

NOTICE OF MEETING

SHEBOYGAN COUNTY HEALTH & HUMAN SERVICES COMMITTEE

February 21, 2023

8:30 AM

Health & Human Services Building
1011 North 8th Street
Sheboygan WI
Room 372

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

Everyone is welcome to wear a face mask in Sheboygan County Facilities.

To observe the meeting remotely dial (312) 626-6799 or click on the following link:

<https://us06web.zoom.us/j/89720495372?pwd=TIh1N1p4MDBpSFJlMTRYWC9TbzBSUT09>

Meeting ID: 897 2049 5372

Passcode: 882490

*** AGENDA ***

Call to Order and Introductions
Certification of Compliance with Open Meeting Law
Approval of Minutes for January 17, 2023

Announcements and Correspondence

Public Comment (Public may speak up to three minutes each on topics relevant to the agenda.)

Health & Human Services Director Report – Matt Strittmater

The Department Head Report is a summary of key activities. No action will be taken by the Health & Human Services Committee resulting from the report unless it is a specific item on the agenda.

Public Health Manager Report – Starrlene Grossman

The Public Health Manager Report is a summary of key activities. No action will be taken by the Health & Human Services Committee resulting from the report unless it is a specific item on the agenda.

Child & Family Services – Juvenile Court Supervisors Shane Arndt and Jessica Bitter

Presentation – Sheboygan County Youth Justice Team

Accounting Manager – Tara Duwe

Health and Human Services Fourth Quarter Financials

Health & Human Services Director – Matt Strittmater

Consideration of Vacant Position Request – Senior Public Health Professional (Psychotherapist)

Consideration of Vacant Position Request – Senior Human Services Professional (Crisis Care Manager)

ADRC & Operations Manager – Michelle Acevedo

Consideration of Vacant Position Request – Human Services Professional – Contract Administrator

Review and Approve Vouchers

January 29, 2023 – February 11, 2023

Approval of Attendance of Members at Other Meetings or Functions
Reports on Meetings Attended

Adjournment

Next Scheduled Meeting will be March 7, 2023 at 8:30 AM

Prepared by:

Wendy Gorges
Recording Secretary

Curt Brauer
Committee Chairperson

Posted: 2/17/23 1:30 PM

NOTE: Persons with disabilities needing assistance to attend or participate are asked to notify the Health & Human Services Department by calling (920)-459-4326 prior to the meeting so that accommodations may be arranged.

A majority of the members of the County Board of Supervisors, or 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.

SHEBOYGAN COUNTY HEALTH & HUMAN SERVICES COMMITTEE MINUTES

Health & Human Services Building
1011 North 8th Street
Sheboygan WI
Room 372

February 7, 2023

Called to Order: 8:30 AM

Adjourned: 9:02 AM

MEMBERS PRESENT: Supervisor Curt Brauer, Supervisor Bill Goehring, Supervisor Marilyn Montemayor
(in person)

MEMBERS PRESENT: Supervisor Wendy Schobert
(via Zoom) Citizen Members: Jeanne Kliejunas, Diane Oppeneer, Larry Samet

MEMBERS ABSENT: Supervisor James Coulson, Supervisor Rebecca Clarke

ALSO PRESENT: Matthew Strittmater, Sarah Mueller, Starrlene Grossman, Tara Duwe,
(in person) Michelle Acevedo, Jackie Moglowsky, Tim Gessler, Chris Lewinski
(Zoom), Andrew Weiss, Wendy Gorges

Chairperson Brauer called the meeting to order at 8:30 AM.

The Chairperson certified compliance with the open meeting law. The notice was posted at 3:15 PM on February 3, 2023.

Approval of Minutes for January 17, 2023

Supervisor Montemayor moved to approve the minutes. Supervisor Goehring seconded. Motion carried with no nay votes.

Announcements and Correspondence

Public Comment – No public comment was made.

Health & Human Services Director Report – Matt Strittmater

The Department Head Report is a summary of key activities. No action will be taken by the Health & Human Services Committee resulting from the report unless it is a specific item on the agenda.

