

NOTICE OF MEETING

HUMAN RESOURCES COMMITTEE
October 9, 2023 3:30 PM

Administration Building
508 New York Avenue
Conference Room 302
Sheboygan WI 53081

Remote Access: +1-216-508-0648

Meeting ID: 411 062 297#

Virtual: <https://meet.google.com/rma-uxpu-bhz>

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

AGENDA

Call to Order

Certification of Compliance with Open Meeting Law

Approval of Minutes – Monday, September 25, 2023

Building Services Director Jim TeBeest

- Consideration of Equity Adjustment

Health & Human Services Director Matt Strittmater

- Consideration of Changes to Table of Organization for FY2023
- Consideration of Changes to Table of Organization for FY2024
- Consideration of Equity Adjustments (2)
- Consideration of Staffing Overlap for Training Purposes

Human Resources Director Dave Loomis

- Human Resources Department Updates and Comments

Review and Approve Vouchers

Approval of Attendance at Other Meetings or Functions

Adjourn

Prepared by:
Dave Loomis

Edward Procek

Recording Secretary

Committee Chairperson

NOTES: The Committee welcomes all visitors to listen and observe, but only Committee members and those invited to speak will be permitted to speak.

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 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 are asked to notify Human Resources, 920.459.3105 prior to the meeting so that accommodations may be arranged.

Posted Friday, October 6, 2023 at 8:30 AM

SHEBOYGAN COUNTY HUMAN RESOURCES COMMITTEE MINUTES

Administration Building
508 New York Avenue – Room 302
Sheboygan WI 53081

September 25, 2023

Called to Order: 3:30 PM

Adjourned: 3:44 PM

MEMBERS PRESENT: Chair Edward Procek, Members Carl Nonhof and Kathleen Donovan

Remote: Vice Chair Tom Wegner

MEMBERS ABSENT: Secretary Christian Ellis

ALSO PRESENT: **In Person:** Alayne Krause and Dave Loomis

Remote: Kayla Clinton

Chair Procek called the meeting to order at 3:30 PM, in Conference Room 302 of the Administration Building. Chair Procek confirmed the meeting was posted September 22, 2023 at 10:00 AM, in compliance with the open meeting law.

A motion to approve the minutes of September 11, 2023 as presented was made by Supervisor Nonhof. Supervisor Wegner seconded the motion. Motion carried.

Rocky Knoll Health Care Center Administrator Kayla Clinton requested approval to change the Table of Organization as presented to add Graduate Licensed Practical Nurses. A motion was made by Supervisor Donovan granting approval. Supervisor Nonhof seconded the motion. Motion carried.

Human Resources Director David Loomis presented the 2023 Annual Report on Health Insurance. A motion was made by Supervisor Donovan granting approval of the report. Supervisor Nonhof seconded the motion. Motion carried.

Human Resources Director David Loomis requested approval to change the Table of Organization as presented. A motion was made by Supervisor Nonhof granting approval. Supervisor Wegner seconded the motion. Motion carried.

Human Resources Director David Loomis requested approval for a Vacant Position Request for a Senior Human Resources Generalist. A motion was made by Supervisor Wegner granting approval. Supervisor Donovan seconded the motion. Motion carried.

Human Resources Director David Loomis provided an update on preparations for the annual employee summit, open enrollment, getting up to speed with negotiations, and feedback from the employee appreciation picnic.

A motion to approve the vouchers as presented was made by Supervisor Nonhof. Supervisor Donovan seconded the motion. Motion carried.

A motion to adjourn was made by Supervisor Donovan. Supervisor Nonhof seconded the motion. Motion carried with adjournment at 3:44 PM.

Alayne Krause
Recording Secretary

Christian Ellis
Secretary

BUDGET

Identify the specific source of funding for any new or additional positions being requested. Deletion of other positions may be used as a source of funding only if the positions being deleted are specifically identified in your department's budget spreadsheet as submitted to the County Administrator during the budget process.

<i>Job Title</i>	<i>Cost-Rest of Year</i>	<i>Cost-Annual</i>	<i>Source of Funds</i>
Human Services Professional (1 of 1)	Prorated cost depending on when filled.	\$87,102	Nearly fully covered by state annual and reconciliation funding. Positive variance for remaining amount.
Human Services Professional (2 of 3)	Prorated cost depending on when filled.	\$87,102	Nearly fully covered by state annual and reconciliation funding. Positive variance for remaining amount.
Human Services Professional (3 of 3)	Prorated cost depending on when filled.	\$87,102	Nearly fully covered by state annual and reconciliation funding. Positive variance for remaining amount.

