SHEBOYGAN COUNTY HEALTH AND HUMAN SERVICES COMMITTEE MEETING

Sheboygan County Health and Human Services Department
1011 North 8th Street
Sheboygan WI 53081
Room 413

August 20, 2013 **Called To Order: 9:00 A.M.** **Adjourned: 10:29 A.M.**

MEMBERS PRESENT: Supervisor Peggy Feider – Chair; Supervisor Vernon Koch – Secretary; Supervisor Brian Hoffmann, Supervisor Roger Otten, Supervisor Jacob Van Dixhorn, and Mr. Curtiss Nyenhuis

MEMBERS ABSENT: Supervisor Kristine Wheeler; Ms. Barbara Dodge, and One Citizen Representative

ALSO PRESENT: Tom Eggebrecht, Elizabeth Mahloch, Dale Hippensteel, Martin Bonk, Shannon Otten, Carol Bukovic, and Julie Schaefer

Supervisor Feider called the meeting to order at 9:00 a.m.

Supervisor Feider informed the Committee that Supervisor Wheeler and Ms. Dodge are excused from today's meeting.

CERTIFICATION OF COMPLIANCE WITH OPEN MEETING LAW
The Health and Human Services Department received an e-mail noting that the agenda for the August 20, 2013 meeting of the Health and Human Services Committee was posted on August 16, 2013, at 2:00 p.m., in compliance with the Open Meeting Law.

REVIEW AND APPROVE MINUTES: August 6, 2013 Health and Human Services Committee Meeting
Mr. Nyenhuis moved and Supervisor Otten seconded to approve the minutes of the August 6, 2013 Health and Human Services Committee Meeting. Motion carried unanimously.

ANNOUNCEMENTS AND CORRESPONDENCE
Tom Eggebrecht informed the Committee that Dale Hippensteel, Jean Beinemann, and Steve Steinhardt will be presenting at this evening's County Board Meeting on the County's Tuberculosis Outbreak.

Tom Eggebrecht informed the Committee they are invited to attend Dale Hippensteel's Retirement Party which will be on September 4, 2013 at Bump's in Sheboygan.

Tom Eggebrecht informed the Committee that the Resolution on the Health and Human Services Building addition is on the table for County Board approval at this evening's County Board Meeting.

At the August 14, 2013 Finance Committee Meeting, the 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 was approved on a 3 to 2 vote. However, the Finance Committee directed this

project be funded by utilizing this year's projected positive variance and fund balance rather than bonding.

Tom Eggebrecht informed the Committee that on today's agenda is a request of the Committee for approval for a Vacant Position Analysis for a Public Health Manager due to the upcoming retirement of Dale Hippensteel.

Tom Eggebrecht informed the Committee that also on today's agenda is a request of the Committee for approval of appointing an Interim Health Officer.

Tom Eggebrecht informed the Committee that an Account Clerk will be transferring to Economic Support due to that Division's workload increase. This position has been budgeted for and will be brought to the Committee via a Vacant Position Analysis for Committee consideration at a future meeting.

CONSIDERATION OF 2014 HEALTH AND HUMAN SERVICES BUDGET

Carol Bukovic informed the Committee that the 2014 Health and Human Services Budget will not be put on the Finance Committee's Meeting agenda until the budget is approved by this Committee.

Tom Eggebrecht acknowledged Carol Bukovic and Shannon Otten, as well as the Managers for their hard work on getting the 2014 budget numbers finalized in order to be presented to the Committee at today's meeting

Tom Eggebrecht presented a high level overview of the 2014 proposed Health and Human Services Budget. The highlights of the 2014 proposed budget are as follows.

The County's levy contribution to the Department under this proposal aligns with its budget target as approved by the Finance Committee and allows for $254,668 in growth. With that, overall levy use will total $13,586,400 for the year while overall spending will increase by approximately $1.7 million.

Adjustments are indexed to policy shifts on State and Federal levels, current community needs, and service utilization trends. Under the plan, the Public Health Division will apply new state revenues to management of the County's recent tuberculosis outbreak, the Economic Support Division will assist consumers in navigating health insurance changes brought about by the State plan for the Federal Affordable Health Care Act, and revenues as well as expenses for the Children's Long Term Support Program that were removed in 2013 following the State's introduction of a third party administrator will be reinstated in response to updated rule interpretation there.

