

## **SHEBOYGAN COUNTY HEALTH AND HUMAN SERVICES COMMITTEE MEETING**

Sheboygan County Administration Building  
508 New York Avenue  
Sheboygan WI 53081  
Room 302

**May 7, 2013**

**Called To Order: 8:15 A.M.**

**Adjourned: 10:10 A.M.**

**MEMBERS PRESENT:** Supervisor Peggy Feider – Chair; Supervisor Kristine Wheeler – Vice Chair; Supervisor Vernon Koch – Secretary; Supervisor Jacob Van Dixhorn; Supervisor Brian Hoffmann, Supervisor Roger Otten, Mr. Curtiss Nyenhuis, and Ms. Barbara Dodge

**MEMBERS ABSENT:** One Citizen Representative

**ALSO PRESENT:** Tom Eggebrecht, Martin Bonk, Dale Hippensteel, Elizabeth Mahloch, Carol Bukovic, Jean Beinemann, Tim Gessler, Cindy VanderWeele, Marie Seger, Kim Pagel, Julie Schaefer, and County Veterans Service Officer (CVSO) Cobb

Supervisor Wheeler called the meeting to order at 8:20 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 May 7, 2013 meeting of the Health and Human Services Committee was posted on May 2, 2013, at 9:00 a.m., in compliance with the Open Meeting Law.

### **REVIEW AND APPROVE MINUTES: April 16, 2013 Health and Human Services Committee Meeting**

Supervisor Hoffmann moved and Ms. Dodge seconded to approve the minutes of the April 16, 2013 Health and Human Services Committee Meeting. Motion carried unanimously.

Supervisor Feider arrived at 8:25 a.m.

### **ANNOUNCEMENTS AND CORRESPONDENCE**

#### **1. Preliminary 2014 Sheboygan County Budget Estimates**

Tom Eggebrecht informed the Committee that in their packets is a 2014 Preliminary Budget Estimates memo prepared by County Administrator Adam Payne and Finance Director Terry Hanson. Tom indicated that, overall, the outlook for the upcoming budget preparation looks quite favorable. This was offered for the purposes of information and awareness to the Committee.

Tom Eggebrecht introduced Marie Seger to the Committee. Marie has accepted the position of Aging and Disability Resource Center Supervisor. Marie was previously employed as a Public Health Nurse.

Tom Eggebrecht informed the Committee that this week is National Nurses Week and acknowledged the work of our Public Health staff.

Tom Eggebrecht informed the Committee that May is Foster Care Month. Tom acknowledged the families that take children who are in difficult situations and accept them into their homes.

Tom Eggebrecht thanked Supervisor Feider, Supervisor Otten, and Mr. Nyenhuis for attending the Volunteer Recognition Banquet which was held on April 24, 2013.

Tom Eggebrecht informed the Committee that May is Mental Health Month.

Tom Eggebrecht informed the Committee that Xorbix Technologies has completed the step of sending out the Request for Proposal to screened vendors as part of the CMHC replacement initiative. Proposals will be due May 20<sup>th</sup>.

Martin Bonk informed the Committee that the Safety Training has been rescheduled. The Sheboygan Police Department will now be offering this training. The first session is scheduled for Monday, May 13, 2013, at 1:00 p.m., at the Mead Public Library in the Rocca Room. The second session is scheduled for Thursday, May 30, 2013, at 1:00 p.m. and also will be held in the Rocca Room at the Mead Public Library.

Martin Bonk informed the Committee that the Child Welfare Quality Service Review is occurring this week. The summary review is tentatively scheduled for July 9, 2013 at 1:00 p.m.

Dale Hippensteel and Jean Beinemann discussed that Public Health has been on television recently due to active Tuberculosis cases being confirmed in Sheboygan County. Jean informed the Committee that currently, there are eight cases of active Tuberculosis in Sheboygan County. Within the index case of active Tuberculosis, one family member who is a student at South High School has been confirmed as having active Tuberculosis. Jean informed the Committee more confirmed cases of active Tuberculosis are anticipated. She indicated that today she and the nurses involved will be conducting a case call with representatives from the Centers for Disease Control and Prevention, Mayo Clinic, the State Tuberculosis Program, Dr. Phelan, Children's Hospital, and a local pediatrician who is the doctor of some of the children involved to discuss a plan of action. Jean informed the Committee as more test results are received, another press conference will be held.

