

## NOTICE OF MEETING

### SHEBOYGAN COUNTY HEALTH & HUMAN SERVICES COMMITTEE

**January 6, 2026 8:30 AM**

Health & Human Services Building  
1011 North 8<sup>th</sup> Street  
Sheboygan, WI 53081  
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/85949525955?pwd=OGRJNFli2eXBKZit0TGo3bkZlTmY5QT09>

Meeting ID: 859 4952 5955

Passcode: 921939

### **\*AMENDED AGENDA\***

Call to Order and Introductions

Certification of Compliance with Open Meeting Law

Approval of Minutes for December 2, 2025

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.

Health Officer & Health & Human Services Deputy Director Report – Starr 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.

Veterans Service Office Director - Craig Stewart

2025 Veterans Service Office Report - Third Quarter

Health & Human Services Director - Matt Strittmater

Presentation on 2025 Exit Interview Summary

Health & Human Services ADRC & Operations Manager - Michelle Acevedo

Consideration of Business Analyst LTE Request

Consideration of Vacant Position Request - Business Analyst LTE

Review and Approve Vouchers

November 16, 2025 - November 29, 2025

November 30, 2025 - December 13, 2025

## Approval of Attendance of Members at Other Meetings or Functions

### Reports on Meetings Attended

#### Adjournment

The next scheduled meeting will be January 20, 2026 at 8:30 AM.

Prepared by:

Wendy Gorges  
Recording Secretary

Curt Brauer  
Committee Chairperson

Posted: 1/5/26 8:00 AM

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 8<sup>th</sup> Street  
Sheboygan WI  
Room 372

**December 2, 2025**

**Called to Order: 8:30 AM**

**Adjourned: 9:02 AM**

MEMBERS PRESENT: Supervisor Curt Brauer, Supervisor Bill Goehring, Supervisor Marilyn (in person) Montemayor, Supervisor Paul Gruber, Citizen Member Jeanne Kliejunas, Citizen Member Anne Sibinski,

MEMBERS EXCUSED: Supervisor Rebecca Clarke

MEMBERS PRESENT: Supervisor Wendy Schobert, Citizen Member Larry Samet (via Zoom)

ALSO PRESENT: Matthew Strittmater, Starr Grossman, Sarah Mueller, Michelle (in person) Acevedo, Jackie Moglowsky, Clarissa Roberts, Tara Duwe, Chris Xiong, Wendy Gorges, Michelle Koch

ALSO PRESENT: Stephanie Arndt (via Zoom)

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 10:30 AM on November 26, 2025.

Approval of Minutes for November 18, 2025

Supervisor Goehring moved to approve the minutes. Supervisor Montemayor 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.

Health Officer & Health & Human Services Deputy Director Report - Starr 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.

Health & Human Services Manager of Economic & Child Support - Clarissa Roberts & Lead Economic Support Specialist - Evan Gilbert

Presentation on Fraud - Program Integrity

Review and Approve Vouchers

November 2, 2025 - November 15, 2025

Supervisor Goehring moved to approve the vouchers. Citizen Member Kliejunas seconded.

Motion approved 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. Citizen Member Kliejunas seconded.

Motion carried with no nay votes. Meeting adjourned at 9:02 AM.

The next scheduled meeting is December 16, 2025 at 8:30 AM.

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Marilyn Montemayor, Committee Secretary