RATIONALE

Briefly summarize the reasons for the requested change in the table of organization.

3 additional Human Services Professional are being requested as the Comprehensive Community Services program continues to experience consistently high levels of referrals. Even with the positions that will be added to the Table of Organization if the 2024 Health & Human Services budget proposal is approved, we are projected to have at least 50 children and adults with significant mental health and/or substance use waiting to be enrolled after all staff are up to full caseloads.

While adding these isn't likely to avoid the need for a wait list; it will at least minimize the number of children and adults waiting to be enrolled in the Behavioral Health program with the most robust state funding.

ADDITIONAL INFORMATION

Is there any other information that the liaison committee or Human Resources Committee should have when considering this change? You may attach additional documentation if you wish.

The vast majority of expense will be covered via state/federal funding as nearly all of the expense of the Comprehensive Community Services program is recouped via direct billing and subsequent year reconciliation process. HHS positive variance will cover the remaining amount.

ACTION TAKEN

Department Head Determination:

Approved Denied

Date: 9-28-23

Signature: 

Liaison Committee Action:

Approved Denied

Date: 10/3/23

Committee Chair: ⁱⁿ 

Human Resources Committee:

Approved Denied

Date: _____

Committee Chair: _____

Distribution: After department head determination, distribute to liaison committee with copies to County Administrator and Human Resources Director. After liaison committee approval, submit signed original to Human Resources Director.

SHEBOYGAN COUNTY HEALTH & HUMAN SERVICES
TABLE OF ORGANIZATION PER CHAPTER 40 OF THE COUNTY CODE

Position	Current Approved HHS 2023 TO				Change Request (if approved)			
	Approved, but Not Budgeted	Budget FT	Budget PT	Budget FTE	Approved, but Not Budgeted	Budget FT	Budget PT	Budget FTE
Accounting Assistant		0		0.0		0		0.0
Accounting Specialist	1	5		5.0	1	5		5.0
Administrative Assistant	1	1		1.0	1	1		1.0
Administrative Specialist	0	14		14.0	0	14		14.0
Department Head		1		1.0		1		1.0
Deputy Human Services Director		5		5.13		5		5.13
Finance Analyst	1	2		2.0	1	2		2.0
Human Services Assistant	1	8	2	9.3	1	8	2	9.3
Human Services Coordinator		2		2.0		2		2.0
Human Services Manager	1	20		20.0	1	20		20.0
Human Services Professional	2	73		73.0	2	76		76.0
Human Services Specialist	2	33		33.0	2	33		33.0
Human Services Supervisor	1	3		3.0	1	3		3.0
Lead Human Services Professional	1	5		5.0	1	5		5.0
Lead Public Health Professional	1				1			
Public Health Professional		15	5	18.6		15	5	18.6
Senior Administrative Specialist		1		1.0		1		1.0
Senior Financial Analyst		3		3.0		3		3.0
Senior Human Services Assistant		5		5.0		5		5.0
Senior Human Services Professional	6	15		15.0	6	15		15.0
Senior Human Services Specialist		4		4.0		4		4.0
Senior Lead Human Services Professional		1		1.0		1		1.0
Senior Lead Public Health Professional		2		2.0		2		2.0
Senior Public Health Professional	2	9		9.0	2	9		9.0
Total Positions	20	227	7	232.03	20	230	7	235.03

Table of Organization Positions currently approved, but not budgeted	Table of Organization Positions currently approved, but not budgeted (20)
Accounting Specialist - 1 position	Accounting Specialist - 1 position
Administrative Assistant - 1 position	Administrative Assistant - 1 position
Finance Analyst - 1 position	Finance Analyst - 1 position
Human Services Assistant - 1 position	Human Services Assistant - 1 position
Human Services Manager - 1 position	Human Services Manager - 1 position
Human Services Professional - 2 positions	Human Services Professional - 2 positions
Human Services Specialist - 2 positions	Human Services Specialist - 2 positions
Human Services Supervisor - 1 positions	Human Services Supervisor - 1 positions
Lead Human Services Professional - 1 position	Lead Human Services Professional - 1 position
Lead Public Health Professional - 1 position	Lead Public Health Professional - 1 position
Senior Human Services Professional - 6 positions	Senior Human Services Professional - 6 positions
Senior Public Health Professional - 2 positions	Senior Public Health Professional - 2 positions
Total	20

**REQUEST FOR CHANGE IN
DEPARTMENTAL TABLE OF ORGANIZATION**

Department: Health & Human Services	Date: 10-9-23
Effective Date of Change: 1-1-24	

It is strongly suggested that you consult with the Human Resources Department before submitting any request for change in the table of organization to your liaison committee.