County Veterans Service Officer Cobb informed the Committee that on May 14, 2013 at 6:30 p.m., Wisconsin's Secretary of Veteran Affairs, John Scocos, will be conducting a listening session on the upcoming biennium budget in Fond du Lac.

Supervisor Van Dixhorn informed the Committee that Amanda Dillman from Aurora Sheboygan Memorial Medical Center is working with children suffering from obesity. She asked Supervisor Van Dixhorn if there is any funding and/or grants available to assist her in setting up programming for these children. Dale Hippensteel, in his role as Public Health Manager, informed Supervisor Van Dixhorn that he will contact Amanda and inform her on what would be available to her to assist in her work with children suffering from obesity.

#### **CONSIDERATION OF RESOLUTION FROM OUTAGAMIE COUNTY BOARD OF SUPERVISORS REQUESTING SUPPORTING INDICATION OF VETERAN STATUS ON AN OPERATOR'S LICENSE OR IDENTIFICATION CARD**

CVSO Cobb informed the Committee that a legislative proposal has been submitted that would allow an individual to have their status as a veteran designated on their state issued operator's license or identification card and will diminish the need for a veteran to carry his or her Certificate of Release or Discharge from Active Duty which contains sensitive information.

One thing the CVSO community addressed is that a veteran's disability level not be indicated on their license. The disability level is private medical information. Another factor is that disability levels change and when they do change, who covers the cost of making those changes and paying for new licenses for these veterans. CVSO Cobb indicated that if this legislative proposal passes, it will be of benefit in the years to come pertaining to veterans with mental health issues.

Supervisor Feider indicated that she is concerned with this resolution as there is no fiscal note attached to this Resolution.

After discussion, Mr. Nyenhuis moved and Supervisor Van Dixhorn seconded to file the Resolution from Outagamie County for information purposes only. Motion carried.

### **CONSIDERATION OF PUBLIC HEALTH ACCREDITATION – Dale Hippensteel**

Dale Hippensteel informed the Committee that the Division of Public Health is seeking to successfully become accredited through the national Public Health Accreditation Board (PHAB). This process is intended to advance quality and performance within public health departments at both the local and state levels. National accreditation has been developed because of the desire and vision necessary to improve service, value, and accountability to stakeholders. The process challenges the Division of Public Health to think about what business they do and how they do our business. It stimulates quality and performance and provides a pathway to define our culture in a positive way. It also stimulates greater accountability and transparency.

Dale informed the Committee that as with all accreditation and credentialing, there is cost associated. The fees are based on size of jurisdiction and range from \$3,180 annually to \$23,500 annually for the largest jurisdiction. Sheboygan County Division of Public Health's first year cost is \$6,757 and drops to \$5,068 per year for the following four years of the five-year cycle. The Division of Public Health has received \$10,000 in 2012 and 2013 to move the process forward from the Centers for Disease Control and Prevention and the State of Wisconsin. Cindy VanderWeele is the lead nurse for the accreditation process. No monies will go to the federal government.

Dale is respectfully requesting that the Committee officially support the Public Health Accreditation process and authorize the Committee Chair to sign a letter of support that will be transmitted with the application.

Supervisor Hoffmann moved and Supervisor Koch seconded to approve the Public Health Accreditation process and authorize the Committee Chair to sign a letter of support that will be transmitted with the application. Motion carried.

