

NOTICE OF MEETING

SHEBOYGAN COUNTY HEALTH & HUMAN SERVICES COMMITTEE

March 7, 2023

8:30 AM

Health & Human Services Building
1011 North 8th Street
Sheboygan WI
Room 372

Members of the Committee may be appearing remotely. Persons wanting to observe the meeting are encouraged to listen remotely.

Everyone is welcome to wear a face mask in Sheboygan County Facilities.

To observe the meeting remotely dial (312) 626-6799 or click on the following link:

<https://us06web.zoom.us/j/82102322884?pwd=VnZmOWIRZzMwWTdUSHkyYWpMdmVvUT09>

Meeting ID: 821 0232 2884

Passcode: 510843

*** AGENDA ***

Call to Order and Introductions
Certification of Compliance with Open Meeting Law
Approval of Minutes for February 21, 2023

Announcements and Correspondence

Public Comment (Public may speak up to three minutes each on topics relevant to the agenda.)

Health & Human Services Director Report – Matt Strittmater

The Department Head Report is a summary of key activities. No action will be taken by the Health & Human Services Committee resulting from the report unless it is a specific item on the agenda.

Public Health Manager Report – Starrlene Grossman

The Public Health Manager Report is a summary of key activities. No action will be taken by the Health & Human Services Committee resulting from the report unless it is a specific item on the agenda.

Child & Family Services Manager – Sarah Mueller

Discussion of Out-of-State Travel on Wednesday, March 1, 2023

Health & Human Services Director – Matt Strittmater

Consideration of Vacant Position Request – Human Services Professional (Social Worker)

Public Health Manager – Starrlene Grossman

Consideration of Vacant Position Request – Public Health Professional (Public Health Nurse .8FTE)

Accounting Manager – Tara Duwe

Consideration of Vacant Position Request – Accounting Specialist

Behavioral Health Manager – Jackie Moglowsky

Consideration of Vacant Position Request – Public Health Professional (AODA Counselor I)

Review and Approve Vouchers
February 12, 2023 – February 25, 2023

Approval of Attendance of Members at Other Meetings or Functions
Reports on Meetings Attended

Adjournment

Next Scheduled Meeting will be March 21, 2023 at 8:30 AM

Prepared by:

Wendy Gorges
Recording Secretary

Curt Brauer
Committee Chairperson

Posted: 3/3/23 12:20 PM

NOTE: Persons with disabilities needing assistance to attend or participate are asked to notify the Health & Human Services Department by calling (920)-459-4326 prior to the meeting so that accommodations may be arranged.

A majority of the members of the County Board of Supervisors, or 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.

SHEBOYGAN COUNTY HEALTH & HUMAN SERVICES COMMITTEE MINUTES

Health & Human Services Building
1011 North 8th Street
Sheboygan WI
Room 372

February 21, 2023

Called to Order: 8:30 AM

Adjourned: 9:28 AM

MEMBERS PRESENT: (in person) Supervisor Curt Brauer, Supervisor Bill Goehring, Supervisor Marilyn Montemayor, Supervisor Wendy Schobert
Citizen Members Jeanne Kliejunas, Larry Samet

MEMBERS PRESENT: (via Zoom) Citizen Member Diane Oppeneer

MEMBERS ABSENT: Supervisor James Coulson, Supervisor Rebecca Clarke

ALSO PRESENT: (in person) Matthew Strittmater, Sarah Mueller, Starrlene Grossman, Tara Duwe, Michelle Acevedo, Jackie Moglowsky, Tim Gessler, Shane Arndt, Jessica Bitter, Wendy Gorges

Chairperson Brauer called the meeting to order at 8:30 AM.

The Chairperson certified compliance with the open meeting law. The notice was posted at 1:30 PM on February 17, 2023.

Approval of Minutes for January 17, 2023

Supervisor Montemayor moved to approve the minutes. Citizen Member Kliejunas seconded.
Motion carried with no nay votes.

