

NOTICE OF MEETING

HEALTH & HUMAN SERVICES COMMITTEE

March 1, 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-After Veterans - Feb 16, 2016 8:45 AM

Announcements and Correspondence

Public Input

2015 Annual Report - Tom Eggebrecht

Economic Support and Child Support Manager Tim Gessler

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

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

Review and Approve Vouchers

Approval of Attendance at 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 8th Street
Sheboygan, WI 53081
Room 413

February 16, 2016

Called To Order: 8:57 A.M.

Adjourned: 10:24 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, Karlyn Raddatz, Tim Gessler, Carl Buesing, Dave Roettger, Tim Swart, Shelley Krause, and Jody Gallaway

Supervisor Koch called the meeting to order at 8:57 a.m.

Supervisor Koch informed the Committee that Ms. Feider is excused from today's 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 16, 2016 meeting of the Health and Human Services Committee was posted on February 12, 2016 at 11:55 a.m., in compliance with the Open Meeting Law.

REVIEW AND APPROVE MINUTES: February 2, 2016 HEALTH AND HUMAN SERVICES COMMITTEE MEETING MINUTES

Supervisor Baumgart moved and Supervisor Hoffmann seconded to approve the minutes of the February 2, 2016 Health and Human Services Committee Meeting. Motion carried unanimously.

ANNOUNCEMENTS

Tom Eggebrecht introduced Dave Roettger, Shelley Krause, and Tim Swart to the Committee. They will be presenting information to the Committee on changes in the 2015-2017 Governor's Biennium Budget as they relate to food safety, recreation, and licensing.

Tom Eggebrecht welcomed Corporation Counsel Carl Buesing to today's meeting. He will be presenting information on the Sheboygan County code for retail food establishments.

Tom Eggebrecht introduced Jody Gallaway to the Committee. She will be presenting information on the Drug Treatment Court and seeking approval to solicit incentives in relation to the Drug Treatment Court.

Tom Eggebrecht informed the Committee that Dale Deterding followed up with Zion Church in regards to the Sheboygan meal site continuing to operate at Zion Church at the current monthly rate. Dale received word back from Zion Church that they will allow the Sheboygan meal site to

Minutes Acceptance: Minutes of Feb 16, 2016 8:45 AM (Approval of Minutes)

continue at Zion Church at the current rate until July 1, 2016. After that date, the Department will be charged the increased rate if an alternate location has not been found.

Tom informed the Committee that he will be presenting the Department's Annual Report at the next Committee meeting.

PUBLIC INPUT

None.

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 – Karlyn Raddatz

Karlyn Raddatz presented information on changes reflected in the 2015-2017 Governor's Biennium Budget as they relate to food safety, recreation, and licensing via a PowerPoint presentation. Governor Walker declared the transfer of regulatory responsibility for restaurants, lodging establishments, and certain recreational establishments from the Department of Health Services (DHS) to the Department of Agriculture, Trade and Consumer Protection (DATCP). Local health departments will need to sign a new agent contract with DATCP. The contract will now include all of the previous food safety, recreation, and licensing inspection work as well as the retail food establishments. The expectation is that this will happen shortly after July 1, 2016. If a local health department fails to sign a new contract with DATCP, all licensing and inspection activities will revert back to DATCP at the state level. This includes the Department's current program and Public Health will no longer have a licensing and inspection program. Karlyn presented the proposed fees. The goal is to break even with fees indexed to cover personnel expenses. Regardless of the revenue, the state expects a 10% reimbursement.

This change will allow for increased continuity of services to all establishments within Sheboygan County.

After questions were answered, Supervisor Van Dixhorn moved and Supervisor Otten seconded to approve that the Sheboygan County Health and Human Services Department take on DATCP responsibilities. Motion carried unanimously.

CONSIDERATION OF ORDINANCE AMENDING SHEBOYGAN COUNTY CODE FOR RETAIL FOOD ESTABLISHMENTS – Karlyn Raddatz

Karlyn Raddatz informed the Committee that the Ordinance Re: Authorizing and Implementing Agency Agreement with State Department of Agriculture to License and Regulate Food Establishments Under Chapter 17 will need to be amended indicating the change in Governor Walker's Biennium Budget which transfers all food safety, recreation, and licensing activities from DHS to DATCP. This Ordinance was presented to the County Board approximately 14 months ago when Public Health wanted to voluntarily become a DATCP agent and this Ordinance did not pass at that time.

After questions were answered, Supervisor Hoffmann moved and Supervisor Otten seconded to approve amending the Sheboygan County Code for Retail Food Establishments and forward this request to the County Board for consideration. Motion carried unanimously.