TABLE OF ORGANIZATION CHANGE REQUESTED

List all the positions in your department (or a sub-unit of the department) which are either currently on the table of organization or are being proposed as new positions. Each job title should be listed on a separate line. For each job title, list *either* the number of full-time and part-time positions, *or* the authorized FTE, currently on the T/O and the number that will be on the T/O if this request is approved.

JOB TITLE	<i>CURRENT</i>			<i>PROPOSED</i>		
	FT	PT	FTE	FT	PT	FTE
Human Services Professional	76	0	76.0	83	0	83.0
Human Services Manager	20	0	20.0	21	0	21.0
Human Services Specialist	33	0	33.0	34	0	34.0
Public Health Professional	15	5	18.6	17	4	19.8
Human Services Assistant	8	2	9.3	9	1	9.8
<i>Full HHS TO attached; above summarizes impact</i>						
TOTALS	152	7	156.9	164	5	167.6

NEW POSITIONS CREATED

If any new positions are requested, please describe very briefly (one or two sentences) the essential work to be performed by each new position, and give a proposed pay grade (union or non-union) for the position. Consult with HR Director regarding pay grades for any new classifications.

See attached summary of new positions in proposed 2024 Health & Human Services budget.

BUDGET

Identify the specific source of funding for any new or additional positions being requested. Deletion of other positions may be used as a source of funding only if the positions being deleted are specifically identified in your department's budget spreadsheet as submitted to the County Administrator during the budget process.

<i>Job Title</i>	<i>Cost-Rest of Year</i>	<i>Cost-Annual</i>	<i>Source of Funds</i>
<i>See attached summary of new positions in proposed 2024 Health & Human Services budget.</i>			

RATIONALE

Briefly summarize the reasons for the requested change in the table of organization.

The vast majority of positions are requested to address the consistent and high volume of referrals to well-funded behavioral health programs for children and/or adults. Overall impact on levy utilization will be minimal. See attached summary of new positions for additional detail.

ADDITIONAL INFORMATION

Is there any other information that the liaison committee or Human Resources Committee should have when considering this change? You may attach additional documentation if you wish.

ACTION TAKEN

Department Head Determination:

Approved Denied

Date: 10-4-23

Signature: 

Liaison Committee Action:

Approved Denied

Date: HHS Committee approved HHS 2024 Budget proposal on 8-15-23

Human Resources Committee:

Approved Denied

Date: _____

Committee Chair: _____

Distribution: After department head determination, distribute to liaison committee with copies to County Administrator and Human Resources Director. After liaison committee approval, submit signed original to Human Resources Director.

Position	Approved , but Not Budgeted	Budget FT	Budget PT	Budget FTE	Approved , but Not Budgeted	Budget FT	Budget PT	Budget FTE
Accounting Assistant		0		0.0		0		0.0
Accounting Specialist	1	5		5.0	1	5		5.0
Administrative Assistant	1	1		1.0	1	1		1.0
Administrative Specialist	0	14		14.0	0	14		14.0
Department Head		1		1.0		1		1.0
Deputy Human Services Director		5		5.13		5		5.13
Finance Analyst	1	2		2.0	1	2		2.0
Human Services Assistant	1	8	2	9.3	1	9	1	9.8
Human Services Coordinator		2		2.0		2		2.0
Human Services Manager	1	20		20.0	1	21		21.0
Human Services Professional	2	76		76.0	2	83		83.0
Human Services Specialist	2	33		33.0	2	34		34.0
Human Services Supervisor	1	3		3.0	1	3		3.0
Lead Human Services Professional	1	5		5.0	1	5		5.0
Lead Public Health Professional	1				1			
Public Health Professional		15	5	18.6		17	4	19.8
Senior Administrative Specialist		1		1.0		1		1.0
Senior Financial Analyst		3		3.0		3		3.0
Senior Human Services Assistant		5		5.0		5		5.0
Senior Human Services Professional	6	15		15.0	6	15		15.0
Senior Human Services Specialist		4		4.0		4		4.0
Senior Lead Human Services Professional		1		1.0		1		1.0
Senior Lead Public Health Professional		2		2.0		2		2.0
Senior Public Health Professional	2	9		9.0	2	9		9.0
Total Positions	20	230	7	235.03	20	242	5	245.73