### **PUBLIC HEALTH ACCREDITATION UPDATE – Cindy VanderWeele**

Cindy VanderWeele informed the Committee that she will be presenting monthly updates to the Committee on the accreditation process. Cindy informed the Committee that she is involved in the Tuberculosis process at this time, so her progress in working on accreditation has slowed down somewhat. Cindy informed the Committee she is currently working on Domain 10 which is to contribute to and apply the evidence base of public health. The standard is to identify and use the best available evidence for making informed public health practice decisions. The measure will identify and use applicable evidence-based and/or promising practices when implementing new or revised processes, programs, and/or interventions. The required documentation are two examples within the past three years of evidence-based or promising practices, including source of evidence-based or promising practice and description of how

evidence-based or promising practice was implemented in agency processes, programs, and/or interventions. The example that was identified for Domain 10 was Cocooning Tetanus, Diphtheria, Pertussis (Tdap) Around Babies. The source of evidence-based practice is *Impact of maternal postpartum tetanus and diphtheria toxoids and acellular pertussis immunization on infant pertussis infection*: In May of 2012, with the increase of pertussis cases in Sheboygan County, the nursing staff identified a need to educate the new moms in the Women, Infants, and Children (WIC) program about the importance of vaccinating mothers and household members with Tdap to reduce the risk to their newborns. Public Health was aware that the hospitals were not providing vaccine for the fathers or other household contacts. Using the research, Public Health planned to incorporate a nurse visit with a mom's new baby visit. A handout and protocol were developed. Staff were assigned to provide the visits. Posters in English and Spanish were designed to be placed in the building elevators. A database was initiated for collecting data on who received services. Beginning on September 6, 2012, the nurses began collecting more data on when mom got the Tdap and identifying barriers to receiving the vaccines as part of a Quality Improvement project. The required documentation for this Domain was 3 North Public Health Nurse Meeting Minutes from May 3, 2012, an email from Program Supervisor Diane Liebenthal to All Users at the Division of Public dated May 10, 2012, and the Quality Improvement Committee developed a story board which began on May 11, 2012. They updated the story board as changes were needed.

Cindy informed the Committee that Public Health has a mentor grant with West Allis as West Allis is already accredited, and a future meeting with West Allis will be occurring to make sure Sheboygan County Public Health is on track for accreditation.

Ms. Dodge acknowledged that Public Health does a lot of work. It is emotional work not just for the patients but for the staff as well.

**REVIEW AND APPROVE VACANT POSITION ANALYSIS (VPA) FOR AN ECONOMIC SUPPORT SUPERVISOR – Elizabeth Mahloch**

Elizabeth Mahloch presented a Vacant Position Analysis (VPA) for the position of an Economic Support Supervisor and explained the necessity of filling this position.

After discussion and questions were answered, Supervisor Wheeler moved and Supervisor Koch seconded to approve the Vacant Position Analysis (VPA) for an Economic Support Supervisor and forward this request to the Human Resources Committee for their consideration. Motion carried.

**REVIEW AND APPROVE VACANT POSITION ANALYSIS (VPA) FOR TWO (2) LIMITED TERM EMPLOYEES (LTEs) – ENERGY PROGRAM – Elizabeth Mahloch**

Elizabeth Mahloch presented a Vacant Position Analysis (VPA) for Two (2) Limited Term Employees (LTEs) – Energy Program and explained the necessity of filling the Two (2) positions.

After discussion and questions were answered, Supervisor Wheeler moved and Supervisor Koch seconded to approve the Vacant Position Analysis (VPA) for Two (2) Limited Term Employees (LTEs) – Energy Program and forward this request to the Human Resources Committee for their consideration. Motion carried.

**CONSIDERATION OF ECONOMIC SUPPORT DIVISION MOVING TO A FORTY (40) HOUR WORK WEEK – Elizabeth Mahloch**

Elizabeth Mahloch and Tim Gessler explained their justification of 19 Economic Support Specialists, one Social Service Aide, and two Secretaries moving from a 37.5 work week to a 40 hour work week.

The Committee was not required to take action on this consideration as there was no additional funding being requested, but the Committee is in support of the Economic Support Division moving to a Forty (40) hour work week.

**CONSIDERATION OF TRANSFER OF THREE (3) TELEPHONE LINES AT JOB CENTER FROM CONTRACTED STAFF TO ECONOMIC SUPPORT – Elizabeth Mahloch**

Elizabeth Mahloch informed the Committee that three telephone lines at the Job Center need to be transferred to Economic Support from contracted staff to support the increased workload.

