

**NOTICE OF MEETING**

**HEALTH & HUMAN SERVICES COMMITTEE**

**February 2, 2016 - 8:30 AM**

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

**\*Agenda\***

Call to Order

Certification of Compliance with Open Meeting Law

Approval of Minutes

Health & Human Services Committee - Regular Meeting - Jan 19, 2016 8:30 AM

Announcements and Correspondence

Public Input

New Resolutions or Ordinances to be Introduced

Consideration of and Possible Action on Resolution for Funding Health and Human Services  
Administrative Office Remodeling from Health and Human  
Services Reserves

Resolutions or Ordinances Referred by County Board

Consideration of Resolution No. -- 118-2015-16 - Outagamie County Board of Supervisors  
Opposing Proposed Legislation Relating to the Referral of Cases  
of Suspected or Threatened Child Abuse or Neglect to the Sheriff  
or Police Department

Public Health Services Manager Karlyn Raddatz

Consideration of Out-of-State Travel Request for Starrlene Grossman and Elizabeth Holte

Health and Human Services Director Tom Eggebrecht

Consideration of Vacant Position Request for a Mental Health Specialist/Human Services  
Professional

Business and Administrative Services Manager Shannon Otten

Consideration of 2016 Health and Human Services Budget Adjustments

Review and Approve Vouchers

Approval of Attendance at Other Meetings or Functions

Request for Future Agenda Items

➤ Pathways to a Better Life

Adjourn

Prepared by:  
Julie Schaefer  
Recording Secretary

Vernon Koch  
Committee Chairperson

Tom Eggebrecht  
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 are asked to notify Julie Schaefer, 920-459-3176 prior to the meeting so that accommodations may be arranged.

## 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

**January 19, 2016**

**Called To Order: 8:35 A.M.**

**Adjourned: 9:47 A.M.**

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

**MEMBERS ABSENT:** One Citizen Representative

**ALSO PRESENT:** Tom Eggebrecht, Scott Shackelford, Shannon Otten, Barry Neumann, and Marie Seger

Supervisor Koch called the meeting to order at 8:35 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 January 19, 2016 meeting of the Health and Human Services Committee was posted on January 15, 2016 at 11:15 a.m., in compliance with the Open Meeting Law.

### **REVIEW AND APPROVE MINUTES: January 5, 2016 HEALTH AND HUMAN SERVICES COMMITTEE MEETING MINUTES**

Supervisor Nelson moved and Supervisor Van Dixhorn seconded to approve the minutes of the January 5, 2016 Health and Human Services Committee Meeting. Motion carried unanimously.

### **ANNOUNCEMENTS**

Tom Eggebrecht welcomed Barry Neumann to today's meeting. Barry is the supervisor for the Juvenile Justice Ongoing Unit. Barry and Scott Shackelford will be updating the Committee on the Juvenile Secured Correctional Facilities.

Tom Eggebrecht welcomed Aging and Disability Resource Center Supervisor Marie Seger to today's meeting. Marie will be presenting a Resolution to the Committee.

Tom Eggebrecht informed the Committee that the Resolution regarding funding Health and Human Services Administrative Office Remodeling from Health and Human Services Reserves will have to be deferred to the next Committee meeting as a resolution draft was unable to be prepared in time for today's meeting.

Tom Eggebrecht distributed to the Committee information on trauma informed care. Tom informed the Committee that through budgeted monies and potential grant funding, training sessions will be held for our judicial staff and other community stakeholders in addition to Health and Human Services staff on trauma informed care. Tom will keep the Committee updated on dates of these sessions.

