calendar for any vehicle. Instructions for making reservations are located in Google training materials provided by IT, available here: [Shared\SheboyganCounty\InformationSystems\Videos](#)
- Make reservations at the earliest time possible in anticipation of required trips.
- Preference will be extended to staff traveling the furthest distance and may result in “bumping” of existing reservations. Bumps to reservations must involve direct notice to previously registered users and occur at least one business day prior to travel.
- Trips involving multiple staff may take priority if unavailability of a county vehicle would result in multiple individual mileage claims being made.
- If you require a car and the county cars are not available, send an e-mail to the Department’s Administrative Assistant with the requested time/date/destination. A review of the current reservations will be done to determine if “bumping” should occur in accordance with the guidelines listed above.
- It is imperative to update previously made reservations in the event that plans change in order to ensure maximum availability and efficient use of vehicles.

Keys for the vehicles are located on the east wall in the hallway of the HHSD's north employee entrance. Drivers are requested to document their use of vehicles on the user log located adjacent to vehicle keys. As there is a steady demand for vehicles, it is important that they are returned on time, as scheduled. If any return conflicts should arise, communication is crucial for those who hold future reservations.

Article 5: Vehicle Options

Pursuant to the approval of the Health and Human Services Committee, two vehicles in the Department’s fleet will be made available without county logo identification. Their use is to be prioritized for circumstances requiring the protection of consumer privacy (e.g., when transporting consumers or making consumer home visits).



Sheboygan County

VACANT POSITION REQUEST

(To be completed for all vacant positions)

Date: 5/10/2017
To: Health & Human Services Committee Members
From: Tom Eggebrecht

Position Request:

Position: Deputy HHS Director/Health Services Manager
 Reason for Vacancy: Department Restructuring

Justification:

In response to budget concerns in mid-2017, the Department pursued personnel restructuring and other measures in an effort to avoid a negative year-end variance. Among those measures, the Department's Health Services Manager duties were assigned on an interim basis to one of the Department's Public Health Supervisors. Pursuant to statutory requirement, the Department is now obligated to re-establish a non-interim Health Officer role. That obligation will be met through posting and filling the vacant Health Services Manager 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: D62--\$68,767 – \$103,151

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

Wages	Benefits	Total
\$68,767-\$103,151	\$29,155	\$97,922-\$132,306

(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)

WISCONSIN

Date: 5/7/2018
To: Health & Human Services Committee Members
From: Dale Deterding

Position Request:

Position: Human Services Professional-Information & Assistance and Adult Protective Services
Reason for Vacancy: Staff Retirement

Justification:

This position is shared between Adult Protective Services (APS) and the Aging and Disability Resource Center (ADRC), with fifty (50) percent of the time spent working in each program area. This position, in both program areas, will be working with adults who may be elderly, or have physical and/or cognitive impairments. The ADRC is a single entry point for older adults and persons with disabilities for information about community resources, pre-admission screens for long-term care and access to benefits for community based long-term care. A recent study, conducted by the state oversight agency, Disability Rights Wisconsin, determined that the ADRC was in need of either an additional half-time Disability Benefit Specialist (DBS) or a full-time DBS assistant to meet the needs of the disabled population age 18-59. This half-time ADRC Information and Assistance (I&A) position will assist the DBS with lower level issues regarding Medicare and Medical Assistance because ADRC regulations do not allow DBS staff to assist with APS-related activities. 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. From 2014 through 2017, the number of APS referrals has increased from 308 in 2014 to 412 in 2017. These referrals often involve issues of financial or physical abuse, emergency protective placement, or the need for a substitute decision-maker. Given the demographic increase in the aging population, these numbers are projected to keep climbing.

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
\$51,360.00	\$26,407.00	\$77,767.00

(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

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

Department: HHS – Behavioral Health	Date: May 15, 2018
Effective Date of Change: June 1, 2018	

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
Deputy Human Services Director	1			1		
Human Services Manager	2			2		
Senior Public Health Professional	8			8		
Senior Human Services Professional	1			1		
Public Health Professional	2			1		
Administrative Specialist	2			2		
Lead Human Services Professional	2			2		
Human Services Professional	10			11		
Human Services Assistant	0			1		
TOTALS	28			29		

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.

