

**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

**July 16, 2013**

**Called To Order: 8:18 A.M.**

**Adjourned: 9:29 A.M.**

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

**MEMBERS ABSENT:** Supervisor Roger Otten, Supervisor Brian Hoffmann, and One Citizen Representative

**ALSO PRESENT:** Tom Eggebrecht, Elizabeth Mahloch, Dale Hippensteel, Martin Bonk, Shannon Otten, Jean Beinemann, David Roettger, Carol Bukovic, and Julie Schaefer

Supervisor Feider called the meeting to order at 8:18 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 July 16, 2013 meeting of the Health and Human Services Committee was posted on July 11, 2013, at 10:30 a.m., in compliance with the Open Meeting Law.

Supervisor Feider informed the Committee that Supervisors Otten and Hoffmann are excused from this morning's Committee meeting.

**REVIEW AND APPROVE MINUTES: June 18, 2013 Health and Human Services Committee Meeting**

Supervisor Van Dixhorn moved and Mr. Nyenhuis seconded to approve the minutes of the June 18, 2013 Health and Human Services Committee Meeting. Motion carried unanimously.

**ANNOUNCEMENTS AND CORRESPONDENCE**

Tom Eggebrecht introduced Shannon Otten to the Committee. Shannon joins the Department as the Manager of Business and Administrative Support Services.

Jean Beinemann introduced Colleen Langnese, BSN. She is a student from the University of Wisconsin – Oshkosh who is currently interning in Public Health this summer.

Tom Eggebrecht informed the Committee that in the Committee members' packets is the Resolution for Approving Expenditures to Construct Addition to the Health and Human Services Building with the Committee's requested wording change and a Capital Project Funding Request compiled by Building Services Manager Jim TeBeest detailing the cost and objectives of the building addition.

Tom Eggebrecht reminded the Committee that the Senior Picnic is Wednesday, July 18, 2013, at South High School and indicated all Committee members should have received an invitation to the Senior Picnic.

Tom Eggebrecht informed the Committee that in April, the Division of Social Services went through the Quality Service Review process. This year, there was a delay in the final report being submitted to the Division of Social Services. The Quality Service Review final report and recommendations will be presented on July 30, 2013, at 1:30 p.m. in Room 413. The Health and Human Services Committee is invited to attend this meeting.

Tom Eggebrecht informed the Committee that he and Mr. Nyenhuis attended the Transportation Coordinating Meeting on July 10, 2013. He informed the Committee that LogistiCare's contract with the Department of Health Services ends on July 31, 2013 and the new Non-Emergency Medical Transportation provider, Medical Transportation Management, will begin providing transportation on August 1, 2013. The Call Center will start accepting calls on July 17, 2013. Dale Deterding attended a meeting in which Medical Transportation Management presented information on the services they will be providing. Overall, Dale felt Medical Transportation gave a good presentation, and their staff seemed respectful and sincere about wanting to do a good job.

Tom Eggebrecht thanked Supervisor Feider, Supervisor Otten, and Mr. Nyenhuis for participating in the Deputy Director interview process. Tom is very optimistic that a candidate will be selected by the next Committee meeting.

Supervisor Wheeler informed the Committee that tomorrow, July 17, 2013, she will be attending the quarterly Lakeshore Community Action Program meeting. Supervisor Wheeler will provide a report on this meeting at the next Health and Human Services Committee Meeting.

At our last County Board meeting, the Health and Human Services Committee was presented with an appreciation plaque from the Lakeshore Community Health Center for their support of the Lakeshore Community Health Center.

#### **TUBERCULOSIS (TB) UPDATE – Division of Public Health**

Jean reported the current case count of active TB is at nine (9). Eight (8) of the active cases are out of isolation. The index case has been relocated to the community. A small, modest home was located for the index case. There are severe medication side effects for the index case. Staff from the Visiting Nurse Association has been administering the index case's intravenous medication and Public Health Nurses are administering the Directly Observed Therapy.

Testing of Horace Mann and South High School students has occurred. At this time, of the 92 students that were tested, 90 of the students had negative results and two (2) indicated borderline results. Forty-seven (47) students still need to be tested. This week, another business with about 30 employees will be tested.

Public Health staff has had extensive conversations with Mayo Clinic and the Centers for Disease Control to decide on the best course of treatment. Today, there is also a Case Conference call with the State TB Program and local physicians to discuss treatment. Another 22 individuals will be started on Directly Observed Therapy at least five days a week. This is in addition to the nine (9) individuals who are already receiving Directly Observed Therapy. These individuals will require treatment for a period of up to six months. Upon medication completion, vigilant monitoring will be occurring which includes chest X-rays and medical assessment every six (6) months for two years, followed by yearly chest x-ray and medical assessment.