Public Health Manager Report – Starrlene Grossman

The Public Health Report is a summary of key activities. No action will be taken by the Health & Human Services Committee resulting from the report unless it is a specific item on the agenda.

Child & Family Services Manager – Sarah Mueller

Discussion of Caseworker Contact Recognition Letter from the Wisconsin Department of Children & Families

Health & Human Services Director – Matt Strittmater

Consideration of Information Technology Table of Organization Change that would affect Health & Human Services

Supervisor Goehring moved to approve the request. Supervisor Montemayor seconded. Motion carried with no nay votes.

Consideration of Corporate Counsel Table of Organization Change that would affect Health & Human Services

Supervisor Montemayor moved to approve the request. Citizen Member Kliejunas seconded. Motion carried with no nay votes.

Consideration of a Change in the Table of Organization

Consideration of Vacant Position Request – Senior Public Health Professional (Psychotherapist)
Consideration of Vacant Position Request – Senior Human Services Professional (Crisis Care Manager)

Supervisor Goehring moved to approve the requests. Supervisor Montemayor seconded. Motion carried with no nay votes.

ADRC & Operations Manager – Michelle Acevedo

Consideration of Vacant Position Request – Human Services Professional – Protective Services Specialist (Adult Protective Services)

Supervisor Montemayor moved to approve the request. Citizen Member Kliejunas seconded. Motion carried with no nay votes.

Behavioral Health Manager – Jackie Moglowsky

Consideration of Vacant Position Request – Senior Public Health Professional – Psychotherapist
Supervisor Goehring moved to approve the request. Supervisor Montemayor seconded. Motion carried with no nay votes.

Consideration of an Out-of-State Travel Request (National Association of Drug Court Professionals NADCP) Conference for five employees to attend in Houston, Texas in July, 2023.

Supervisor Montemayor moved to approve the request. Supervisor Goehring seconded. Motion carried with no nay votes.

Public Health Manger – Starrlene Grossman

Consideration of Vacant Position Request – Human Services Assistant – Public Health Aide (PT)

Supervisor Montemayor moved to approve the request. Supervisor Schobert seconded. Motion carried with no nay votes.

Review and Approve Vouchers

January 1, 2023 – January 14, 2023

January 15, 2023 – January 28, 2023

Supervisor Goehring moved to approve the vouchers. Supervisor Montemayor seconded. Motion carried with no nay votes.

Approval of Attendance of Members at Other Meetings or Functions

Reports on Meetings Attended

No other meetings were attended by committee members.

Adjournment

Supervisor Montemayor moved to adjourn the meeting. Supervisor Schobert seconded. Motion carried with no nay votes. Meeting adjourned at 9:02 AM.

The next scheduled meeting will be February 21, 2023 at 8:30 AM.

Marilyn Montemayor, Committee Secretary

Wendy Gorges
Recording Secretary

**VARIANCE REPORT FOR DEPARTMENT -- HEALTH & HUMAN SERVICES FUND
FOR THE QUARTER ENDING 12/31/2022**

TIMING	G/L CATEGORY	VARIANCE FROM BUDGET	EXPLANATION OF VARIANCE
	Intergovernmental Revenues		
	Federal Grants	(63,999.20)	Subsidized Guardianship and Treatment Court Enhancement expenses have been lower, therefore revenue is lower, which is partially offset by increased revenue from Child Support and Aging. Also, the timing of prior year Child Support incentive payments are unknown.
	State Grants	516,242.30	Various grants are claiming more or less than budgeted, which mostly offsets each other. While Children's Long Term Support no longer has a cap on funds and is higher by \$647,673.
	Licenses & Permits		
	Business Licenses	42,912.76	Licenses and permit fees fluctuate throughout the year and from year to year.
	Public Charges for Services		
	General Government	(23,606.37)	Court fees and Costs are paid to HHS as they are collected. The reduction in fees collected are due to previous delays in court proceedings related to COVID-19 and a staff shortage in the DA's office.
	H & HS Services	645,804.33	MA revenue for CCS is higher than budgeted from the WI Medicaid Cost Reporting reconciliation for 2021 calculating a higher payment than anticipated. Also, higher than budgeted revenue was received for Crisis MA, External 3rd Party payments, and parental payments for children in Foster Homes.
	Interest and Other Revenue		
	Rent Revenue	24,761.76	HHS is subletting a property to State Corrections, which was not budgeted.

