

**NOTICE OF MEETING**

HEALTH & HUMAN SERVICES COMMITTEE

**February 16, 2016 - 8:45 AM**

**OR IMMEDIATELY FOLLOWING HEALTH AND HUMAN SERVICES COMMITTEE MEETING  
WITH THE VETERANS SERVICE OFFICE AT 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 - Feb 2, 2016 8:30 AM

Announcements and Correspondence

Public Input

Public Health Services Manager Karlyn Raddatz

Consideration of Approval of Local Implementations of Changes Reflected in the 2015-2017  
Governor's Biennium Budget as They Relate to Food Safety,  
Recreation, and Licensing

Consideration of Ordinance Amending Sheboygan County Code for Retail Food  
Establishments

Update on Zika Virus

Outpatient Services Supervisor Jody Gallaway

Consideration of Solicitation in Support of Treatment Court Participant Incentives

Economic Support and Child Support Manager Tim Gessler

Consideration of Vacant Position Request - Economic Support Specialist/Human Services  
Specialist

Child and Family Services Manager Scott Shackelford

Consideration of Vacant Position Request - Human Services Aide

Review and Approve Vouchers

Approval of Attendance a Other Meetings or Functions

Request for Future Agenda Items

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

**February 2, 2016**

**Called To Order: 8:31 A.M.**

**Adjourned: 9:34 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, and Mr. Curtiss Nyenhuis

**MEMBERS ABSENT:** Ms. Peggy Feider and One Citizen Representative

**ALSO PRESENT:** Tom Eggebrecht, Scott Shackelford, Shannon Otten, and Karlyn Raddatz

Supervisor Koch called the meeting to order at 8:31 a.m.

Supervisor Koch informed the Committee that Ms. Feider is excused from today's Health and Human Services Committee Meeting.

### **CERTIFICATION OF COMPLIANCE WITH OPEN MEETING LAW**

The Health and Human Services Department received an e-mail noting that the agenda for the February 2, 2016 meeting of the Health and Human Services Committee was posted on January 29, 2016 at 8:25 a.m., in compliance with the Open Meeting Law.

### **REVIEW AND APPROVE MINUTES: January 19, 2016 HEALTH AND HUMAN SERVICES COMMITTEE MEETING MINUTES**

Supervisor Baumgart moved and Supervisor Nelson seconded to approve the minutes of the January 19, 2016 Health and Human Services Committee Meeting. Motion carried unanimously.

### **ANNOUNCEMENTS**

Tom informed the Committee that the Department filed an application for participation in trauma informed care through the Wisconsin Trauma Project and received word that the application was approved. This Department will be involved in training in the areas of trauma focused therapy, trauma focused parenting, and systems change.

Supervisor Baumgart indicated there has been an increase in the cases of Guillain-Barre Syndrome in Venezuela. Supervisor Baumgart inquired if measures have been taken by the Centers of Disease Control (CDC) if cases of Guillain-Barre Syndrome start increasing in the United States and Wisconsin. Public Health Services Manager Karlyn Raddatz indicated that Public Health receives daily updates from the CDC on this issue. Karlyn and her staff will prepare information on this topic and present it at the next Committee meeting.

Minutes Acceptance: Minutes of Feb 2, 2016 8:30 AM (Approval of Minutes)

Karlyn Raddatz informed the Committee that the Wisconsin Association of Local Health Departments and Boards put out an alert to oppose the Cookie Bill. If passed, this bill would allow anyone who does baking, canning, etc., for income in their own homes and if the earned income does not exceed \$7,500.00, they do not have to be inspected or licensed.

#### **PUBLIC INPUT**

None.

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

Tom Eggebrecht explained this Resolution is requesting that the Finance Director be instructed to assign to the Health and Human Services Fund the sum of \$618,070 rather than \$500,000 as would otherwise be the case under the Fund Balance Policy when the books are closed for 2015. The Health and Human Services Department would be authorized and directed to spend \$118,070 from its Health and Human Services Fund to pay for and complete the administrative office phase in the Health and Human Services Building remodeling project.

Supervisor Nelson moved and Supervisor Baumgart seconded to approve the Resolution regarding Authorizing Funding for Final Phase of Health and Human Services Building Remodeling Project and forward this Resolution to the full County Board for consideration. Motion carried unanimously.