A Limited Term Employee Nurse, Starrlene Grossman, started yesterday to assist with TB case management. In addition, a Limited Term Employee to provide Clerical Support also started on Monday, her name is Julie Bruinooge.

The State Journal ran an article last Sunday focusing on TB prevention. A National Public Radio announcement will be running in the next week or two. The index case has two forms of TB, Multi-Drug Resistant and Latent TB. Fortunately, the less aggressive TB was transmitted.

Jean Beinemann indicated all efforts are being made to procure any available funding. The State Budget was approved with \$4.6 million being awarded to Sheboygan County for the TB incident. Some counties are putting up resistance, indicating they have TB too. Reimbursable costs are expected to be approximately one-third of what the maximum allocation is. It was stated at one point in this process that Sheboygan County had the single largest multi-drug resistant cases of TB in the country; however, not all cases have been found to be multi-drug resistant.

Supervisor Feider indicated that at the last Legislative Breakfast session, it was recommended that guidelines be drafted in case an incident like that happens again.

Supervisor Van Dixhorn that Jean and/or Dale present a report to the full County Board on the TB incident. Dale indicated he would like to do a presentation to the County Board, but he would like to do this presentation in August as more information needs to be compiled. Supervisor Feider requested Dale come to the next Executive Committee to give a brief report and present a comprehensive report to the County Board at their August meeting. Dale indicated he would be willing to present at these two meetings.

#### **CONSIDERATION OF RESOLUTION REQUESTING STATE FUNDING ON LAKE MICHIGAN BEACH TESTING PROGRAMS – Division of Public Health**

Environmental Health Supervisor David Roettger explained this Resolution to the Committee. This Resolution was forwarded from the County Board to the Health and Human Services Committee for their consideration. David explained federal funding is no longer available to provide beach safety testing and public notification programs. However, David informed the Committee once it was learned that this federal funding was no longer going to be available, he looked at other options. The Department of Natural Resources approached David indicating there are grants available, and David informed the Committee he was able to get some funding to conduct water sampling and explained what is being done in the form of beach safety testing and notification programs in Sheboygan County. Manitowoc County is handling that county's water sampling and indicated their need for more funding to accomplish water sampling and drafted this Resolution.

After discussion, it was the consensus of the Committee to file the Resolution from Manitowoc County for information purposes only.

#### **APPROVAL OF FEE STRUCTURE AND RATE FOR MOBILE RESTAURANTS – David Roettger**

David informed the Committee that he is requesting a change in the current fee structure that reflects a code requirement of DHS 196 restaurants; specifically Mobile Restaurants. The current code defines the requirements as:

(53m) (a) Mobile food establishment means a restaurant or retail food establishment where food is served or sold from a movable vehicle, push car, trailer, or boat which periodically or continuously changes location and requires a service base to accommodate the unit for servicing, cleaning, inspection and maintenance, or except as specified.

(84) Service Base means an operating base location to which a mobile food establishment or transportation vehicle returns regularly for such things a vehicle and equipment cleaning, discharging liquid or solid wastes, refilling water tanks and ice bins, and boarding food.

The County currently has the fee for a Mobile Service Base set as:

10L (low complexity) \$410.00

10M (medium complexity) \$446.00

10C (complex complexity) 467.00

Each of the above fees is the same amount that is being charged for the mobile unit itself where food production is occurring. The above fees are also the same amount that is currently being charged for a restaurant permit.

David informed the Committee that Public Health is receiving a number of calls regarding the requirements for starting this type of business. Most of these calls and including our currently licensed mobile units do not require a food location area where they are cooking food prior to loading it on the mobile unit and then cooking and/or warming it again. Therefore, what is needed is a permit which is called a Non-Cooking or Non-Production Service Base.

The State currently charges \$105 plus a one-time \$165 preinspection fee. David is requesting that approval be given to charge a \$120 permit fee and our current \$250 one-time preinspection fee.

After discussion, Mr. Nyenhuis moved and Ms. Dodge seconded that the fee structure be implemented for Mobile Restaurants. Motion carried unanimously.

#### **REVIEW AND APPROVE VACANT POSITION ANALYSIS (VPA) A PUBLIC HEALTH NURSE II – DIVISION OF PUBLIC HEALTH – Jean Beinemann**

Jean Beinemann presented a Vacant Position Analysis (VPA) for a Public Health Nurse II and explained the justification for filling this position.

Supervisor Wheeler moved and Supervisor Koch seconded to approve the Vacant Position Analysis (VPA) for a Public Health Nurse II and forward the request to the Human Resources Committee for their consideration. Motion carried unanimously.