Minutes Acceptance: Minutes of Jan 19, 2016 8:30 AM (Approval of Minutes)

Tom Eggebrecht informed the Committee as part of the Department's 2015 budget plan, it was the Department's desire to become a Department of Agriculture, Trade, and Consumer Protection (DATCP) agent. A required ordinance creating that authority, however, was filed at the County Board level. The 2015-17 Biennial Budget requires that the licensure of all food establishments be moved from the Department of Health Services to DATCP. If counties are interested in becoming a DATCP agent, a contract must be signed with DATCP and would go into effect July 1, 2016. This would give counties full DATCP responsibilities. Tom informed the Committee that he is having Health Officer Karlyn Raddatz look into this further and will report back to the Committee.

Supervisor Koch informed the Committee that Eldon Burg passed away late last week. Eldon served on the Health and Human Services Committee for some years and was also an employee of Health and Human Services in the past.

### **PUBLIC INPUT**

None.

### **JUVENILE SECURED CORRECTIONAL FACILITIES – LINCOLN HILLS – Scott Shackelford and Barry Neumann**

Scott Shackelford and Barry Neumann presented, via PowerPoint, an overview of the state juvenile secured correctional facilities, Lincoln Hills and Copper Lake School for Girls. The presentation focused on Sheboygan County's utilization of these juvenile secured correctional facilities, updating the Committee on current maltreatment allegations, and Sheboygan County's response to these allegations. At this time, no maltreated youth are known to be from Sheboygan County; however, the investigation is still ongoing. Sheboygan County currently has one juvenile in the Serious Juvenile Offender program at Lincoln Hills, which is funded by the State.

### **CONSIDERATION OF RESOLUTION NO. – MERGING AGING UNIT ADVISORY COMMITTEE AND AGING AND DISABILITY RESOURCE CENTER (ADRC) GOVERNING COMMITTEE – Marie Seger**

Marie Seger introduced a Resolution to the Committee that would merge the Aging Unit Advisory Committee and ADRC Governing Board into one Committee designating the ADRC Governing Board as the Aging and Disability Advisory Committee and that the current "Aging Unit Advisory Committee would be dissolved as a stand-alone entity. Marie informed the Committee that she received approval from the State to merge these two committees.

Supervisor Baumgart moved and Supervisor Van Dixhorn seconded to approve the Resolution entitled Merging Aging Unit Advisory Committee and Aging and Disability Resource Center (ADRC) Governing Committee and forward this resolution to the full County Board for consideration. Motion carried unanimously.

### **CONSIDERATION OF AND POSSIBLE ACTION ON RESOLUTION FOR FUNDING HEALTH AND HUMAN SERVICES ADMINISTRATIVE OFFICE REMODELING FROM HEALTH AND HUMAN SERVICES RESERVES – Tom Eggebrecht**

Tom Eggebrecht informed the Committee that this item will need to be deferred to the next Committee meeting.

### **CONSIDERATION OF FINANCIAL STATEMENT FOR YEAR-TO-DATE NOVEMBER 30, 2015 – Shannon Otten**

Shannon Otten presented the financial statement for year-to-date November 30, 2015.

Mr. Nyenhuis moved and Supervisor Hoffmann seconded to approve the financial statement for year-to-date November 30, 2015. Motion carried unanimously.

#### **REVIEW AND APPROVE VOUCHERS**

Supervisor Hoffmann moved and Supervisor Nelson seconded to approve the expense vouchers as presented. Motion carried unanimously.

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

None.

#### **REQUEST FOR FUTURE AGENDA ITEMS**

- Pathways to a Better Life

#### **ADJOURNMENT**

At 9:47 a.m., Supervisor Otten moved and Mr. Nyenhuis seconded to adjourn the January 19, 2016 Health and Human Services Committee Meeting. Motion carried unanimously.