Pursuant to difficulty in filling a blended behavioral health nurse/case manager role, the Department is requesting the opportunity to create and fill a Human Services Assistant position to act as medical assistant to existing nursing staff. This position would be responsible for measuring vital signs, such as blood pressure, pulse and weight, giving patients injections or medications, completing Level 1 and Level 2 screens, assisting in completing drug screens, and assisting the Drug Treatment Court Team in verifications of participant activities. The position would function at a B22 classification.

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	\$34,564- \$42,816	\$59,252- \$73,398	Revenue from Medical Assistance Billable Services

RATIONALE

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

There are a number of medical services being performed by our Behavioral Health Nurse that are both non-billable and within the practice scope of a Medical Assistant (MA). Shifting some of these responsibilities to an MA will allow the RN to expand her focus on health risk assessments and increase her productivity in billable areas. The addition of an MA will also allow medication management responsibilities to shift away from our case management team, which will allow for approximately 10 additional hours of productive time per week and create capacity for additional consumers to be served with no additional impact on levy.

ADDITIONAL INFORMATION

Is there any other information that the liaison committee or Human Resources Committee ought to have when considering this change? You may attach additional documentation if you wish.

ACTION TAKEN

Department Head Determination: _____ Approved _____ Denied

Date: _____ 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

VACANT POSITION REQUEST

(To be completed for all vacant positions)

Date: 5/15/2018
To: Health & Human Services Committee Members
From: Jaclyn Moglowsky

Position Request:

Position: Human Services Professional – Behavioral Health Case Manager
Reason for Vacancy: Department Restructuring

Justification:

This position is a 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. The primary function of this position will be to provide in-depth assessments and short-term case management to youth and their families as part of a newly established children’s mental health team pursuant to community need and request in 2018 budget planning.

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.



Sheboygan County

VACANT POSITION REQUEST

(To be completed for all vacant positions)

Date: 5/15/2018
To: Health & Human Services Committee Members
From: Jaclyn Moglowsky, Behavioral Health Manager

Position Request:

Position: Human Services Assistant – Behavioral Health
Reason for Vacancy: Position on Table of Organization Not Recently Filled

Justification:

The Behavioral Health Case Management Program has had a position that splits time and responsibilities between case management duties and nursing duties. Approval to fill that position was recently granted by the Health and Human Services Committee. In light of difficulty filling the split position and in light of prospective productivity and revenue enhancements, we would like to divide this one position into two separate positions: one a full time case manager; the second a full time Behavioral Health Medical Assistant.

There are a number of medical services being performed by our one existing Behavioral Health Nurse that are both non-billable and within the practice scope of a Medical Assistant (MA). Shifting some of these responsibilities from the existing RN to an MA will allow the RN to expand her focus on health risk assessments and increase her productivity in billable areas. The addition of an MA will also allow medication management responsibilities to shift away from our case management team, which will allow for approximately 10 additional hours of productive time per week and create capacity for additional consumers to be served with no additional impact on levy.

Position	Projected Third Party Revenue Enhancement
Medical Assistant	\$8,800
Registered Nurse	\$34,500
Case Management	\$32,145
Total	\$75,445

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: NA

Costs:

DBM Salary Range of Requested Position: B22-- \$35,369 – \$49,515

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

Wages	Benefits	Total
\$35,369-\$49,515	\$23,883	\$59,252- \$73,398

(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:

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3. Department Head forwards VPR to HR for Human Resources Committee approval/signature (**salaried positions only**).
4. HR begins recruitment process.

