

SHEBOYGAN COUNTY HEALTH AND HUMAN SERVICES COMMITTEE AGENDA

November 17, 2020 – 8:30 A.M.

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

If you would like remote access to the meeting, please call (920) 459-4326 at least 2 hours prior to the meeting. Please note that masks are required for in-person attendance and space is limited to allow for adequate social distancing. Any individual unable to wear a mask is encouraged to remotely access the meeting or will be provided an alternate meeting location to ensure the safety of other attendees.

Agenda

Call to Order and Introductions – Committee Members may attend remotely

Certification of Compliance with Open Meeting Law

Approval of Minutes

- Health and Human Services Committee Special Meeting – November 10, 2020

Announcements and Correspondence

Department Head Report(s)

- Informational update(s) as available

Public Health Manager Starr Grossman

- Covid – 19 (update)
- Legionella (update)

Health and Human Services Director Matt Strittmater

- Health and Human Services Budget Third Quarter Forecast

Accounting Manager Mary Jablonski

- Health and Human Services Third Quarter Variance Report

Behavioral Health Services Manager Jaclyn Moglowsky

- Consideration of Vacant Position Request – Senior Human Services Professional – Behavioral Health Crisis Case Manager – CAT
- Employee Promotion Request

Review and Approve Vouchers

- Consideration of October 25, 2020 to November 7, 2020 Vouchers

Approval of Attendance at Other Meetings

Reports on Meetings Attended

Adjourn

Prepared by:

Wendy Gorges
Recording Secretary

Brian Hoffmann
Committee Chairperson

Matt Strittmater
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 or those without access to adequate telephone services are asked to notify Wendy Gorges at 920-459-4326 prior to the meeting so that accommodations may be arranged.

SHEBOYGAN COUNTY HEALTH & HUMAN SERVICES COMMITTEE SPECIAL MEETING MINUTES

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

November 10, 2020

Called to Order: 8:30 a.m.

Adjourned: 9:50 a.m.

MEMBERS PRESENT(via video/phone): Supervisor Brian Hoffmann – Chair, Supervisor Curt Brauer – Vice Chair, Supervisor Bill Goehring – Secretary, Supervisor Marilyn Montemayor, Supervisor Vicky Schneider, Supervisor Wendy Schobert, Ms. Jeanne Kliejunas, Mr. Larry Samet, Ms. Diane Oppeneer

STAFF PRESENT (in person): Matthew Strittmater, Wendy Gorges, Diane Yass

STAFF PRESENT (via video or phone): Michelle Acevedo, Tim Gessler, Scott Shackelford

Chair Hoffmann called the meeting to order at 8:30 a.m.

CERTIFICATION OF COMPLIANCE WITH OPEN MEETING LAW

The Health and Human Services Committee received an email noting the agenda for the November 10, 2020 meeting of the Sheboygan County Health and Human Services Committee was posted November 6, 2020 at 8:13 a.m. in compliance with the Open Meeting Law.

REVIEW AND APPROVE MINUTES: November 3, 2020 Health and Human Services Committee Meeting

Chair Hoffmann presented the minutes of November 3, 2020 for approval. Supervisor Brauer moved to approve the minutes and Ms. Kliejunas seconded the motion. Motion carried unanimously.

PROGRAM EVALUATION AND PRIORITIZATION REVIEW

Sheboygan County Health and Human Services Director Matthew Strittmater introduced ADRC/Operations Manager Michelle Acevedo to begin the Program Evaluation and Prioritization Process for the ADRC/Operations Division. Committee members were instructed to review each program presented to them, evaluate and rate each program based on a number of factors including budget, efficacy, and community impact. There was clarification made on the rating system as committee members expressed their concerns with the scale and having to make decisions despite having limited resources to decide with. There are six (6) total ADRC/Operations Programs. Each program was described at length followed by questions and discussion.

Sheboygan County Health and Human Services Director Matthew Strittmater introduced Economic/Child Support Manager Tim Gessler to begin the Program Evaluation and Prioritization Process for the Economic/Child Support Division. Committee members were instructed to review each program presented to them, evaluate and rate each program based on a number of factors including budget, efficacy, and community impact. There are six (6) total Economic/Child Support Programs. Each program was described at length followed by questions and discussion.