Julie Schaefer  
Recording Secretary

Jacob Van Dixhorn  
Committee Secretary

1                    **SHEBOYGAN COUNTY    RESOLUTION NO. \_\_\_\_\_ (2015/16)**

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3                    **Re:    Authorizing Funding for Final Phase of Health and Human Services**  
4                    **Building Remodeling Project**

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7                    **WHEREAS**, the 2012 Health and Human Services Building remodeling plans called for a  
8 three-phase approach to include a new lobby, a new billing office, and the establishment of new  
9 administrative offices, and

10  
11                    **WHEREAS**, the first two phases of that remodeling have since been completed, while  
12 the establishment and remodeling of administrative offices to house the Director and Manager  
13 of Business and Administrative Support Services remains as an uncompleted phase, and

14  
15                    **WHEREAS**, the establishment of centrally-located administrative offices will improve  
16 workflow efficiencies as well as promote accessibility to administrative operations for  
17 Department staff and the public alike, and

18  
19                    **WHEREAS**, an estimate of expenses to complete the necessary remodeling as  
20 prepared by Bray Associates Architects totals \$118,070, and

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22                    **WHEREAS**, through prudent fiscal and program management, the Department is  
23 projecting approximately \$1.8 Million in positive variance for the Health and Human Services  
24 Fund related to its 2015 budget year, and

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26                    **WHEREAS**, under the Finance Committee's Fund Balance Policy as adopted on  
27 December 10, 2014, of the approximately \$1.8 Million in year-end Fund Balance in the Health  
28 and Human Services Fund, only \$500,000 will remain assigned to the Fund after the year-end  
29 books are closed, and the balance will be transferred to the General Fund, and

30  
31                    **WHEREAS**, the best interests of the County be would be served if an additional  
32 \$118,070 would be held in the Health and Human Services Fund to be used by the Health and  
33 Human Services Department to complete the administrative office phase of the project rather  
34 than being transferred to the General Fund;

35  
36                    **NOW, THEREFORE, BE IT RESOLVED** that the Finance Director is instructed to assign  
37 to the Health and Human Services Fund the sum of \$618,070, rather than \$500,000 as would  
38 otherwise be the case under the Fund Balance Policy when the books are closed for 2015.

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41                    (The rest of this page intentionally left blank.)

42 **BE IT FURTHER RESOLVED** that the Health and Human Services Department is  
43 authorized and directed to spend \$118,070 from its Health and Human Services Fund to pay for  
44 and complete the administrative office phase in the Health and Human Services Building  
45 remodeling project.

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48 Respectfully submitted this 16th day of February, 2016.

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51 **HEALTH & HUMAN SERVICES COMMITTEE\***

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Vernon C. Koch, Chairperson

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Brian C. Hoffmann, Vice-Chairperson

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Jacob Van Dixhorn, Secretary

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James Baumgart

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Henry Nelson

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Roger R. Otten

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72 Opposed to Introduction:

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78 \*County Board members signing only

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**RESOLUTION NO.: 118--2015-16**

TO THE HONORABLE, THE OUTAGAMIE COUNTY BOARD OF SUPERVISORS

LADIES AND GENTLEMEN:

**MAJORITY**

1 Legislation has been proposed which will compromise child welfare best practice. The most  
2 significant issue with the proposals is law enforcement involvement in all child welfare  
3 cases. The proposed legislation is in sharp contrast to evidence-based practice and creates  
4 issues with jurisdiction and confidentiality. The proposals could negatively impact  
5 alternative responses such as community and other voluntary services. Additionally, it does  
6 not take into consideration the philosophical differences between law enforcement and child  
7 welfare agencies.  
8

9 **NOW THEREFORE**, the undersigned members of the Health and Human Services Committee  
10 recommend adoption of the following resolution.

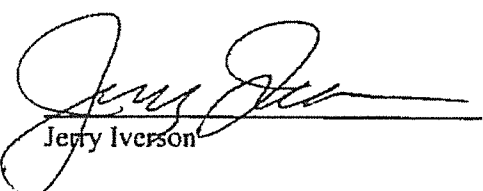
11 **BE IT RESOLVED**, that the Outagamie County Board of Supervisors does oppose proposed  
12 legislation relating to the referral of cases of suspected or threatened child abuse or neglect to the sheriff  
13 or police department, coordination of the investigation of those cases and referral of those cases to the  
14 district attorney for criminal prosecution, and


15 **BE IT FINALLY RESOLVED**, that the Outagamie County Clerk be directed to forward a copy  
16 of this resolution to the Outagamie County Health and Human Services Director, the Outagamie County  
17 Executive, all Wisconsin counties, and the Outagamie County Lobbyist who will distribute to the  
18 Legislature and Governor.

