

## **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

**September 5, 2017**

**Called To Order: 8:32 a.m.**

**Adjourned: 10:00 a.m.**

**MEMBERS PRESENT:** Supervisor Jim Baumgart – Chair; Supervisor Brian Hoffmann – Vice Chair; Supervisor Henry Nelson – Secretary, Supervisor Roger Otten, Supervisor Thomas Epping, Supervisor Curt Brauer, and Ms. Jeanne Kliejunas

**ABSENT:** Mr. Larry Samet and Mr. Craig Schicker

**ALSO PRESENT:** Tom Eggebrecht, Shannon Otten, Scott Shackelford, Nick Larkin, and Diane Liebenthal

Supervisor Baumgart called the September 5, 2017 Health and Human Services Committee meeting to order at 8:32 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 September 5, 2017 meeting of the Health and Human Services Committee was posted on August 31, 2017, at 4:30 p.m., in compliance with the Open Meeting Law.

### **REVIEW AND APPROVE MINUTES: August 15, 2017 Health and Human Services Committee Meeting**

Supervisor Epping moved and Supervisor Otten seconded to approve the minutes of the August 15, 2017 Health and Human Services Committee. Motion carried unanimously.

### **ANNOUNCEMENTS AND CORRESPONDENCE**

Tom Eggebrecht briefed the Committee on the items that are on the agenda for today's meeting.

Tom Eggebrecht informed the Committee that Child and Family Services Manager Scott Shackelford and his team applied for a Youth Justice Grant. If awarded, this grant will be utilized to compliment what this Department, law enforcement, and the schools are planning to do in the area of children's mental health.

Tom Eggebrecht informed the Committee that Dale Deterding has applied for a 53.10 grant and if awarded, would allow this Department to receive two wheelchair accessible vans.

Tom Eggebrecht provided a courtesy notice to the Committee that on a yearly basis, an annual tree sale is held at the Aging and Disability Resource Center (ADRC). Planning and Conservation Director Aaron Brault is proposing adding another driveway at the ADRC to lessen traffic congestion or holding the sale at another location. At this time, there is still uncertainty where the annual tree sale is going to be held.

Tom Eggebrecht informed the Committee he signed a letter of support authored by Dane County on behalf of the Capitol IM Consortium asking the Department of Health Services to provide financial and training assistance to Consortiums as drug screening of childless adults applying for Medicaid health benefits and food stamps is implemented.

**PUBLIC INPUT**

None.

**REVISION OF 2018 BUDGET REQUEST – Business and Administrative Support Services Manager Shannon Otten**

Shannon Otten presented a revision of the Department's 2018 Budget. Levy in the amount of \$10,934 will be taken out of the 2018 Veterans Budget and allocated to this Department. The money will be put in the Department's Residential CBRF's to provide financial assistance with projected increased residential treatment placements of individuals participating in the Department's Drug Treatment Court and the Opioid Detox and Treatment Program.

After discussion and questions were answered, Ms. Kliejunas moved and Supervisor Brauer seconded to approve the 2018 Budget Revision and forward this request to the Finance Committee for consideration. Motion carried with Supervisor Epping voting "nay."

**REVIEW OF FINANCIAL STATEMENT FOR YEAR-TO-DATE JUNE 30, 2017 – Business and Administrative Support Services Manager Shannon Otten**

Shannon Otten presented the Financial Statement for year-to-date June 30, 2017. Discussion ensued and questions were answered.

**UPDATE ON 2017 YEAR END PROJECTION – Business and Administrative Support Services Manager Shannon Otten**

Shannon Otten presented, via a PowerPoint, Health and Human Services 2017 Forecasted Year End Analysis. The projection is that this Department will end with a year-end positive variance if estimates for payments anticipated to be received through the Wisconsin Medicaid Cost Reporting (WIMCR) program are realized.

**CONSIDERATION OF RECLASSIFICATION/PROMOTION REQUEST FOR SENIOR FINANCE MANAGER – Director Tom Eggebrecht**

Tom Eggebrecht informed the Committee that it was not his intent to reclassify the Department's Senior Finance Manager position to Deputy Finance Director. Tom clarified that he is instead requesting approval for the promotion of the Department's Senior Finance Manager, Shannon Otten, to the salary range of a Health and Human Services Deputy Director to better recognize her position responsibilities and to align with the other Department's senior managers. This wage adjustment would be effective January 1, 2018 in alignment with the new budget year.

Discussion ensued and after questions were answered, Ms. Kliejunas moved to approve the reclassification of Senior Finance Manager to Deputy Human Services Director but adding Manager of Operations to the title of Deputy Human Services Director and to forward this request to the Human Resources Committee for consideration. Supervisor Nelson seconded the motion. Motion carried unanimously.