#### **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**

Tom Eggebrecht informed the Committee of the proposed legislation discussed in this Resolution. Senate Bill 326/Assembly Bill 429 have been introduced and indicate that law enforcement would be involved in all child welfare cases and all reports would be referred to law enforcement within 12 hours. Tom reported understanding that neither bill made it to the legislative floor this session. Scott Shackelford informed the Committee that Senate Bill 326/Assembly Bill 429 have been discussed at the Wisconsin County Human Services Association level and most counties oppose this legislation.

After discussion, Supervisor Van Dixhorn moved and Mr. Nyenhuis seconded to file this Resolution for information. Motion carried with Supervisor Baumgart voting "nay."

#### **CONSIDERATION OF OUT-OF-STATE TRAVEL REQUEST FOR STARRLENE GROSSMAN AND ELIZABETH HOLTE – Karlyn Raddatz**

Karlyn Raddatz presented a request to have Elizabeth Holte and Starrlene Grossman attend the National Association of County and City Health Officials Public Health Preparedness Summit April 19-22, 2016 in Dallas, Texas. Each staff member has been awarded \$2,160 to cover expenses related to registration, hotel accommodations, and transportation. Other expenses related to meal reimbursement and five days of paid time are also being requested and have been budgeted for through Public Health's training budget.

After questions were answered, Supervisor Van Dixhorn moved and Supervisor Nelson seconded to approve the Out-of-State Travel Request for Elizabeth Holte and Starrlene Grossman. Motion carried unanimously.

**CONSIDERATION OF VACANT POSITION REQUEST FOR A MENTAL HEALTH SPECIALIST/HUMAN SERVICES PROFESSIONAL – Tom Eggebrecht**

Tom Eggebrecht presented a Vacant Position Request for a Mental Health Specialist/Human Services Professional and explained the necessity of filling this position. Tom also asked the Committee's approval to open up recruitment for any potential internal openings if an internal candidate posts into this position.

Mr. Nyenhuis moved and Supervisor Otten seconded to approve the Vacant Position Request for a Mental Health Specialist/Human Services and to open up recruitment for any potential internal opening if an internal candidate posts into this position. Motion carried unanimously.

**CONSIDERATION OF 2016 HEALTH AND HUMAN SERVICES BUDGET ADJUSTMENTS – Shannon Otten**

Shannon presented to the Committee the 2016 Budget Adjustments for Health and Human Services. The 2016 Budget was prepared in July 2015, using 2015 grant amounts for any grant changes that were unknown at the time the budget was prepared. Since this time, the Department has received 2016 contracts with updated grant amounts which now need to be reflected in the Department's 2016 Budget. The adjustments are being proposed to account for the change in current grants and addition of new grants with a net increase in revenue of \$186,048.

Mr. Hoffmann moved and Supervisor Nelson seconded to approve the 2016 Health and Human Services Budget Adjustments and to forward these adjustments to the Finance Committee for consideration. Motion carried unanimously.

**REVIEW AND APPROVE VOUCHERS**

Supervisor Van Dixhorn moved and Supervisor Hoffmann 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**

None.

**ADJOURNMENT**

At 9:34 a.m., Supervisor Otten moved and Supervisor Hoffmann seconded to adjourn the February 2, 2016 Health and Human Services Committee Meeting. Motion carried unanimously.

Julie Schaefer  
Recording Secretary

Jacob Van Dixhorn  
Committee Secretary

Minutes Acceptance: Minutes of Feb 2, 2016 8:30 AM (Approval of Minutes)

SHEBOYGAN COUNTY ORDINANCE NO. \_\_\_\_\_ (2014/15)

Re: Authorizing and Implementing Agency Agreement with State Department of Agriculture to License and Regulate Retail Food Establishments Under Chapter 17

WHEREAS, through the enactment of Chapter 17 of the Sheboygan County Code of Ordinances, the Sheboygan County Health and Human Services Department, Division of Public Health has agreed to be the designated agent of the Wisconsin Department of Health Services for purposes of licensing and regulating various retail establishments, and

WHEREAS, under similar statutory authority under Wis. Stat. § 97.41, the State Department of Agriculture, Trade, and Consumer Protection may designate the Sheboygan County Health and Human Services Department, Division of Public Health as its agent for purposes of licensing and regulating retail food establishments, and