08/2015



Sheboygan County

VACANT POSITION REQUEST

(To be completed for all vacant positions)

Date: 4/30/2018
To: Health and Human Services Committee Members
From: Tim Gessler, ES & CS Manager

Position Request:

Position: Administrative Assistant
 Reason for Vacancy: Brittany Savaglio promotion

Justification:

The Administrative Assistant position is critical to our provision of BadgerCare, Medicaid, Foodshare, Wisconsin Shares and Wisconsin Home Energy Assistance Program Services at the Job Center. The primary placement for this position will be at the Job Center, but the new hire will also be assigned responsibilities at the ADRC. In addition, on an as needed basis, the new hire may provide support services at the Human Services Building and/or the Child Support office. The new hire may require one to three months of training and additional experience prior to being able to make a full contribution to the workload. During the time of the hiring process and the training period, the remaining staff will have to cover the ongoing administrative workload. We hope this position can be filled so the new hire can begin training in preparation for the ongoing work associated with the promotion of Brittany Savaglio. 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: B21--\$32,349 - \$45,329
The annual costs associated with the position (current year's wage & benefit rates):

Wages	Benefits	Total
\$32,349 - \$45,329	\$23,559	\$55,908 - \$68,888

(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.

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08/2015



SHEBOYGAN COUNTY

Shannon Otten - Manager
Operations
Health and Human Services Department

To: Health and Human Services Committee

From: Shannon Otten, Operations Manager *SO*

Date: 5/15/2018

RE: 2018 Budget Adjustments for Health & Human Services

The 2018 budget was prepared in July of 2017, using 2017 grant amounts for any grant changes that were unknown at the time the budget was prepared. Since this time, the department has received 2018 contracts with updated grant amounts which now need to be reflected in our 2018 budget. The following adjustments are being proposed to account for the change in current grants with a net increase in revenue of \$211,917.

1. Congregate III-C1 Grant was increased by the amount of \$440 for 2018.
2. The Nutrition Services Inct Prog (NSIP) was decreased by the amount of \$3,454.
3. Home Delivered III-C2 Grant was increased by the amount of \$3.
4. Title III B Support Services Grant was decreased by the amount of \$839.
5. Preventive Health III-D Grant was decreased by the amount of \$42.
6. Family Caregiver Support III-E Grant was decreased by the amount of \$415.
7. Alzheimer's Family Support Grant was decreased by the amount of \$56.
8. The MIPPA Grant was increased by the amount of \$6,760.
9. State Health Insurance Assistance Program (SHIP) Grant was decreased by the amount of \$678.
10. State Transportation Grant was increased by the amount of \$7,357.
11. DSS Basic County Allocations increased by the amount of \$141,047.
12. Foster Parent Training Grant was decreased by the amount of \$1,572.
13. The Kinship Assessment Grant was decreased by the amount of \$2,964 and the Kinship Base Benefits Grant was decreased by the amount of \$29,637.
14. We did not receive the WISACWIS grant this year, which is a decrease of \$2,993 in revenue.
15. The Youth Aids-AODA Grant was decreased by the amount of \$634 and the Youth Aids-Community Grant was decreased by the amount of \$48,676.
16. DCP Basic County Allocations was decreased by the amount of \$1,051.
17. Children's Long Term Support Grant increased by the amount of \$146,506