Supervisor Koch moved and Supervisor Van Dixhorn seconded to approve the transfer of three telephone lines at the Job Center from contracted staff to Economic Support. Motion carried

**REVIEW AND APPROVE REQUEST FOR CHANGE IN DEPARTMENTAL TABLE OF ORGANIZATION REDUCING ONE (1) AODA COUNSELOR AND ONE (1) SENIOR ACCOUNTANT AND ADDING ONE (1) COMMUNITY SUPPORT SPECIALIST AND ONE (1) LEAD ACCOUNTANT – Tom Eggebrecht**

Tom Eggebrecht gave the background information on his request from the Committee to support the change in the departmental table of organization, which in part was also a recommendation of the Operational Review completed by Baker Tilly.

After questions were answered, Supervisor Otten moved and Mr. Nyenhuis seconded to approve the request for the change in the department table of organization and forward this request to the Human Resources Committee for their consideration. Motion carried.

**REVIEW AND APPROVE VACANT POSITION ANALYSIS (VPA) FOR A COMMUNITY SUPPORT SPECIALIST – DIVISION OF COMMUNITY PROGRAMS – Tom Eggebrecht**

Tom Eggebrecht presented a Vacant Position Analysis (VPA) for a Community Support Specialist and explained the necessity of filling the position.

After discussion and questions were answered, Supervisor Van Dixhorn moved and Ms. Dodge seconded to approve the Vacant Position Analysis (VPA) for a Community Support Specialist and forward this request to the Human Resources Committee for their consideration. Motion carried.

**REVIEW AND APPROVE VACANT POSITION ANALYSIS (VPA) FOR A LIMITED TERM EMPLOYEE (LTE) – PROTECTIVE SERVICES SPECIALIST – AGING PROGRAMS – Tom Eggebrecht**

Tom Eggebrecht presented a Vacant Position Analysis (VPA) for a Limited Term Employee (LTE) – Protective Services Specialist and explained the necessity of filling this position.

After discussion and questions were answered, Supervisor Wheeler moved and Mr. Nyenhuis seconded to approve the Vacant Position Analysis (VPA) for a Limited Term Employee (LTE) – Protective Services Specialist and forward this request to the Human Resources Committee for their consideration. Motion carried.

**REVIEW AND APPROVE VACANT POSITION ANALYSIS (VPA) FOR A PROTECTIVE SERVICES SPECIALIST – AGING PROGRAMS – Tom Eggebrecht**

Tom Eggebrecht presented a Vacant Position Analysis (VPA) for a Protective Services Specialist and explained the necessity of filling this position.

After discussion and questions were answered, Supervisor Wheeler moved and Mr. Nyenhuis seconded to approve the Vacant Position Analysis for a Protective Services Specialist and forward this request to the Human Resources Committee for their consideration. Motion carried.

**REVIEW AND APPROVE VACANT POSITION ANALYSIS (VPA) FOR MANAGER OF BUSINESS AND ADMINISTRATIVE SUPPORT SERVICES – ADMINISTRATION – Tom Eggebrecht**

Tom Eggebrecht presented a Vacant Position Analysis (VPA) for Manager of Business and Administrative Support Services and explained the necessity of filling this position.

After discussion and questions were answered, Mr. Nyenhuis moved and Ms. Dodge seconded to approve the Vacant Position Analysis for Manager of Business and Administrative Support Services and forward this request to the Human Resources Committee for their consideration. Motion carried.

**REPORT ON APRIL 19, 2013 WISCONSIN COUNTY HUMAN SERVICES ASSOCIATION (WCHSA) EASTERN REGION MEETING – Supervisor Feider**

Supervisor Feider updated the Committee on the April 19, 2013 Wisconsin County Human Services (WCHSA) Region Meeting she attended. She informed the Committee that Bill Toepel led a roundtable discussion on the attendees' experiences at Human Services Day at the Capitol. Bill also discussed the Umbrella Statute that will be voted on at the WCHSA Spring Conference. Bill also indicated that there is discussion occurring on hiring an Executive Director of WCHSA.