Carl Buesing will draft the Ordinance and forward to the County Clerk.

UPDATE ON ZIKA VIRUS – Karlyn Raddatz

Karlyn Raddatz presented an update on the Zika virus via a PowerPoint presentation, focusing on the characteristics of the Zika virus infection, transmission, diagnosis and testing, and treatment and prevention. The Zika virus is a mosquito-borne virus carried by two types of Aedes species and found mostly in the southeastern United States. There is no specific antiviral treatment, vaccine, or available test for the Zika virus.

CONSIDERATION OF SOLICITATION IN SUPPORT OF TREATMENT COURT PARTICIPANT INCENTIVES – Jody Gallaway

Jody Gallaway informed the Committee that development of the Sheboygan County Drug Treatment Court is continuing to move forward. The Drug Treatment Court will provide intensive treatment programming and participants will be closely monitored in the community as an alternative to incarceration. The program has proven to be successful as it uses behavior modification. Participants receive incentives for succeeding in the program. Jody is requesting the Committee's approval to reach out to area businesses to seek these incentives. Reaching out to area businesses will be done in the form of them receiving a letter and then conducting follow-up phone calls. This is a way to try and engage the community to get involved in the program. There are also plans to recognize contributors to the program.

After discussion and questions were answered, Supervisor Nelson moved and Supervisor Hoffmann seconded to approve the solicitation of incentives for the Drug Treatment Court. Motion carried unanimously.

CONSIDERATION OF VACANT POSITION REQUEST – ECONOMIC SUPPORT SPECIALIST/HUMAN SERVICES SPECIALIST – Tim Gessler

Tim Gessler presented a Vacant Position Request for an Economic Support Specialist/Human Services Specialist and explained the necessity of filling this position.

After questions were answered, Supervisor Hoffmann moved and Supervisor Van Dixhorn seconded to approve the Vacant Position Request for an Economic Support Specialist/Human Services Specialist. Motion carried unanimously.

CONSIDERATION OF VACANT POSITION REQUEST – HUMAN SERVICES AIDE – Scott Shackelford

Scott Shackelford presented a Vacant Position Request for a Human Services Aide and explained the necessity of filling this position. Scott also requested that if an internal candidate is selected for this position that he be allowed to backfill that position.

After questions were answered, Supervisor Otten moved and Supervisor Nelson seconded to approve the Vacant Position Request for a Human Services Aide and to backfill any openings that may result from this Vacant Position Request. Motion carried unanimously.

REVIEW AND APPROVE VOUCHERS

After questions were answered, Supervisor Hoffmann moved and Supervisor Van Dixhorn 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 10:24 a.m., Supervisor Otten moved and Supervisor Van Dixhorn seconded to adjourn the February 16, 2016 Health and Human Services Committee Meeting. Motion carried unanimously.

Julie Schaefer
Recording Secretary

Jacob Van Dixhorn
Committee Secretary

Minutes Acceptance: Minutes of Feb 16, 2016 8:45 AM (Approval of Minutes)



SHEBOYGAN COUNTY VACANT POSITION REQUEST

to be completed for all open positions

Date : 02-22-2016

To : Health & Human Services Committee Members

From : Tim Gessler, ES & CS Manager

Position Request:

Position: Human Services Specialist - Economic Support

Reason for Vacancy: Holly Brandt accepted a new position at the ADRC

Justification:

The Human Services Specialist - Economic Support 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 case management 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 Holly Brandt.

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
\$ 41,350	\$ 22,730	\$ 64,080

(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 - Human Services Specialist-Economic Support (formerly Holly Brandt's position) (3481 : 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 - Human Services Specialist-Economic Support (formerly Holly Brandt's position) (3481 : VPR)



SHEBOYGAN COUNTY VACANT POSITION REQUEST

to be completed for all open positions

Date : 02-24-2016

To : Health & Human Services Committee Members

From : Tim Gessler, ES & CS Manager

Position Request:

Position: Human Services Specialist - Economic Support

Reason for Vacancy: Ryan Burg accepted a new position at the HSD

Justification:

The Human Services Specialist - Economic Support 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 case management 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 Ryan Burg.

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
\$ 41,350	\$ 22,730	\$ 64,080

(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 - Human Services Specialist-Economic Support (formerly Ryan Burg's position) (3483 : vpr)

Human Resources Committee signature _____

Date _____

Form Process:

1. Department Head completes the VPA form
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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 Specialist-Economic Support (formerly Ryan Burg's position) (3483 : vpr)