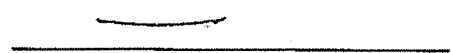
19 Dated this 8th day of December 2015

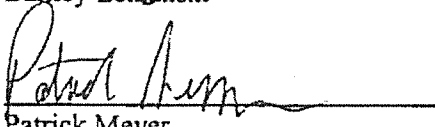
Respectfully Submitted,

HEALTH & HUMAN SERVICES COMMITTEE

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Jerry Iverson

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Barney Lemanski

  
Kevin Behnke

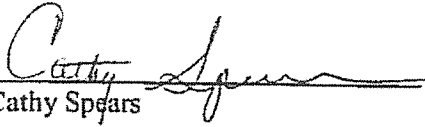
  
Patrick Meyer



Resolution No. 118-2015-16

Page 2

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Cathy Spears


Duly and officially adopted by the County Board on: December 8, 2015

Signed:   
Board Chairperson

  
County Clerk

Approved: 12 10 15

Vetoed: \_\_\_\_\_

Signed:   
County Executive

Resolution No. 118-2015-16

Page 3

**OPPOSITION TO SENATE BILL 326/ASSEMBLY BILL 429 AFFECTING CHILD WELFARE PRACTICE**

**WHEREAS, Senate Bill 326/Assembly Bill 429 have been introduced by Senator Robert Cowles and Representative John Macco; and**

**WHEREAS, the bills relate to the referral of cases of suspected or threatened child abuse or neglect to the sheriff or police department, coordination of the investigation of those cases, and referral of those cases to the district attorney for criminal prosecution; and**

**WHEREAS, the bills, on their face, might seem favorable, the bills actually compromise child welfare best practice; and**

**WHEREAS, even though the legislation impacts child welfare practice, the state Department of Children and Families, Office of Children’s Mental Health, county child welfare agencies, and child advocacy organizations were not consulted on the legislation; and**

**WHEREAS, issues with the legislation include the following:**

- **Law enforcement involvement in all child welfare cases negatively impacts alternative response, community response, and other voluntary services provided to families;**
- **The legislation is in sharp contrast to evidence-based practice, including trauma- informed care;**
- **The legislation requires child welfare agencies to “coordinate in the planning and execution of the investigation” in all cases, including screened out cases in which the child welfare agency lacks statutory authority to act;**
- **The bills require all reports to be referred to law enforcement within 12 hours, allowing for no prioritization of cases;**
- **The implementation of the legislation has not been thought through, especially when it comes to confidentiality, jurisdictional issues, and the philosophical differences between law enforcement and child welfare agencies; and**

**WHEREAS, counties and law enforcement in most jurisdictions have a positive working relationship and have entered into Memorandums of Understanding with regard to how local agencies will respond to reports of child abuse and neglect; and**

**WHEREAS, counties have requested that the proponents of the legislation bring all parties impacted by the legislation together so all gain an understanding of the others’ needs; and**

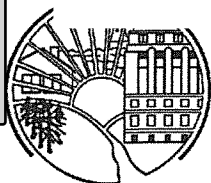
**WHEREAS, counties believe a compromise on the legislation can be negotiated; however, such a meeting has yet to take place.**

Resolution No. 118-2015-16

Page 4

NOW, THEREFORE, BE IT RESOLVED that the XXXXXX County Board of Supervisors does hereby oppose Senate Bill 326/Assembly Bill 429, and

BE IT FURTHER RESOLVED that XXXXXX County renews the request for a meeting of all interested parties to discuss the legislation in greater detail.