The Department is also proposing to make staffing changes in response to public input and service demands. A split position is proposed to be created and shared between the Department's Adult Protective Services Unit and Aging and Disability Resource Center. The position will expand the Department's capacity in the area of elder abuse intervention and also serve as Information and Assistance Specialist in the area of community mental health under the auspices of the Aging and Disability Resource Center. Another position is proposed to be filled on a pilot basis and be cross-trained to respond to after-hours child welfare, juvenile justice, mental health, adult protection, and public health emergencies. Should the pilot prove successful, future costs for on-call compensatory and overtime pay will be reduced and the Department will be positioned to be able to reevaluate the future scope and need for its current

investment in contracted mental health services. To assist with these costs, the unfilled Deputy Director position is proposed to be defunded.

Tom Eggebrecht also focused on Title III Older Americans Funding. The County stands to lose Older Americans funding used to support senior center and senior dining program operations in response to statewide census recalculations and potential Federal sequestration adjustments. Proposed tax levy adjustments under the Department's budget proposal will allow for the continuation of all affected programs in entering the year, but consideration for future cost reductions will be required for 2015 and beyond.

Supervisor Feider informed the Committee that at the base budget meeting with County Administrator Adam Payne, County Administrator Payne indicated that the Committee needs to develop cost savings measures with the reduction in the Older Americans Funding and also recommended that a closer look be given to the discretionary fees. A discussion ensued on fees and after discussion and questions were answered, Supervisor Feider indicated that the Committee will continue to routinely review fees charged by the Department.

Supervisor Hoffmann moved and Supervisor Van Dixhorn to approve the 2014 budget as proposed and to forward this request to the Finance Committee for their consideration. Motion considered unanimously.

Supervisor Otten recommended that at a future meeting, discussion occur on the unfilled positions in this Department and what the plan is for these positions.

CONSIDERATION OF VACANT POSITION ANALYSIS FOR PUBLIC HEALTH MANAGER

Tom Eggebrecht presented a Vacant Position Analysis for a Public Health Manager and explained the necessity of filling this position.

After discussion, Supervisor Hoffmann moved and Supervisor Koch seconded to approve the Vacant Position Analysis for a Public Health Manager and forward this request to the Human Resources Committee for their consideration. Motion carried unanimously.

CONSIDERATION OF APPOINTMENT OF INTERIM HEALTH OFFICER

Tom Eggebrecht indicated to the Committee that he is recommending appointing Jean Beinemann, RN, Program Supervisor in the Public Health Division as Interim Health Officer during the recruitment process for a Public Health Manager. Tom indicated he will work out with Human Resources a compensation package for Jean while she is in the role of Interim Health Officer.

Mr. Nyenhuis moved and Supervisor Koch seconded to approve the appointment of Jean Beinemann, RN, Program Supervisor as Interim Health Officer and forward this request to the Human Resources Committee for consideration. Motion carried unanimously.

CONSIDERATION OF REAPPOINTMENTS TO THE AGING AND DISABILITY RESOURCE CENTER GOVERNING COMMITTEE

- **Dagmar Ewald**
- **Paul Opitz**

Tom Eggebrecht informed the Committee that the appointment terms of Dagmar Ewald and Paul Opitz are expired and both have indicated their desire to be reappointed to the Aging and Disability Resource Center Governing Committee.

Supervisor Otten moved and Supervisor Koch seconded to approve the reappointments of Dagmar Ewald and Paul Opitz to the Aging and Disability Resource Center Governing Committee and forward this request to County Administrator Adam Payne for his consideration.

QUALITY SERVICES REVIEW FINAL REPORT – MARTIN BONK
Martin Bonk distributed a PowerPoint handout put together by the Department of Children and Families on Sheboygan County Health and Human Services Quality Service Review Summary.

The Quality Services Review occurred the first week in May. This summary handout indicates practice strengths and practice challenges, organizational strengths and challenges, resource strengths and challenges, legal strengths and challenges. Martin indicated, in summary, no action plan was given to the Social Services Division for changes. The Quality Services Review occurred over a four-day time span and involved 17 cases. Quality Service Reviews occur every three years.

In a related topic, the Social Services Division filed an egregious incident report with the State pertaining to a child protection matter. The Quality Services Review Panel indicated the Department may receive a plan of action pertaining to that report. However, the State has not as yet responded to the report, and the egregious incident timeline has passed, so it is uncertain if a review by the State has been or will be completed for the incident.

REVIEW AND APPROVE VOUCHERS
After questions were answered, Mr. Nyenhuis moved and Supervisor Otten 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 10:29 a.m., Supervisor Van Dixhorn moved and Supervisor Otten seconded to adjourn the August 20, 2013 Health and Human Services Committee Meeting. Motion carried unanimously.

Julie Schaefer
Recording Secretary

Vernon Koch
Committee Secretary