Wendy Gorges  
Recording Secretary

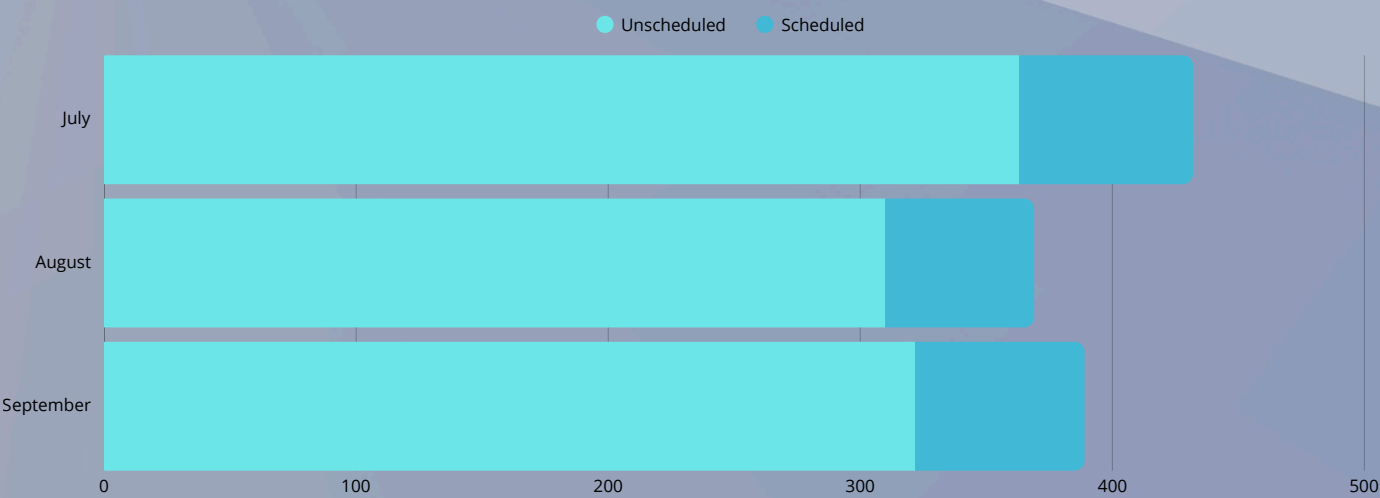
# Veterans Service Office 2025 Q3 Update



## OUTREACH AND COMMUNITY PARTNER MEETINGS

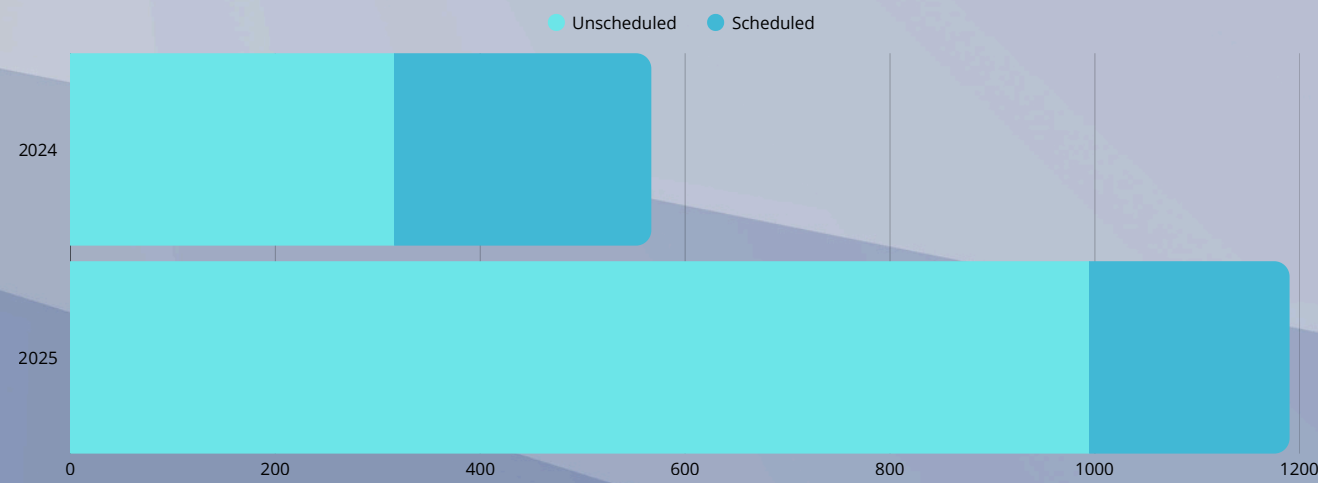
- Visiting Angels overview meeting
- Sheboygan County Housing Coalition
- National CVSO Conference
- Met with Greenlawn Memorial Park Staff
- Sheboygan County Fair Outreach
- Benefit Overview with American Legion Post 345
- Visit with WDVA Secretary Bond
- Veterans Day Program development meeting with South High School staff
- Sheboygan Area Veterans Treatment Court Hearing

## Customer Activity This quarter



- July - 363 unscheduled customers and 69 scheduled appointments
- August - 310 unscheduled customers and 59 scheduled appointments
- September - 322 unscheduled customers and 67 scheduled appointments

## Customer Activity Q3 2024 v Q3 2025



- 3rd quarter of 2024 we served 567 customers.
- 3rd quarter of 2025 we served 1,190 customers.
- 110 % increase in customers served.