WHEREAS, the Health and Human Services Committee has reviewed the potential of entering into such an agency agreement with respect to retail food establishments and believes that it is in the best interest of the citizens of Sheboygan County to do so;

NOW, THEREFORE, the County Board of Supervisors of the County of Sheboygan does ordain as follows:

Section 1. Amending Chapter 17. Chapter 17 of the Sheboygan County Code of Ordinances is hereby amended as follows (additions indicated by redlining; deletions by strikeouts):

LICENSURE AND REGULATION OF RETAIL FOOD ESTABLISHMENTS, HOTELS, MOTELS, RESTAURANTS, TOURIST ROOMING HOUSES, BED AND BREAKFAST ESTABLISHMENTS, CAMPGROUNDS AND CAMPING RESORTS, RECREATIONAL AND EDUCATIONAL CAMPS, PUBLIC SWIMMING POOLS AND ESTABLISHMENTS POSSESSING CLASS B AND CLASS C ALCOHOL BEVERAGE LICENSES AND INSPECTIONS OF FOOD VENDING MACHINES, THEIR OPERATORS AND VENDING MACHINE COMMISSARIES

17.01 AUTHORITY AND PURPOSE. This Ordinance is adopted pursuant to that authority provided by Wis. Stats. §§ 97.41, 125.68(5), 251.04(3), 254.47, and 254.69(2); and by Wisconsin Administrative Code Chapters HFS 172, 175, 178, 192, 195, 196, 197, and 198, and Comm 90. The purpose of this Ordinance is to protect and improve the public health and to authorize the Sheboygan County Health and Human Services Department to become the designated agent of the State Department of Agriculture, Trade and Consumer Protection and the State Department of Health and Family Services for the purpose of establishing

Attachment: Ordinance - Authorizing and Implementing Agency Agreement with State Department of Agriculture to License and Regulate Retail

50 permit fees, issuing permits, and making investigations or inspections of  
 51 retail food establishments hotels, motels, restaurants, tourist rooming  
 52 houses, bed and breakfast establishments, campgrounds and camping  
 53 resorts, recreational and educational camps, public swimming pools, and  
 54 establishments possessing Class B and Class C alcoholic beverage  
 55 licenses, and in making investigations and inspections of food vending  
 56 machines, their operators and vending machine commissaries.

57  
 58 17.02 APPLICABILITY. The provisions of this Ordinance shall  
 59 apply to the owner, operator, or agent thereof of any retail food  
 60 establishment, hotel, motel, tourist rooming house, restaurant, bed and  
 61 breakfast establishment, campground and camping resort, recreational  
 62 and educational camp, public swimming pool, establishments possessing  
 63 Class B or Class C alcoholic beverage licenses, vending machine  
 64 commissary or vending machines in Sheboygan County.

65  
 66 17.03 DEFINITIONS.

67  
 68 (a) All definitions as set forth in Wis. Stats. ch. 97 and  
 69 §§ 125, 251, and 254; and Wisconsin Administrative Code  
 70 Chapters ACTP 75; HFS/DHS 172, 175, 178, 192, 195, 196, 197,  
 71 and 198; and ~~Comm~~ 90SPS 390 are incorporated in this  
 72 Ordinance by reference and they shall be construed, read, and  
 73 interpreted as fully set forth herein until amended and then shall  
 74 apply as amended.

75  
 76 (b) "Duplicate Permit Fee" shall mean a fee for the  
 77 replacement of an original permit.

78  
 79 (c) "Health and Human Services" or "Department" shall  
 80 mean the Sheboygan County Health and Human Services  
 81 Department, Division of Public Health.

82  
 83 (d) "Inspection Fee" shall mean a fee for on-site visits,  
 84 limited to two (2) in a twelve- month period of time or within the  
 85 license year, to determine that establishments identified in the  
 86 Ordinance are compliant with the statutes and administrative  
 87 codes that govern their operation.

88  
 89 (e) "Late Fee" shall mean a fee for failure to pay  
 90 established fees by June 30 or the due date.

