

SHEBOYGAN COUNTY HEALTH AND HUMAN SERVICES COMMITTEE MEETING

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

January 5, 2016

Called To Order: 8:31 A.M.

Adjourned: 10:20 A.M.

MEMBERS PRESENT: Supervisor Vern Koch – Chair; Supervisor Brian Hoffmann – Vice Chair; Supervisor Jacob Van Dixhorn – Secretary; Supervisor Jim Baumgart, Supervisor Henry Nelson, Mr. Curtiss Nyenhuis, and Ms. Peggy Feider

MEMBERS ABSENT: Supervisor Roger Otten and One Citizen Representative

ALSO PRESENT: Tom Eggebrecht, Tim Gessler, Scott Shackelford, Shannon Otten, Karlyn Raddatz, Jim TeBeest, and Carl Buesing

Supervisor Koch called the meeting to order at 8:31 a.m.

Tom Eggebrecht informed the Committee that Supervisor Otten is excused from the January 5, 2016 Health and Human Services Committee Meeting.

CERTIFICATION OF COMPLIANCE WITH OPEN MEETING LAW

The Health and Human Services Department received an e-mail noting that the agenda for the January 5, 2016 meeting of the Health and Human Services Committee was posted on December 30, 2015 at 10:10 a.m., in compliance with the Open Meeting Law.

REVIEW AND APPROVE MINUTES: December 15, 2015 HEALTH AND HUMAN SERVICES COMMITTEE MEETING MINUTES

Supervisor Hoffmann moved and Supervisor Baumgart seconded to approve the minutes of the December 15, 2015 Health and Human Services Committee Meeting. Motion carried unanimously.

ANNOUNCEMENTS

Tom Eggebrecht welcomed Jim TeBeest to today's meeting. Jim and Tom will be updating the Committee today on Phase 3 of the Health and Human Services remodeling project.

Tom Eggebrecht welcomed Carl Buesing to today's meeting. Carl will be providing information to the Committee on options pertaining to the Health and Human Services Department's positive budget variance.

Tom Eggebrecht informed the Committee that there are several Human Resource matters on today's agenda that have already been approved by this Committee but need to be formalized and presented to the Human Resources Committee.

Tom Eggebrecht informed the Committee that Dale Deterding corresponded with Zion Church the Committee's recommendation made at the December 15, 2015 meeting that the Sheboygan Senior Dining Site can remain at Zion Covenant Church for \$150 per month until a replacement is located. Dale has since heard back from Zion Covenant Church indicating the church needs to take the matter to their building committee.

Tom Eggebrecht informed the Committee that the State has been investigating over the past year reports of alleged abuse and neglect of youth at Lincoln Hills. Scott Shackelford and staff will brief the Committee on the Lincoln Hills program and the current state of investigation at a future meeting.

PUBLIC INPUT

None.

CONSIDERATION OF HEALTH AND HUMAN SERVICES BUDGET VARIANCE – Corporation Counsel Carl Buesing

Corporation Counsel Carl Buesing informed the Committee that in December 2014, the Finance Committee developed an internal policy in which that policy states the Health and Human Services fund balance cannot exceed \$500,000 and any amount over \$500,000 goes to the General Fund. Corporation Counsel Buesing presented the Committee with ideas if the Committee wants to move forward and increase the amount that the Health and Human Services Department can keep in their general fund.

After much discussion, it was the consensus of the Committee that Tom, as agency Director, engage in a broader conversation with County Administrator Adam Payne and Finance Director Wendy Charnon regarding the capped fund balance.

CONSIDERATION OF REMODELING PLAN AND FINANCING FOR HEALTH AND HUMAN SERVICES ADMINISTRATIVE OFFICES - Tom Eggebrecht

Tom Eggebrecht and Jim TeBeest presented, via a PowerPoint presentation, Phase 3 of the remodeling project of the Health and Human Services Building. Tom presented background information on Phase 1 and Phase 2 of the project and introduced Phase 3 of the project which consists of repurposing the former billing department into administrative offices. The total cost of Phase 3 is estimated to be \$118,070. Jim informed the Committee he estimates the project to take three to four months to complete.

After discussion, Supervisor Van Dixhorn moved and Supervisor Hoffmann seconded to support the renovation plan and a resolution requesting utilization of funds of the department's 2015 budget variance in the amount of \$118,070 to bring to the full County Board for consideration. Motion carried unanimously.