Karlyn Raddatz – Health Services Manager  
Division of Public Health  
Health and Human Services Department



Public Health  
Sheboygan County  
Division of Public Health

January 25, 2016

TO: Health and Human Services Committee

FROM: Karlyn Raddatz, Health Services Manager

RE: Consideration of out of state travel

Sheboygan County Division of Public Health was awarded 2 Emergency Preparedness Training and Conference scholarships to attend the NACCHO Public Health Preparedness Summit April 19-22, 2016 in Dallas, Texas.

There are a number of reasons that participation at the NACCHO Preparedness Summit in 2016 should be considered:

The goal of having 2 HHS-DPH staff attend the NACCHO Public Health Preparedness Summit April 19-22, 2016 in Dallas, Texas is to gain current information, research findings, and practical tools to enhance Sheboygan County Health and Human Service's capabilities to plan and prepare for, respond to, and recover from disasters and other public health emergencies.

The WI Division of Public Health – Emergency Preparedness offer scholarships to provide the opportunity to enhance public health preparedness throughout Wisconsin. The NACCHO Preparedness Summit delivers opportunities to connect with colleagues, share new research, and learn how to implement model practices to enhance capabilities to prepare for, respond to, and recover from disasters that are unmatched in their ability to provide a local and national perspective on Public Health Emergency Response.

Supporting local public health capacity building through grants, consultation and technical assistance is one of the WI – Division of Public Health's core responsibilities.

I am requesting approval for work time and expenses to participate in this Summit for Starrlene Grossman and Elizabeth Holte. The following expenses are expected (per staff):

- Conference registration: \$535 (includes early bird registration and group rate)
- Hotel accommodations: \$276
- Airfare: ~\$500 (estimated)
- Total: ~\$1311

Each staff member has been awarded \$2160 to cover expenses related to registration, hotel accommodations, and transportation. Other expenses related to meal reimbursement are also anticipated and have been budgeted for through our training budget.

Your consideration and approval of this request will be greatly appreciated.

KAR:kar



# SHEBOYGAN COUNTY VACANT POSITION REQUEST

\*to be completed for all open positions\*

Date : 01/26/2016

To : HHS Committee Members

From : Amy Culver - Mental Health Case Management Supervisor

**Position Request:**

Position: Human Services Professional/Mental Health Specialist and any subsequent internal vacancy that may arise as a result of this posting.

Reason for Vacancy: Staff resignation

**Justification:**

We do not have the staff capacity to absorb this employee's case load. The position is responsible for assessing the needs of individuals with chronic mental illness, developing support plans, arranging services in relationship to those plans and monitoring those services for adequacy. All other members of the work unit are at capacity.

**Staffing Consideration:**

Department has considered any and all alternate options as it relates to overall staffing needs.

YES  NO

**Budget Consideration:**

Is this position within the department's annual operating budget? YES  NO

If not, please state the amount over budget as well as the proposed source of funds:

**Costs:**

Salary Range of Requested Position: \$49,366- \$74,048

DBM Salary Range of Requested Position: C42

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

Wages	Benefits	Total
\$ 49,366	\$ 23,977.50	\$ 73,343.50

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

Department Head signature \_\_\_\_\_

Date \_\_\_\_\_

Liaison Committee signature \_\_\_\_\_

Date \_\_\_\_\_

Human Resources Committee signature \_\_\_\_\_

Date \_\_\_\_\_

Form Process:

Attachment: Vacant Position Request - Mental Health Specialist-Human Services Professional (3438 : VPR)

1. Department Head completes the VPA form
2. Department Head presents the VPA form to their Liaison Committee for approval/signature
3. Department Head forwards the VPA form to HR For Human Resources Committee approval/signature (salaried positions only)
4. HR will begin the recruitment process

08/2015

Attachment: Vacant Position Request - Mental Health Specialist-Human Services Professional (3438 : VPR)