ADJOURNMENT

At 9:50 a.m., Supervisor Brauer moved to adjourn the November 10, 2020 Health and Human Services Committee meeting and Ms. Kliejunas seconded the motion. Motion carried unanimously.

Wendy Gorges
Recording Secretary

Brian Hoffmann
Committee Chairperson

Matt Strittmater
Health and Human Services Department Director



Sheboygan County

VACANT POSITION REQUEST

(To be completed for all vacant positions)

Date: 11/17/2020
To: Health & Human Services Committee Members
From: Jaclyn Moglowsky, Behavioral Health Manager

Position Request:

Position: Senior Human Services Professional – Behavioral Health Crisis Case Manager – CAT
Reason for Vacancy: Resignation

Justification:

This position is a part of the Children’s Assessment Team (CAT) in the Division of Community Programs. CAT Case Managers provide short term, high intensity services to youth and families identified as in a crisis state. As part of the CAT program, crisis case managers provide comprehensive assessments, crisis intervention, treatment and referrals to the identified families. This position, as part of crisis services receives full funding. Permission to backfill should this position be filled by an internal staff is also requested.

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: C43- \$54,529- \$84,884
The annual costs associated with the position (current year’s wage & benefit rates):

Wages	Benefits	Total
\$54,529- \$84,884	\$31,752	\$86,381-\$116,636

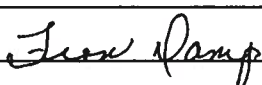
(Note: Costs for health and dental benefits should be net costs, after subtracting revenue from employee contributions.)

Department Head Signature  Date: 11-10-20

Human Resources Director Signature  Date: 11/11/2020

County Administrator Signature Verbally Approved by Adam Payne A.M. Date: 11/11/2020

Liaison Committee Signature _____ Date: _____

Human Resources Committee Signature  Date: 11/12/2020

Form Process:

1. Department Head completes VPR.
2. Department Head refers to Human Resources Director for approval.
3. Human Resources Director and Department Head discuss with County Administrator for approval.
4. County Administrator/Department Head presents VPR to Liaison Committee for approval/signature.
5. Department Head forwards VPR to HR for Human Resources Committee approval/signature.
6. HR begins recruitment process.

04/2020



EMPLOYEE PROMOTION REQUEST

Employee Name: Amanda Petermann

Effective Date: 12/1/2020

Current Title: Human Services Professional

Years in Position	DBM Rating	Current Salary Range	Current Salary/ Hourly Rate
2 years	C42	\$51,360-\$80,348	26.21

Requested Title:

Proposed DBM Rating	Proposed Salary Range	Proposed Salary Rate	Percentage of Change
C43	\$54,259-\$84,884	\$28.00	6.8%

Recent Salary History: include reason for adjustment (Initial Period/Annual/Promotion/Etc.)

- 2018 \$25.19
- 2019 \$25.63 – initial period
- 2020 \$26.21 – annual

Future Potential Pay for Performance Opportunities

- 2020 – Initial Period (*Generally 6 months*) Yes No
- 2021 – One Year Anniversary Period Yes No
- Additional Information and Justification of Request

Amanda was hired in 2018 for a new service (Children’s Assessment Team). Over the past 2 years, we have learned that the requirements and skill level for this position are greater than anticipated. Staff need to effectively manage family and individual crisis situations both over the phone as well as in person. The team operates within the homes with families and must have the skill set to effectively address complex crisis situations involving suicidality, substance use, and/or domestic violence. We have learned a Master’s degree prepared person is necessary, and request this promotion to align with that requirement and ensure service provision is based on individuals who have higher level education on crisis response, trauma, family system dynamics and treatment modalities.

County Administrator/Department Head Recommendation:

Date: 11-5-20

Signature: _____

Human Resources Support:

Date: 11/9/2020

Approve Disapprove

Signature: _____

Liaison Committee Action:

Date: _____

Approve Disapprove

Committee Chair: _____

Human Resources Committee:

Date: 11/12/2020

Approve Disapprove

Committee Chair: _____

Form Process:

Department Head completes the EPR form following discussion with HR

Department Head discussed with Human Resources Director

Department Head presents the EPR form to their Liaison Committee for approval/signature

Department Head presents the EPR form to HR Committee for approval/signature

Department Head completes Action Sheet following approval