18. Public Health Preparedness Grant was decreased by the amount of \$4,785.

19. Public Health was awarded a new grant for Communicable Disease Prevention in the amount of \$7,600.

Account Number	Subledger	Sub Type	Amount	Account Description	
2211.411100			440.00	Tax Levy	1
2211.423525.947			(440.00)	Title III C-1 Congregate Nutr	
2224.411100			(1,208.00)	Tax Levy	2
2211.411100			(2,246.00)	Tax Levy	
2224.423525.447			1,208.00	Nutrition Svs Inct Prg NSIP	
2211.423525.447			2,246.00	Nutrition Svs Inct Prg NSIP	
2224.423525.948			(3.00)	Title III C-2 Home Delivered	3
2224.411100			3.00	Tax Levy	
2215.411100			(839.00)	Tax Levy	4
2215.423525.953			839.00	Title III B Supt Svs	
2252.411100			(42.00)	Tax Levy	5
2252.423525.955			42.00	Title III D In Home Services	
2256.411100			(415.00)	Tax Levy	6
2256.423525.956			415.00	Title III E Nat'l Fmly Caregiv	
2250.423525.949			56.00	Alzheimers Fam & Caregivers	7
2250.411100			(56.00)	Tax Levy	
2251.411100			6,760.00	Tax Levy	8
2251.423525.445	55041	A	(6,760.00)	MIPPA MC Imprvmnt Patients/Pro	
2251.411100			(678.00)	Tax Levy	9
2251.423525.446			678.00	SHIPS State Hlth Ins Prgm	
2255.423375.957			(7,357.00)	State Transportation	10
2255.531450			474.00	Transportation	
2255.411100			6,883.00	Tax Levy	
2010.511105			4,301.00	Wages	
2017.511105	55023	A	4,301.00	Wages	
2010.411100			(4,301.00)	Tax Levy	
2017.411100			(4,301.00)	Tax Levy	
2511.411100			141,047.00	Tax Levy	11
2511.423525.485			(10,468.00)	State County Match - 681	
2511.423525.985			(130,579.00)	DSS Community Aids-BCA	
2507.411100			(56,335.00)	Tax Levy	
2507.531700			40,000.00	Foster Homes	
2507.531741			16,335.00	Administrative Payments	
2585.423525.982			1,572.00	Foster Parent Training Grant	12
2585.411100			(1,572.00)	Tax Levy	

Account Number	Subledger	Sub Type	Amount	Account Description	
2541.423525.476			2,964.00	Kinship Assessment	13
2541.423525.976			29,637.00	Kinship Base Benefits	
2541.411100			(32,601.00)	Tax Levy	
2554.423525.978			2,993.00	WISACWIS Grant	14
2554.411100			(2,993.00)	Tax Levy	
2516.423525.981			634.00	Youth Aids - AODA	15
2516.411100			(49,310.00)	Tax Levy	
2516.423525.979			48,676.00	Youth Aids - Community	
2021.423525.962			1,051.00	DCP Community Aids-BCA	16
2021.411100			(1,051.00)	Tax Levy	
2027.531700			13,950.00	Foster Homes	17
2027.531741			6,974.00	Administrative Payments	
2027.531455			520.00	Investigation	
2027.531507			105,062.00	WPS to Providers	
2027.531700			20,000.00	Adaptive Aids/Equipment	
2027.423525.909			(146,506.00)	Children Long Term Support	
2329.411100			(4,785.00)	Tax Levy	18
2329.423525.464			4,785.00	PH Preparedness Grant	
2341.411100			7,600.00	Tax Levy	19
2341.423525.910			(7,600.00)	Communicable Disease Prevention	

ADRC Governing Committee
Membership Biographical Information

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Highlights of education and/or employment background: I graduated from the University of Wisconsin – LaCrosse with a BS in Social Work; minors in Minority Studies and Psychological Testing; I obtained my MS degree from Cardinal Stritch University in Business & Management. I retired from Sheboygan County in January of 2017 after working 36 + years with Social Services. I worked with the families of children and teenagers in the areas of child protection, juvenile justice, and out of home care placements.

Community Involvement: During my work life, I spent most off hours raising our two daughters and their involvement in activities such as Girl Scouts, Sheboygan County 4-H, church school teacher, and community services activities connected with these groups. I am currently serving a three year term as a Deacon of Membership and Pastoral Care at First Congregational Church, as well as a three year term on the Deland Receiving Home Board. I am a member of Peace Park Sheboygan, a new poll worker, and a member of the Granny Caucus, a group focused on educational issues pertinent to our county and our state.

Please provide a brief statement about your interest in serving on the ADRC Governing Committee: Now that I am retired, it is time to give back to our community. While working, I had the pleasure of working with staff at the ADRC and learned a great deal about the services they provide to the elderly and disabled members of our community. Our daughter, Leah, who has Down syndrome, has benefitted from many of these services, as she transitioned to adulthood. It would be a privilege to serve on this committee.