Supervisor Feider also informed the Committee that Amanda Williams from Northeast Wisconsin Mental Health Connection presented information on their core functions, which are connecting key stakeholders; enabling communication and collaboration, creating and reinforcing a vision for our community, understanding community needs and current state; building capacity; and researching best practices and bringing those to the community. This enables the community to be able to provide more access to mental health services for people who need it. An initiative that is currently being worked on is school programming on suicide prevention. Amanda also informed those present that May is Mental Health Awareness month.

There also was discussion on the Supreme Court decision regarding dementia clients and that relationships need to be fostered with private providers as currently no other alternative exists but State institutions for these clients.

**CONSIDERATION OF SUPPORT FOR WCHSA UMBRELLA STATUTE CREATING EXPANDED FLEXIBILITY FOR HUMAN SERVICE PROGRAMS – Tom Eggebrecht**

Tom Eggebrecht explained to the Committee background information on the development of this Statute. The purpose and intent of this Statute is: to enable counties to collaborate to provide a comprehensive range of human services; to provide flexibility as to the manner and extent in which counties may collaborate to provide human services; to authorize the creation of a contract to define the scope of services to be provided on a collaborative basis and to provide flexible governance of the collaboration relationship upon creation; to require recognition of the

collaborative body by state departments; and to allow the development and promotion of performance outcomes to be achieved by counties that collaborate.

At the WCHSA Spring Conference, WCHSA membership vote (one vote per County) to move forward with statutory revisions will occur. Tom sees no pitfalls associated with the Umbrella Statute and is asking that the Committee supports Tom's vote to approve the Umbrella Statute.

After some discussion, it was the consensus of the Health and Human Services Committee to support Tom's vote to approve the Umbrella Statute at the WCHSA Spring Conference.

Supervisor Koch left the meeting at 9:53 a.m.

### **REVIEW OF HEALTH AND HUMAN SERVICES LOBBY ADDITION PROPOSAL – Tom Eggebrecht**

Tom Eggebrecht informed the Committee that in follow-up discussions with County Administrator Adam Payne and Finance Director Terry Hanson, there is support for the addition proposal.

Supervisor Wheeler left the meeting at 9:56 a.m.

Tom will be presenting the addition proposal at the Property Committee Meeting tonight and to the full County Board at the Leadership Forum at the beginning of June. If there is support for the initiative following that presentation, a resolution will need to be drafted and supported by the Committee. The Committee asked that any resolution include a timeline of project completion.

After discussion, the Committee indicated support of Tom moving forward in speaking with the Property Committee and at the Leadership Conference on the addition proposal. Supervisor Feider asked Tom if he would contact Corporation Counsel Buesing to inquire if Corporation Counsel Buesing could begin drafting a resolution pertaining to the lobby addition.

### **REVIEW AND APPROVE MARCH 2013 FINANCIAL STATEMENT – Carol Bukovic**

Due to time constraints, this item was deferred to the next Committee Meeting.

### **REVIEW AND APPROVE VOUCHERS**

Ms. Dodge moved and Supervisor Otten seconded to approve the expense vouchers as presented. Motion carried.

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

Supervisor Hoffmann moved and Supervisor Van Dixhorn seconded to approve the attendance of the following Committee member at the following meetings:

- **May 7, 2013: SHEBOYGAN COUNTY PROPERTY COMMITTEE MEETING –**  
Supervisor Hoffmann
- **May 8, 2013: SHEBOYGAN COUNTY FINANCE COMMITTEE MEETING –** Supervisor Hoffmann
- **May 13, 2013: SAFETY TRAINING –** Supervisor Hoffmann

Motion carried.

### **PUBLIC INPUT ON AGENDA ITEMS**

None.

**PUBLIC INPUT ON NON-AGENDA ITEMS**

None.

**REQUESTS FOR FUTURE AGENDA ITEMS**

- Purchase of Service Vendor Review
- Update on the Deputy Director Position
- Chapter 51/Chapter 55 Placements

**ADJOURNMENT**

At 10:10 a.m., Supervisor Van Dixhorn moved and Supervisor Hoffmann seconded to adjourn the May 7, 2013 Health and Human Services Committee Meeting. Motion carried unanimously.

Julie Schaefer  
Recording Secretary

Vernon Koch  
Committee Secretary