91  
 92 (f) "Limited Food Service" shall mean the serving of  
 93 food which is prepared and packaged off the premises with  
 94 preparation on the premises limited to heating and serving with  
 95 single-service articles, e.g., hermetically wrapped sandwiches or  
 96 frozen pizza.  
 97

98 (g) "Local Agent" shall mean the Sheboygan County  
 99 Health and Human Services Department, Division of Public  
 100 Health.  
 101

102 (gh) "Mobile Restaurant" shall mean a restaurant  
 103 operating from a movable vehicle, pushcart, trailer, or boat which  
 104 periodically or continuously changes location and wherein meals  
 105 or lunches are prepared or served or sold to the general public,  
 106 excepting those vehicles used in delivery of pre-ordered meals or  
 107 lunches prepared in a licensed restaurant.  
 108

109 (hi) "Operator" shall mean the owner or person  
 110 responsible to the owner for the operations of the hotel, motel, bed  
 111 and breakfast establishment, food service establishment or  
 112 beverage establishment, vending machine commissary and/or  
 113 vending machine, campground, camping resort,  
 114 recreational/educational camps, or public swimming pools.  
 115

116 (ij) "Potentially Hazardous Food"

117  
 118 (1) Shall mean a FOOD that is natural or  
 119 synthetic and that requires temperature control because it  
 120 is in a form capable of supporting:  
 121

122 A. The rapid and progressive growth of  
 123 infectious or toxigenic microorganisms;  
 124

125 B. The growth and toxin production of  
 126 *Clostridium botulinum*; or  
 127

128 C. In raw shell eggs, the growth of  
 129 *Salmonella enteritidis*.  
 130

131 (2) Includes an animal FOOD (a FOOD of  
 132 animal origin) that is raw or heat-treated; a FOOD of plant  
 133 origin that is heat-treated or consists of raw seed sprouts;  
 134 cut melons; and garlic and oil mixtures that are not  
 135 acidified or otherwise modified at a FOOD PROCESSING  
 136 PLANT in a way that results in mixtures that do not support  
 137 growth as specified under Subparagraph (a) of this  
 138 definition.  
 139

140 (3) Does not include:

141 A. An air-cooled hard-boiled egg with  
 142 shell intact;  
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144 B. A FOOD with an a/w value of 0.85 or  
 145 less;  
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C. A FOOD with a pH level of 4.6 or below when measured at 24C (75F);

D. A FOOD in an unopened HERMETICALLY SEALED CONTAINER, that is commercially processed to achieve and maintain commercial sterility under conditions of nonrefrigerated storage and distribution;

E. A FOOD for which laboratory evidence demonstrates that the rapid and progressive growth of infectious or toxigenic microorganisms or growth of *S. enteritidis* in eggs or *C. botulinum* cannot occur, such as a FOOD that has an a/w and a pH that are above the levels specified under Subparagraphs (c) (2) and (3) of this definition and that may contain a preservative, other barrier to growth of microorganisms, or a combination of barriers that inhibit the growth of microorganisms.

F. A FOOD that may contain an infectious or toxigenic microorganism or chemical or physical contaminant at a level sufficient to cause illness, but that does not support the growth of microorganisms as specified under Subparagraph (a) of this definition.

(jk) "Pre-Inspection Fee" shall mean a fee for consultative services offered within a six- (6-) month period from the date of permit application to persons intending to operate a new hotel, tourist rooming house, bed and breakfast establishment, restaurant, vending machine commissary, or to a person intending to be the new operator of an existing hotel, tourist rooming house, bed and breakfast establishment, restaurant and vending machine commissary.

(kl) "Re-Inspection Fee" shall mean a fee for the third (3rd) and subsequent inspections needed to address compliance issues with the statutes and administrative codes that govern their operation.

(lm) "Restaurant" shall mean any building, room, or place where meals are prepared, served, or sold to transients or the general public, and all places used in connection with the building, room, or place and includes any public or private school lunchroom for which food service is provided by contract. "Restaurant" does not include:

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(1) Taverns that serve free lunches consisting of popcorn, cheese, crackers, pretzels, cold sausage, cured fish, or bread and butter;

(2) Churches, religious, fraternal, youth, or patriotic organization, service clubs, and civic organizations which occasionally prepare, serve, or sell meals to the general public;

(3) Any food service provided solely for needy persons;

(4) Bed and breakfast establishments; or

(5) A private individual selling food from a movable or temporary stand at a public farm sale.

(n) "Retail Food Establishment" shall have the meaning as set forth at Wis. Stat. § 97.30.

(m) "Temporary Restaurant" shall mean a restaurant that operates at a fixed location in conjunction with a single event such as a fair, carnival, circus, public exhibition, anniversary sale, or occasional sales promotion.