# SHEBOYGAN AREA VETERANS TREATMENT COURT

The Sheboygan Area Veterans Treatment Court (SAVTC) is a specialized program designed to assist U.S. military veterans who have committed criminal offenses linked to treatable behavioral health issues. Its objectives include reducing recidivism, promoting sobriety, ensuring compliance with treatment, and enhancing the overall well-being of veteran participants.

## Current

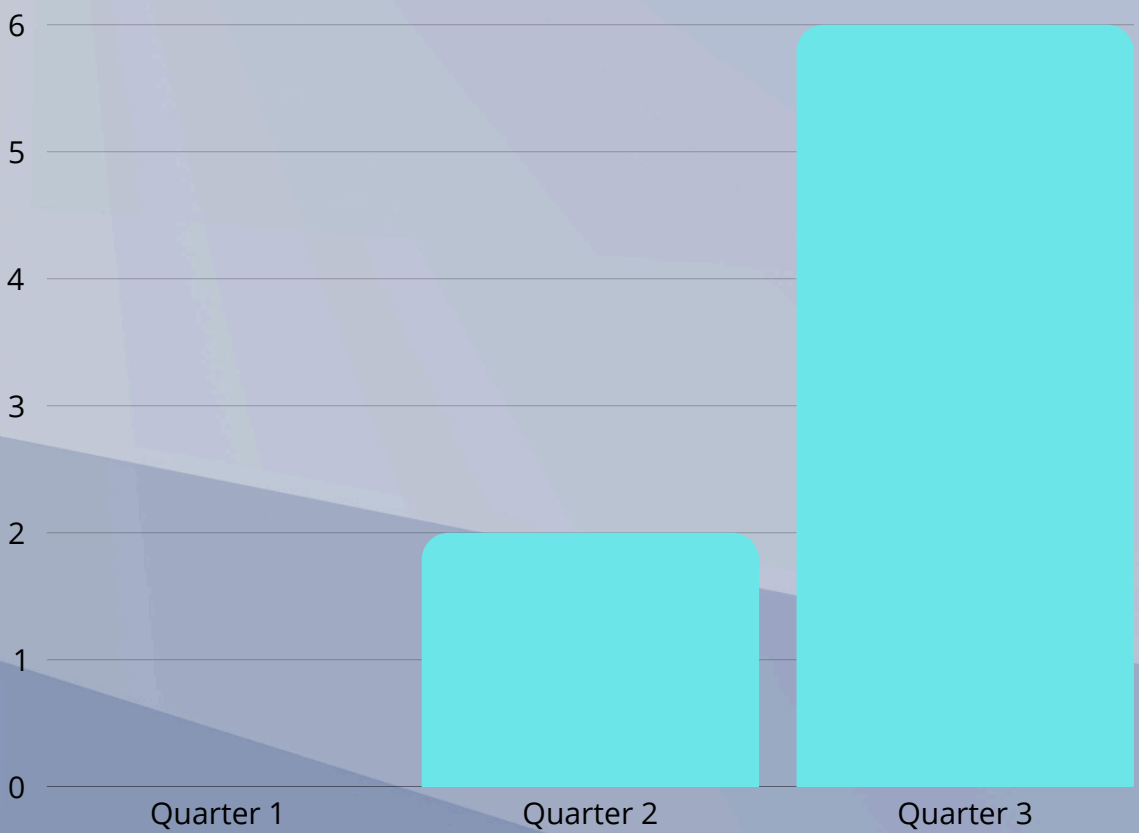
- 6 current veteran participants
- 46 graduations to date



# VETERANS SERVICE COMMISSION

The County Veterans Service Commission (CVSC), is composed of three honorably discharged veterans, appointed by the Sheboygan County Board Chair, who administer an emergency assistance program. This program provides financial assistance to veterans and eligible dependents in need.

There was six applications to the CVSC that were submitted and approved in the 3rd quarter.