Announcements and Correspondence

Public Comment – No public comment was made.

Health & Human Services Director Report – Matt Strittmater

The Department Head Report is a summary of key activities. No action will be taken by the Health & Human Services Committee resulting from the report unless it is a specific item on the agenda.

Public Health Manager Report – Starrlene Grossman

The Public Health Report is a summary of key activities. No action will be taken by the Health & Human Services Committee resulting from the report unless it is a specific item on the agenda.

Child & Family Services – Juvenile Court Supervisors Shane Arndt and Jessica Bitter

Presentation – Sheboygan County Youth Justice Team

Accounting Manager – Tara Duwe

Health and Human Services Fourth Quarter Financials

Health & Human Services Director – Matt Strittmater

Consideration of Vacant Position Request – Senior Public Health Professional (Psychotherapist)
Consideration of Vacant Position Request – Senior Human Services Professional (Crisis Care Manager)

Supervisor Goehring moved to approve the requests. Supervisor Montemayor seconded. Motion carried with no nay votes.

ADRC & Operations Manager – Michelle Acevedo

Consideration of Vacant Position Request – Human Services Professional – Contract Administrator

Citizen Member Kliejunas moved to approve the request. Supervisor Montemayor seconded. Motion carried with no nay votes.

Review and Approve Vouchers

January 29, 2023 – February 11, 2023

Supervisor Goehring moved to approve the vouchers. Supervisor Montemayor seconded. Motion carried with no nay votes.

Approval of Attendance of Members at Other Meetings or Functions

Reports on Meetings Attended

Supervisors Brauer, Goehring, Montemayor and Clarke attended the Sheboygan County Legislative Breakfast that was held on Monday, February 13, 2023 at Fountain Park Restaurant.

Adjournment

Citizen Member Kliejunas moved to adjourn the meeting. Supervisor Montemayor seconded. Motion carried with no nay votes. Meeting adjourned at 9:28 AM.

The next scheduled meeting will be March 7, 2023 at 8:30 AM.

Marilyn Montemayor, Committee Secretary

Wendy Gorges
Recording Secretary



Sheboygan County VACANT POSITION REQUEST

(To be completed for all vacant positions)

Date: 2/24/2023
To: Health & Human Services Committee Members
From: Matthew Strittmater

Position Request:

Position: Human Services Professional - Social Worker (2 positions)
Reason for Vacancy: New Positions in 2023 HHS Budget

Justification:

This position is part of a neighborhood-based service initiative, which is highly collaborative with a variety of agencies and neighborhood stakeholders, and utilizes a proactive prevention model to bring services and health equity to vulnerable citizens in a manner that is highly accessible, responsive and empowering. The goal is to stabilize individuals, families, and youth to avoid their entry into emergency systems of care. The position has direct responsibilities within selected neighborhoods in the City of Sheboygan. If position is filled with internal candidate, request is to backfill the vacant position.

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:

The annual costs associated with the position (current year’s wage & benefit rates):

Wages	Benefits	Total
\$53,694-\$70,396	\$33,417 - \$35,755	\$87,111-\$106,151

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

County Administrator/Department Head Signature *Matthew Strittmater* Date: 2-24-23

Human Resources Director Signature *Alayne Krause* Date: 2-26-2023

Liaison Committee Signature _____ Date: _____

Human Resources Committee Signature _____ Date: _____

Form Process:

1. County Administrator/Department Head completes VPR.
2. County Administrator/Department Head refers to Human Resources Director for approval.
3. County Administrator/Department Head presents VPR to Liaison Committee for approval/signature.
4. County Administrator/Department Head forwards VPR to HR for Human Resources Committee approval/signature (*Salaried Positions Only.*)
5. HR begins recruitment process.