**CONSIDERATION OF REQUEST FOR CHANGE IN DEPARTMENTAL TABLE OF ORGANIZATION – Director Tom Eggebrecht**

Tom Eggebrecht presented a Request for Change in Departmental Table of Organization changing the Senior Finance Manager to Deputy Human Services Director. This request

recognizes the co-equal responsibilities and contributions of the Health and Human Services Senior Finance Manager position as a member of the Department's senior management team and will establish co-equal classification with the other members of that team.

Supervisor Epping moved and Supervisor Otten seconded to approve the Request for Change in Departmental Table of Organization and forward this request to the Human Resources Committee for consideration. Discussion ensued and questions were answered. Motion carried unanimously.

**CONSIDERATION OF SALARY EXCEPTION REQUEST FOR HEALTH OFFICER – Director Tom Eggebrecht**

Tom Eggebrecht informed the Committee the Health and Human Services Department has undertaken recent organizational restructuring in an effort to avoid a significant negative year-end budget variance. Through the effort, the manager for the Department's Public Health Division has been eliminated with expectation of further future restructuring to incorporate additional responsibilities. In the interim, the Department is required by statute to have a designated Health Officer and the Public Health Division still requires management oversight. Diane Liebenthal is the Department's senior Public Health Supervisor and it is the Department's request to recognize Diane's tenure, experience, leadership, and willingness to take on additional management responsibilities and to promote her to an interim Deputy Director/Manager role retroactive to July 24, 2017. This is a temporary wage increase until all future restructuring is completed in the Public Health Division.

Supervisor Otten moved and Supervisor Brauer seconded to approve the Salary Exception Request and forward this request to the Human Resources Committee for consideration. Motion carried unanimously.

**CONSIDERATION OF VACANT POSITION REQUEST – SENIOR HUMAN SERVICES PROFESSIONAL (AODA and Mental Health Counselor) – Behavioral Health Manager Nick Larkin**

Nick Larkin presented a Vacant Position Request for a Senior Human Services Professional (AODA and Mental Health Counselor) and explained the necessity of filling the position.

Supervisor Epping moved to approve the Vacant Position Request but not to include a 2% pay-for-performance estimate in the table under wages on the form. Discussion ensued and due to a lack of a second, the motion failed.

Further discussion ensued and questions were answered. Supervisor Otten moved to approve the Vacant Position Request but not to include a 2% pay-for-performance in the table under wages on the form and Supervisor Epping seconded. Motion carried with Ms. Kliejunas voting "nay."

**CONSIDERATION OF VACANT POSITION REQUEST – HUMAN SERVICES PROFESSIONAL (Child Protection Intake) – Child and Family Services Manager Scott Shackelford**

Scott Shackelford presented a Vacant Position Request for a Human Services Professional (Child Protection Intake) and explained the necessity of filling the position.

After questions were answered, Supervisor Epping moved and Supervisor Hoffmann seconded to approve the Vacant Position Request but not to include the 2% pay-for-performance in the table under wages on the form. Further discussion then ensued. Supervisor Hoffmann

withdrew his motion, and motion failed. Supervisor Nelson then moved to approve the Vacant Position Request as presented and Supervisor Hoffmann seconded. Motion carried with Supervisor Otten voting "nay."

Supervisor Hoffmann then made a motion to reconsider the Vacant Position Request presented by Nick Larkin and Supervisor Brauer seconded. Motion carried with Supervisor Otten voting "nay." Supervisor Hoffmann then moved and Ms. Kliejunas seconded to approve the Vacant Position Request for a Senior Human Services Professional (AODA and Mental Health Counselor) as submitted. Motion carried with Supervisor Otten voting "nay."

## **REVIEW AND APPROVE VOUCHERS**

### **Health and Human Services**

Supervisor Epping moved and Supervisor Hoffmann seconded to approve the Health and Human Services expense vouchers as presented. Motion carried unanimously.

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

Supervisor Hoffmann moved and Supervisor Nelson seconded to approve the following Committee members' attendance at the following meetings:

- **Wednesday, September 20, 2017 – Finance Committee Meeting** – Any Committee Member interested in attending
- **Thursday, September 28, 2017 – Human Resources Committee Meeting** – Any Committee Member interested in attending

Motion carried unanimously.

## **ADJOURNMENT**

At 10:00 a.m., Supervisor Hoffmann moved and Supervisor Brauer seconded to adjourn the September 5, 2017 Health and Human Services Committee Meeting. Motion carried unanimously.

Julie Schaefer  
Recording Secretary

Henry Nelson  
Committee Secretary