(p) "Vending Machine" shall mean any self-service device offered for public use which, upon insertion of a coin or token, or by other means, dispenses unit servings of food or beverage either in bulk or in package, without the necessity of replenishing the device between each vending operation. "Vending machine" does not include a device which dispenses only bottled, prepackaged or canned soft drinks, a one-cent vending device, a vending machine dispensing only candy, gum, nuts, nut meats, cookies, or crackers, or a vending machine dispensing only prepackaged grade A pasteurized milk or milk products.

(q) "Vending Machine Commissary" shall mean any building, room, or place in the state at which foods, containers, transport equipment, or supplies for vending machines are kept, handled, prepared, or stored by a vending machine operator, except a place at which the operator is licensed to manufacture, distribute, or sell food products under Wis. Stat. ch. 97.

17.04 ENFORCEMENT. The provisions of this Ordinance shall be administered by or under the direction of the Division of Public Health of the Health and Human Services Department, by its duly authorized representatives who shall have the right to enter, at reasonable hours,

245 upon premises affected by this regulation to inspect the premises, secure  
 246 samples or specimens, examine and copy relevant documents and  
 247 records, or obtain photographic or other evidence needed to enforce this  
 248 Ordinance.

249  
 250 17.05 LICENSE AND PERMIT.

251 (a) No person shall operate retail food establishments,  
 252 hotels, motels, restaurants, tourist rooming houses, bed and  
 253 breakfast establishments, campgrounds and camping resorts,  
 254 recreational and educational camps, public swimming pools and  
 255 establishments possessing Class B and Class C alcohol beverage  
 256 licenses and inspections of food vending machines, their  
 257 operators and vending machine commissaries without first  
 258 obtaining a non-prorated permit from the ~~Health and Human~~  
 259 ~~Services Department~~. Such permits shall expire on June 30 of  
 260 each year following their issuance except that permits initially  
 261 issued during the period beginning on April 1 and ending June 30  
 262 shall expire June 30 of the following year. The issuance of a  
 263 permit may be conditioned upon the permittee correcting a  
 264 violation of this Ordinance within a specified period of time. If the  
 265 condition is not met within the specified period of time, the permit  
 266 shall be voided. The permit shall not be transferable to a location  
 267 other than the one for which it was issued, nor shall a permit be  
 268 transferred from one operator to another subject to the express  
 269 exception of:  
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271  
 272 (1) As to location, temporary permits may be  
 273 transferred;

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 275 (2) As to operator, a permit of a food  
 276 establishment operator may be transferred to an individual  
 277 who is an immediate family member of the operator if the  
 278 operator is transferring operation of the establishment or  
 279 vending machine to that immediate family member. A  
 280 parent, child, stepchild, grandchild, sibling, or stepsibling  
 281 shall be considered an immediate family member for  
 282 purposes of this Ordinance.

283  
 284 (b) Operators or permittees of temporary restaurants  
 285 whom the ~~Health and Human Services Department~~ has found to  
 286 be uncooperative or habitual violators of this Ordinance may be  
 287 denied a permit to operate. Temporary permits may be  
 288 transferred to a premises other than that for which it was issued,  
 289 provided that the approval of the new premises is secured from  
 290 the ~~Health and Human Services Department~~ prior to operating at  
 291 the new premises.  
 292

293 (c) No permits shall be granted to any person under  
 294 this Ordinance without a pre-inspection by the ~~Health and Human~~  
 295 ~~Services~~ Department of the premises for which the permit shall be  
 296 granted.

297  
 298 (d) No permit shall be issued until all application fees  
 299 have been paid.

300  
 301 17.06 APPLICATION. Application for permits shall be made in  
 302 writing to the ~~Health and Human Services~~ Department on forms  
 303 developed and provided by the ~~Health and Human Services~~ Department,  
 304 stating the name and address of the proposed applicant and operator,  
 305 and the address and location of the proposed establishment, together  
 306 with any such other information as may be required. The ~~Health and~~  
 307 ~~Human Services~~ Department shall either approve the application or deny  
 308 the permit within thirty (30) days after receipt of a complete application.  
 309

310 17.07 FEES. Fees for the issuance of permits, including late  
 311 fees, the making of investigations, inspections, providing education,  
 312 training, and technical assistance to all establishments covered pursuant  
 313 to this Ordinance, plus the costs required to be paid to the state for each  
 314 permit issued, are established by and may be amended upon the  
 315 approval of the Sheboygan County Health and Human Services  
 316 ~~Board~~ Committee. In addition, separate pre-inspection fees are hereby  
 317 established with regard to new establishments or existing establishments  
 318 which have been transferred to a new operator. The fee schedule for a  
 319 license shall be on file with the ~~Sheboygan County Health and Human~~  
 320 ~~Services~~ Department, ~~Division of Public Health~~.