Table of Organization Positions currently approved, but not budgeted (2020)	Table of Organization Positions currently approved, but not budgeted (20)
Accounting Specialist - 1 position	Accounting Specialist - 1 position
Administrative Assistant - 1 position	Administrative Assistant - 1 position
Finance Analyst - 1 position	Finance Analyst - 1 position
Human Services Assistant - 1 position	Human Services Assistant - 1 position
Human Services Manager - 1 position	Human Services Manager - 1 position
Human Services Professional - 2 positions	Human Services Professional - 4 positions
Human Services Specialist - 2 positions	Human Services Specialist - 2 positions
Human Services Supervisor - 1 positions	Human Services Supervisor - 1 positions
Lead Human Services Professional - 1 position	Lead Human Services Professional - 1 position
Lead Public Health Professional - 1 position	Lead Public Health Professional - 1 position
Senior Human Services Professional - 6 positions	Senior Human Services Professional - 4 positions
Senior Public Health Professional - 2 positions	Senior Public Health Professional - 2 positions
Total	Total
	20
	20



2024 HHS Budget: New Position Summary

POSITION REQUEST SUMMARY: Multiple new or modified 2024 positions requested to allow HHS to address current and upcoming needs.

Position	DBM	FTE Change	Role	Change Type	Rationale	Total Cost*	Levy Impact*
Human Services Professionals	C42	4.0	Comprehensive Community Services (CCS) Case Managers	New Positions	Positions needed to keep up with consistent and high volume of referrals are occurring for this well-funded entitlement program for children and adults with significant mental health and/or substance use needs.	\$348,408	Up to fully funded via direct billing and reconciliation
Human Services Professionals	C42	2.0	Children's Long-Term Support (CLTS) Case Managers	New Positions	Positions needed to keep up with consistent and high volume of referrals for this well-funded entitlement program for children with significant emotional, physical, and/or cognitive disabilities.	\$174,204	Nearly fully funded via direct billing & reconciliation
Human Services Manager	C52	1.0	Comprehensive Community Services (CCS) Supervisor	New Position	Position need as two existing Comprehensive Community Services Supervisors will otherwise be responsible for 30 positions if 4 additional case managers and Peer Specialist in request are approved.	\$101,651	Fully funded via direct billing and reconciliation
Human Service Professional	C42	1.0	Comprehensive Community Services (CCS) QA Specialist	New Position	Needed to help with timely billing, timely contracted vendor payments, and Medicaid audit protection for this constantly expanding and well-funded Medicaid entitlement program.	\$87,102	Fully funded via direct billing and reconciliation
Human Services Specialist	B24	1.0	Comprehensive Community Services (CCS) Peer Specialist	New Position	Contracted vendors have not been successful expanding services delivered by individuals with lived experience in this well-funded Medicaid entitlement program.	\$76,748	Fully funded via direct billing and reconciliation
Public Health Professional	C42	1.0	Environmental Health Sanitarian	New Position	35% increase in licensed facilities since 2017. Current staff covered 277 more inspections in 2022 than Wisconsin DATCAP recommendations.	\$87,102	Fully funded via modified fees & workforce grant
Human Services Assistant	B22	.5	Public Health Aide	Modify Existing	Increased need to support processing communicable disease cases, increased environmental health inspections, and increased division outreach activities.	\$34,230	Workforce grant fully funds change
Public Health Professional	C42	.2	Public Health Educator	Modify Existing	Increased community engagement and outreach efforts. Modification would free up nursing time.	\$17,420	Workforce grant fully funds change
Total		10.7				\$926,865	\$25 - \$75,000

* Total cost and levy are approximate and based on 2023 Sheboygan County salary and benefit scales and historic CCS and CLTS billing & reconciliation revenue.



SHEBOYGAN COUNTY

Sarah Mueller – Manager
Child and Family Services
Health and Human Services Department

To: Health & Human Services Committee
From: Sarah Mueller, CFS Manager 
Date: 9/27/2023
Re: Request for Hiring Overlap for Cross Training

The Child & Family Services division respectfully requests the approval to fill our Senior Human Services Assistant position prior to the employee's vacancy on 11/1/23, therein allowing for two employees to be in the same position for 2-3 weeks. This will allow for needed training of the new employee by the employee retiring after 30+ years with the division.

This is particularly important for this position as this position is responsible for a significant amount of the financial work related to processing authorizations for services, managing placement information and payments to out of home care providers not only in JDE but also the State of Wisconsin's automated child welfare/youth justice system, managing reports that impact financial decisions and payments, etc.

Thank you for your consideration of this request.

approved 10/4/23