TIMING	G/L CATEGORY	VARIANCE FROM BUDGET	EXPLANATION OF VARIANCE
	Donations	(51,820.84)	General contributions to Aging, Meal Site, and Home Delivered Meals are up, but offset by there not being a Capital Contribution as the purchase of a bus did not happen in 2022.
	Other Misc. Revenue	47,815.28	Revenue is higher due to unexpected sale of assets, a refund from the company developing our electronic health record system, and we received more than anticipated prior year Income Maintenance Incentives.
	Personnel Related Expenditure		
	Wages	589,976.09	Unfilled positions have resulted in wages being below budget.
	Overtime	(4,630.84)	Existing staff covering vacancies and after hours services are causing slightly higher than budgeted overtime.
	Benefits	134,364.26	Unfilled positions have resulted in benefits being below budget.
	Operating Expenses		
	Purchased Services	(1,098,454.14)	Purchase services expenses fluctuate based on client needs and COVID-19 is still impacting some HHS client services. Psychiatrist, Children's Long Term Support, State Institutions, Child Caring Institutions, Adult Family Home, Community Based Residential Facilities are higher than budgeted and partially offset by lower than budgeted costs in CCS, Counseling/Therapeutic, Mentoring, Supervised Visitation, Group Homes, Supportive Home Care, and Foster Home Administrative Payments.
	Repairs and Maintenance	(1,991.23)	Higher than budgeted costs for maintenance of office equipment.
	General Operating	272,197.26	Employee mileage reimbursement, seminars and trainings, prescription medications, and are significantly underbudget. There was also a correction to the accrual amount for the annual Family Care Contribution amount.
	Fixed Charges	(4,080.48)	Higher than budgeted costs for rent of equipment.
	Interdepartmental Charges		
	Employee Related Insurance	593,007.88	Unfilled positions have resulted in insurances being below budget.

TIMING	G/L CATEGORY	VARIANCE FROM BUDGET	EXPLANATION OF VARIANCE
	Repairs & Maintenance Charges	(44,406.49)	Actual expenses for Building Maintenance are higher than budgeted.
	System Operation Charges	28,326.45	Printing and duplicating and telephone costs are lower than budgeted.
	Other Interdepartmental	24,823.77	The Overdose Fatality Grant was able to cover \$15,000 of expenses that the Medical Examiner's office transferred to HHS, which is partially offset by lower than anticipated Corporation Counsel expense.
	Capital Outlay	149,602.00	The medium bus chassis is not available and we will not be purchasing a bus this year.
	Variances Less Than Justification Threshold	478.60	
	TOTAL	1,777,323.15	Positive



Sheboygan County

VACANT POSITION REQUEST

(To be completed for all vacant positions)

Date: 2/7/2023

To: Health & Human Services Committee Members

From: Matt Strittmater, HHSD Director

Position Request:

Position: Senior Public Health Professional – Psychotherapist

Reason for Vacancy: New Position

Justification:

This position is a part of the clinical treatment team of the Mental Health & Substance Abuse Treatment Center. Psychotherapists provide a full continuum of outpatient services to individuals seeking treatment. This position is specific to youth with substance use or substance use/mental health needs. As part of the clinical team, psychotherapists participate in clinical staffing, treatment planning, crisis intervention, and provide consultation within the agency, to community service partners and the public. The Department requests permission to backfill if a scenario occurs where this position is filled with an internal candidate.

Staffing Consideration:

Department has considered all alternate options as it relates to overall staff needs? Yes ☒ No ☐

Budget Consideration:

Is this position within the Department's annual operation budget? Yes ☐ No ☒

If not, please state the amount over budget as well as the proposed source of funds: Opioid Settlement funds were approved by the HHS Committee to cover the full cost of this position.