321  
 322 17.08 PERMIT PUBLIC DISPLAY. Every establishment required  
 323 to obtain a permit pursuant to this Ordinance shall display said permit at  
 324 all times in a conspicuous public place.

325  
 326 17.09 PERMIT SUSPENSION AND REVOCATION. Any permit  
 327 issued by the ~~Health and Human Services~~ Department pursuant to this  
 328 Ordinance may be temporarily suspended and the premises ordered  
 329 closed by the Department for a violation of any provision of this  
 330 Ordinance or rules adopted by reference by this Ordinance if the  
 331 Department determines that an immediate danger to health exists or as  
 332 may otherwise be allowed by law, including failure to pay any fees  
 333 required hereunder. The Department may establish such protocols as it  
 334 deems appropriate to allow permit holders opportunities to correct in lieu  
 335 of suspension and closure. Such permits may be permanently revoked  
 336 after repeated violations.  
 337

338 17.10 REGULATIONS, RULES, AND LAWS ADOPTED BY  
 339 REFERENCE. The applicable laws, rules, and regulations as set forth in  
 340 Wis. Stats. chs. 97, 125, 251, and 254; Wisconsin Administrative Code  
 341 Chapters ACTP 75; and ~~HS~~ ~~DHS~~ 172, 175, 178, 192, 195, 196, 197, and

342 198; and ~~Comm 90~~SPS 390 are incorporated in this regulation by  
 343 reference and they shall be construed, read, and interpreted as fully set  
 344 forth herein until amended and then shall apply as amended. The  
 345 expressed provisions of this Ordinance shall control where more  
 346 restrictive.

347  
 348 17.11 VIOLATION/PENALTIES. Any person who violates or  
 349 refuses to comply with any provisions of this Ordinance shall be subject to  
 350 a forfeiture of Two Hundred Fifty Dollars (\$250.00) for each offense  
 351 and/or revocation or amendment of their applicable permit. Each day a  
 352 violation exists or continues shall be considered a separate offense.  
 353 Where appropriate, injunctive relief may be sought by the ~~Health and~~  
 354 ~~Human Services~~ Department against continuing violations. In the  
 355 alternative, the ~~Health and Human Services~~ Department may pursue  
 356 enforcement of such Section of these regulations as are prosecutable.  
 357 Representatives of the Department charged with the administration an  
 358 enforcement of this Ordinance are authorized to issue citations pursuant  
 359 to Chapter 90 of this Code with respect to Ordinances which are directly  
 360 related to their official responsibilities.

361  
 362 17.12 CONSTRUCTION OR ALTERATION OF FOOD  
 363 ESTABLISHMENTS: PLAN EXAMINATION. No person shall erect,  
 364 construct, enlarge, or alter a food establishment without first submitting to  
 365 the ~~Sheboygan County Health and Human Services~~ Department ~~Division~~  
 366 ~~of Public Health~~ ("Division of Public Health") plans (drawings) which  
 367 clearly show and describe the amount and character of the work  
 368 proposed and without first receiving approval of submitted plans. Such  
 369 plans shall include floor plans, equipment plans, and specifications; wall,  
 370 floor, and ceiling finishes; and plans and specifications for food service  
 371 kitchen ventilation. Submitted plans shall give all information necessary  
 372 to show compliance with applicable health codes. At the option of the  
 373 ~~Division of Public Health~~ Department, plans need not be submitted to  
 374 execute minor alterations to a food establishment. Approved plans shall  
 375 not be changed or modified unless approval of such changes or  
 376 modifications shall first be obtained from the ~~Division of Public~~  
 377 ~~Health~~ Department. Plan examination fees shall be paid pursuant to  
 378 Section 17.07 of this Code.