#### **REVIEW AND APPROVE HEALTH AND HUMAN SERVICES FIVE-YEAR CAPITAL PLAN REQUEST – Shannon Otten**

Shannon Otten presented to the Committee a five-year capital plan request for Health and Human Services to replace the Department's software operating system in response to the aging architecture and planned discontinuation of its further development by the current software vendor. The project scope will include software purchase, business process mapping, installation, and user training.

The purpose of the project will be to equip the Department to continue to adequately document activities and capture revenues in a rapidly changing regulatory environment, to maximize efficiencies available through continuously emerging mobile technologies, to assure flexibility and speed in analytics, to allow electronic records development, and to remain accountable to its constituencies in the years ahead.

A successful installation will achieve the following objectives:

- 1) Improved user experience
- 2) Elimination of redundancy and use of shadow systems
- 3) Increased efficiency
- 4) Flexibility and scalability
- 5) Analytical capability
- 6) Comprehensive electronic records format

- 7) Positive return on investment
- 8) Better services

The Department's notice of the planned sunsetting of its current installation served to contraindicate further development of that system. Several months of engagement and planning with county Information Technology staff and a consultant culminated in the release of a request for proposals, the receipt of replacement proposals, and recent vendor demonstrations have equipped the Department to move forward on this initiative pending funding approval.

The total cost of the project is estimated to be \$1,060,911.

Tom Eggebrecht indicated this is part of the Department's 2014 budget planning. The first step is to get this five-year capital plan request supported by this Committee. It will still require support from the Finance Committee and the full County Board.

After discussion and questions were answered, Mr. Nyenhuis moved and Ms. Dodge seconded to approve the Health and Human Services Capital Project Funding Request and forward the Capital Project Funding Request to the Finance Committee for their consideration. Motion carried unanimously.

#### **REVIEW OF PUBLIC HEARING COMMENTS AND CONSIDERATION OF ADDITIONAL BUDGET DIRECTION FOR 2012 – Tom Eggebrecht**

Tom Eggebrecht thanked Supervisor Wheeler, Supervisor Van Dixhorn, Supervisor Feider, Supervisor Hoffmann, and Mr. Nyenhuis for attending the 2014 Health and Human Services Department Budget Public Hearing on June 24, 2013.

Tom indicated that the turnout for the Public Hearing was low. Some concerns expressed during the public input portion of the Public Hearing were:

- the need for improved crisis response,
- a facility available for individuals to be stabilized on their medications, veterans with Post-Traumatic Stress Disorder, and for other persons who need a longer stay than a traditional hospitalization but shorter than extended group home care, and
- Family Care service provisions.

Tom informed the Committee that the 2014 Health and Human Services Department's Budget will be presented to County Administrator Adam Payne on August 9, 2013. The budget cannot be presented to the Committee until after that date.

Supervisor Feider thanked Tom for prefacing the hearing on the services the Health and Human Services Department does provide and requested that the PowerPoint he showed at the Public Hearing be distributed to those Committee members who were not in attendance at the Public Hearing.

#### **REVIEW AND APPROVE REQUEST FOR CHANGE IN DEPARTMENTAL TABLE OF ORGANIZATION AND REVIEW AND APPROVE VACANT POSITION ANALYSIS (VPA) FOR AN ECONOMIC SUPPORT SPECIALIST – DIVISION OF ECONOMIC SUPPORT – Elizabeth Mahloch**

Elizabeth Mahloch presented a Change in Departmental Table of Organization Request to change a vacant Social Service Aide position to an Economic Support Specialist position and explained the justification for the change. Elizabeth then presented a Vacant Position Analysis (VPA) for an Economic Support Specialist and explained the justification for filling this position.

Ms. Dodge moved and Supervisor Koch seconded to approve both the Change in Department Table of Organization Request and the Vacant Position Analysis (VPA) and forward both of these requests to the Human Resources Committee for their consideration. Motion carried unanimously.

**REVIEW AND APPROVE VOUCHERS**

After questions were answered, Mr. Nyenhuis moved and Supervisor Koch seconded to approve the expense vouchers as presented. Motion carried unanimously.

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

None.

**PUBLIC INPUT ON AGENDA ITEMS**

None.

**PUBLIC INPUT ON NON-AGENDA ITEMS**

None.

**REQUESTS FOR FUTURE AGENDA ITEMS**

- Purchase of Service Vendor Review
- Chapter 51/Chapter 55 Placements

**ADJOURNMENT**

At 9:29 a.m., Supervisor Wheeler moved and Supervisor Van Dixhorn seconded to adjourn the July 16, 2013 Health and Human Services Committee Meeting. Motion carried unanimously.

Julie Schaefer  
Recording Secretary

Vernon Koch  
Committee Secretary