CONSIDERATION OF CHANGE TO HEALTH AND HUMAN SERVICES TABLE OF ORGANIZATION CREATING ADMINISTRATIVE ASSISTANT POSITION – Tom Eggebrecht

Tom Eggebrecht presented a Request for Change in Departmental Table of Organization eliminating a Secretary position and creating a Senior Administrative Specialist (Administrative Assistant) position. The Senior Administrative Specialist will serve as an assistant to the Health and Human Services Director and other administrative staff.

Supervisor Nelson moved and Supervisor Hoffmann seconded to approve the revision of the Table of Organization eliminating an Administrative Assistant (Secretary) position and creating a Senior Administrative Specialist (Administrative Assistant) position and forward this request to the Human Resources Committee for their consideration. Motion carried unanimously.

CONSIDERATION OF APPROVAL TO POST FOR ADMINISTRATIVE ASSISTANT POSITION – Tom Eggebrecht

Tom Eggebrecht presented a Vacant Position Request to the Committee and explained the necessity of filling this position.

Supervisor Van Dixhorn moved and Supervisor Hoffmann seconded to approve the Vacant Position Request for an Administrative Assistant. Motion carried unanimously.

CONSIDERATION OF VACANT POSITION REQUEST FOR THREE (3) LEAD HUMAN SERVICES PROFESSIONALS – Tom Eggebrecht

Tom Eggebrecht presented a Vacant Position Request for three (3) Lead Human Services Professionals and explained the necessity of filling these positions.

Supervisor Nelson moved and Supervisor Van Dixhorn seconded to approve the Vacant Position Request for Three (3) Lead Human Services Professionals. Motion carried unanimously.

CONSIDERATION OF VACANT POSITION REQUEST FOR AN ECONOMIC SUPPORT SPECIALIST LIMITED TERM EMPLOYEE (LTE) – Tim Gessler

Tim Gessler presented a Vacant Position Request for an Economic Support Specialist Limited Term Employee (LTE) and explained the necessity of filling this position.

Supervisor Hoffmann moved and Supervisor Baumgart seconded to approve the Vacant Position Request for an Economic Support Specialist Limited Term Employee (LTE). Motion carried unanimously.

CONSIDERATION OF 2015 BUDGET CARRYOVER REQUEST – Shannon Otten

Shannon Otten informed the Committee that there have been items under consideration for a budget carryover request. The three items are:

- 1) Aging and Disability Resource Center Grant (approximately \$40,000)
- 2) Property renovations at 520 Penn Avenue (approximately \$7,672)
- 3) Panic alarm system upgrade and purchase of additional panic alarms in the main Health and Human Services Building (\$10,706 for the upgrade and \$505 for each addition panic alarm)

The Committee was informed that \$24,000 was budgeted in 2015 for a security presence in our lobby but was unable to be used for security personnel.

After discussion, it was the consensus of the Committee that the Panic alarm system upgrade and the purchase of additional panic alarms falls under the category of security and should be treated as a budget carryover request which will go before the Finance Committee.

CONSIDERATION OF FINANCIAL STATEMENT FOR YEAR-TO-DATE OCTOBER 31, 2015 – Shannon Otten

Shannon Otten presented the financial statement for year-to-date October 31, 2015.

After questions were answered, Mr. Nyenhuis moved and Supervisor Nelson seconded to approve the financial statement for year-to-date October 31, 2015. Motion carried unanimously.

REVIEW AND APPROVE VOUCHERS

Supervisor Baumgart moved and Supervisor Van Dixhorn seconded to approve the expense vouchers as presented. Motion carried unanimously.

APPROVAL OF ATTENDANCE OF MEMBERS AT OTHER MEETINGS OR FUNCTIONS

It was the consensus of the Committee to approve the following members to attend the following meetings.

- **January 13, 2016 at 3:30 p.m. – Finance Committee Meeting** – Any Health and Human Services Committee Member who wishes to attend
- **January 13, 2016 at 5:00 p.m. – Human Resources Committee Meeting** – Any Health and Human Services Committee Member who wishes to attend.

Motion carried unanimously.

REQUEST FOR FUTURE AGENDA ITEMS

None.

ADJOURNMENT

At 10:20 a.m., Supervisor Hoffmann moved and Supervisor Van Dixhorn seconded to adjourn the January 5, 2016 Health and Human Services Committee Meeting. Motion carried unanimously.

Julie Schaefer
Recording Secretary

Jacob Van Dixhorn
Committee Secretary