Costs:

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

Wages	Benefits	Total
\$56,725- \$74,369	\$35,274 – \$38,044	\$91,999 - \$112,413

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

County Administrator/Department Head Signature *Matt Strittmater* Date: 1-26-23

Human Resources Director Signature *Alayne Krause* Date: 1/26/2023

Liaison Committee Signature _____ Date: _____

Human Resources Committee Signature _____ Date: _____

Form Process:

1. County Administrator/Department Head completes VPR.
2. County Administrator/Department Head refers to Human Resources Director for approval.
3. County Administrator/Department Head presents VPR to Liaison Committee for approval/signature.
4. County Administrator/Department Head forwards VPR to HR for Human Resources Committee approval/signature (*Salaried Positions Only*.)
5. HR begins recruitment process.



Sheboygan County

VACANT POSITION REQUEST

(To be completed for all vacant positions)

Date: 2/7/2023

To: Health & Human Services Committee Members

From: Jaclyn Moglowsky

Position Request:

Position: Senior Human Services Professional - Crisis Case Manager

Reason for Vacancy: New Position

Justification:

This is a new position created in collaboration with Behavioral Health and the sheriff utilizing Opioid Settlement funding. This position will be responsible for providing substance use and dual diagnosis services and support to individuals in the county jail and detention center. This will include group and individual psychotherapy and psychoeducation, support and resource connection while in transition into the community. Follow up upon release will also be maintained to ensure appropriate connection to needed resources has been established. Permission to backfill should this be filled by an internal candidate is also requested.

Staffing Consideration:

Department has considered all alternate options as it relates to overall staff needs? Yes ☒ No ☐

Budget Consideration:

Is this position within the Department's annual operation budget? Yes ☐ No ☒

If not, please state the amount over budget as well as the proposed source of funds: Opioid Settlement funds were approved by the HHS Committee and Law Committee to cover the full cost of this position.

Costs:

The annual costs associated with the position (current year's wage & benefit rates): C43

Wages	Benefits	Total
\$56,725- \$74,369	\$35,274 – \$38,044	\$91,999 - \$112,413

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

County Administrator/Department Head Signature Matthew Roth

Date: 1-26-23

Human Resources Director Signature Alayne Krause

Date: 1/26/2023

Liaison Committee Signature _____

Date: _____

Human Resources Committee Signature _____

Date: _____

Form Process:

1. County Administrator/Department Head completes VPR.
2. County Administrator/Department Head refers to Human Resources Director for approval.
3. County Administrator/Department Head presents VPR to Liaison Committee for approval/signature.
4. County Administrator/Department Head forwards VPR to HR for Human Resources Committee approval/signature (*Salaried Positions Only*).
5. HR begins recruitment process.



Sheboygan County

VACANT POSITION REQUEST

(To be completed for all vacant positions)

Date: 2/13/2023

To: Health & Human Services Committee Members

From: Matthew Strittmater

Position Request:

Position: Human Services Professional - Contract Administrator

Reason for Vacancy: Resignation

Justification:

The Contract Administrator position will negotiate contract terms and conditions between Health & Human Services and various vendors. The position will review contracts, verify accuracy, and resolve discrepancies in line with Health and Human Services programs and services. The position will also track and facilitate Request for Proposals when needed. If position is filled with internal candidate, request is to backfill the vacant position.

Staffing Consideration:

Department has considered all alternate options as it relates to overall staff needs? Yes ☒ No ☐

Budget Consideration:

Is this position within the Department's annual operation budget? Yes ☒ No ☐

If not, please state the amount over budget as well as the proposed source of funds: [Click here to enter text.](#)

Costs:

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

Wages	Benefits	Total
\$53,694-\$70,396	\$33,417 - \$35,755	\$87,111-\$106,151

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

County Administrator/Department Head Signature Matthew Strittmater Date: 2-14-23

Human Resources Director Signature Alayne Krause Date: 2/15/2023

Liaison Committee Signature _____ Date: _____

Human Resources Committee Signature _____ Date: _____

Form Process:

1. County Administrator/Department Head completes VPR.
2. County Administrator/Department Head refers to Human Resources Director for approval.
3. County Administrator/Department Head presents VPR to Liaison Committee for approval/signature.
4. County Administrator/Department Head forwards VPR to HR for Human Resources Committee approval/signature (*Salaried Positions Only.*)
5. HR begins recruitment process.