Sheboygan County VACANT POSITION REQUEST

(To be completed for all vacant positions)

Date: 2/24/2023

To: Health & Human Services Committee Members

From: Matt Strittmater

Position Request:

Position: Public Health Professional - Public Health Nurse (.8 FTE)

Reason for Vacancy: Retirement

Justification:

Sheboygan County Division of Public Health continues to provide service to the community as it relates to communicable disease follow-up, tuberculosis case management and immunizations. In order to support our current team model and ensure that critical communicable disease follow-up continues to occur Sheboygan County Division of Public Health needs a full PHN Team. This position will support communicable disease follow-up, Active Tuberculosis case management and will likely assist in supporting HIV case management efforts. Position is officially classified as .8 FTE and may work up to 1.0 FTE status depending on service needs. If position is filled with internal candidate, request is to backfill the vacant position.

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:

The annual costs associated with the position (current year's wage & benefit rates):

Wages	Benefits	Total
\$25.81 - \$33.84	\$33,417 - \$35,755	\$87,081-106,142

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

County Administrator/Department Head Signature *Matt Strittmater* Date: 2-24-23

Human Resources Director Signature *Alayne Krause* Date: 2-26-2023

Liaison Committee Signature _____ Date: _____

Human Resources Committee Signature _____ Date: _____

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 5. HR begins recruitment process.01/2021



Sheboygan County VACANT POSITION REQUEST

(To be completed for all vacant positions)

Date: 3/7/2023
To: Health & Human Services Committee Members
From: Tara Duwe

Position Request:

Position: Accounting Specialist
Reason for Vacancy: Resignation

Justification:

This position is currently on the Health & Human Services table of organization and will be vacant as of March 16, 2023 due to the current staff member resigning. This position is primarily responsible for billing internal and purchased services to Insurance, Medicare and Medicaid, handling collection of delinquent accounts, collecting information to determine a client's ability to pay, and receipting of all payments for client services and environmental health permits. We would like permission to backfill if the position is filled internally.

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:

The annual costs associated with the position (current year's wage & benefit rates):

Wages	Benefits	Total
\$40,133-50,476	\$32,665-34,296	\$72,798-\$84,772

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

County Administrator/Department Head Signature *Matt Oltman* Date: 3-2-23
 Human Resources Director Signature *Alayne Krause* Date: 3/3/2023
 Liaison Committee Signature _____ Date: _____
 Human Resources Committee Signature _____ Date: _____

Form Process:

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4. County Administrator/Department Head forwards VPR to HR for Human Resources Committee approval/signature (*Salaried Positions Only*).
5. HR begins recruitment process.



Sheboygan County VACANT POSITION REQUEST

(To be completed for all vacant positions)

Date: 3/7/2023
To: Health & Human Services Committee Members
From: Jackie Moglowsky, Behavioral Health Manager

Position Request:

Position: Public Health Professional - AODA Counselor I
Reason for Vacancy: Unexpected Vacancy

Justification:

This position is a part of the clinical treatment team of the Mental Health & Substance Abuse Treatment Center. AODA Counselors provide outpatient services to individuals seeking treatment for substance use. As part of the clinical team, AODA Counselors participate in clinical staffing, treatment planning, crisis intervention, and provide consultation within the agency, to community service partners and the public. The Department requests permission to backfill if a scenario occurs where this position is filled with an internal candidate.

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:

Costs:

The annual costs associated with the position (current year's wage & benefit rates): C42

Wages	Benefits	Total
\$53,694-\$70,396	\$33,417-\$35,755	\$87,111-\$106,151

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

County Administrator/Department Head Signature *Matt Chittick* Date: 3-1-23

Human Resources Director Signature *Alayne Krause* Date: 3-2-2023

Liaison Committee Signature _____ Date: _____

Human Resources Committee Signature _____ Date: _____

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4. County Administrator/Department Head forwards VPR to HR for Human Resources Committee approval/signature (*Salaried Positions Only*.)
5. HR begins recruitment process.