379  
 380 17.13 CONSTRUCTION OR ALTERATION OF FOOD  
 381 ESTABLISHMENTS: SITE EVALUATION. A site evaluation by the  
 382 ~~Division of Public Health~~ Department is required when any food  
 383 establishment begins operation in a location where the immediate  
 384 predecessor was not a food operation. Site evaluation by the ~~Division of~~  
 385 ~~Public Health~~ Department is not required for any food operation that has a  
 386 change in operator or that is remodeled or altered. Such a food operator  
 387 may voluntarily request site evaluation by the ~~Division of Public~~  
 388 ~~Health~~ Department which shall provide such evaluation whenever a  
 389 request is made. Any food operation which voluntarily requests a food

390 evaluation shall pay a site evaluation fee. Site evaluation fees shall be  
391 paid as required by Section 17.07.

392  
393 Section 2. **Authorization to Execute Agreement.** The County Administrator  
394 or designee is authorized and directed to enter into an agreement with the Wisconsin  
395 Department of Agriculture, Trade, and Consumer Protection ("the DATCP") to have the  
396 Sheboygan County Health and Human Services Department, Division of Public Health,  
397 act as the DATCP's agent to administer its food licensing program pursuant to Wis. Stat.  
398 § 97.41.

399  
400 Section 3. **Effective Date.** The herein Ordinance shall take effect upon  
401 enactment.

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403  
404 Respectfully submitted this 16th day of December, 2014.

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406  
407 **HEALTH & HUMAN SERVICES COMMITTEE\***

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410 \_\_\_\_\_  
411 Kris Wheeler, Chairperson

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Vernon C. Koch, Vice-Chairperson

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413 \_\_\_\_\_  
414 Jacob Van Dixhorn, Secretary

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James Baumgart

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416 \_\_\_\_\_  
417 Brian C. Hoffmann

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Roger R. Otten

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419 Opposed to Introduction:

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423 \*County Board members signing only

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427 Countersigned by:

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431 \_\_\_\_\_  
432 Roger Te Stroete, Chairperson



# SHEBOYGAN COUNTY VACANT POSITION REQUEST

\*to be completed for all open positions\*

Date : 02-09-2016

To : Health & Human Services Committee Members

From : Tim Gessler, Economic Support & Child Support Manager

**Position Request:**

Position: Economic Support Specialist / Human Services Specialist

Reason for Vacancy: An ESS/HSS left county employment.

**Justification:**

The Economic Support Specialist position is critical to our provision of the BadgerCare, Medicaid, FoodShare, Wisconsin Shares, and Wisconsin Home Energy Assistance Program services that we provide. The new hire may require four to six months of training and additional months of experience prior to being given a full caseload. During the time of the hiring process and the training period, the remaining staff will have to cover the workload and our Capital Consortium Call/Change Center responsibilities. Thus it is important that this position be filled quickly so the new hire can begin training in preparation for the ongoing work associated with the vacancy of Katherine Hansen.

**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:

DBM Salary Range of Requested Position: \$40,539 to \$55,804

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

Wages	Benefits	Total
\$ 40,539	\$ 18,243	\$ 58,782

*(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 \_\_\_\_\_

Attachment: Vacant Position Request - Economic Support Specialist (formerly Katherine Hansen's position) (3458 : VPR)

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

Date \_\_\_\_\_

Form Process:

- 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 - Economic Support Specialist (formerly Katherine Hansen's position) (3458 : VPR)





# SHEBOYGAN COUNTY VACANT POSITION REQUEST

\*to be completed for all open positions\*

Date : 2/9/16  
To : HHSCommittee Members  
From : Scott Shackelford

**Position Request:**

Position: Human Services Aide  
Reason for Vacancy: resignation

**Justification:**

Sandra Schultz gave a 2 week notice on 2/8/16. This Human Services Aide position assists the Child Welfare Units by conducting home and community visits, transportation of clients/children, making observations and documenting activities. This is the only position serving the Child Welfare Units and refilling the position is requested in order to provide service to referred families and children.

**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: \$33,995-\$47,592  
DBM Salary Range of Requested Position: B22

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

Wages	Benefits	Total
\$ 33,995	\$ 21,963	\$ 55,958

*(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:
1. Department Head completes the VPA form

Attachment: Vacant Position Request - Human Services Aide (formerly Sandra Schultz's position) (3459 : VPR)

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 - Human Services Aide (formerly Sandra Schultz's position) (3459 : VPR)**