**VARIANCE REPORT FOR DEPARTMENT -- VETERANS SERVICES  
FOR THE QUARTER ENDING 06/30/2025**

| TIMING | G/L CATEGORY                                       | VARIANCE<br>FROM BUDGET | EXPLANATION OF VARIANCE                              |
|--------|--|-------------------------|--|
|        | <b>Interest and Other Revenue</b>                  |                         |  |
|        | Donations  | 2,498.20                | Unable to budget for donations as they are sporadic. |
|        | <b>Personnel Related Expenditure</b>               |                         |  |
|        | Wages  | 10,635.88               | Vacant Position.                                     |
|        | Benefits   | 2,709.59                | Vacant Position.                                     |
|        | <b>Operating Expenses</b>                          |                         |  |
|        | General Operating                                  | 6,283.52                | Flag and marker purchase needed later in the year.   |
|        | <b>Interdepartmental Charges</b>                   |                         |  |
|        | Employee Related Insurance                         | 7,453.39                | Vacant Position.                                     |
|        | <b>Variances Less Than Justification Threshold</b> | <b>(641.87)</b>         |  |
|        | <b>TOTAL</b>                                       | <b>28,938.71</b>        | <b>Positive</b>                                      |

**VARIANCE REPORT FOR DEPARTMENT -- VETERANS COMMISSION  
FOR THE QUARTER ENDING 06/30/2025**

| TIMING | G/L CATEGORY                                       | VARIANCE<br>FROM BUDGET | EXPLANATION OF VARIANCE                  |
|--------|--|-------------------------|--|
|        | <b>Operating Expenses</b>                          |                         |  |
|        | Purchased Services                                 | 4,836.00                | Lower than expected assistance requests. |
|        | General Operating                                  | 3,611.00                | Lower than expected assistance requests. |
|        | <b>Variances Less Than Justification Threshold</b> | <b>(524.56)</b>         |  |
|        | <b>TOTAL</b>                                       | <b>7,922.44</b>         | <b>Positive</b>                          |





# SHEBOYGAN COUNTY

Matthew Strittmater - Director

Health and Human Services Department

## Exit Interview Summary

(1/1/21 – 12/1/25)

Based on 49% of staff leaving completing an exit interview

### Attrition (approximate)

| Year             | Staff Leaving | Attrition Rate |
|------------------|---------------|----------------|
| 2021             | 27            | 12.5%          |
| 2022             | 31            | 14.1%          |
| 2023             | 32            | 13.5%          |
| 2024             | 40            | 15.4%          |
| 2025             | 38            | 14.7%          |
| <b>Aggregate</b> | <b>159</b>    | <b>14.04%</b>  |

### What prompted you to leave Sheboygan County HHS (choose all that apply)?

| 2025               | Aggregate                       |
|--------------------|---------------------------------|
| Retirement         | Retirement                      |
| Career Advancement | Compensation/Career Advancement |
|                    | Termination                     |
|                    |                                 |

### Was the position what you thought it would be?

| 2025      | Aggregate |
|-----------|-----------|
| Yes – 90% | Yes – 80% |
| No – 0%   | No – 14%  |

### Did you have the resources you needed to do your job effectively? **Big improvement**

| 2025      | Aggregate |
|-----------|-----------|
| Yes - 90% | Yes – 78% |
| No – 5 %  | No – 14%  |

Was there a specific person or event that led to you leaving? **Multi-year decrease**

| 2025      | Aggregate |
|-----------|-----------|
| Yes – 10% | Yes – 24% |
| No – 74%  | No – 24%  |

Is there something we could have done that would have kept you here? **Steady decrease**

| 2025      | Aggregate |
|-----------|-----------|
| Yes – 34% | Yes – 37% |
| No – 10%  | No – 49%  |
|           |           |

Would you recommend Sheboygan County HHS to a friend as a great place to work?

| 2025      | Aggregate |
|-----------|-----------|
| Yes – 79% | Yes – 84% |
| No – 10%  | No – 13%  |
|           |           |

What did you like most about working for Sheboygan County HHS?

| 2025                   | Aggregate              |
|------------------------|------------------------|
| Co-workers             | Co-workers             |
| Leadership             | Leadership             |
| Type of work / Clients | Type of work / Clients |

What did you like the least?

| 2025                             | Aggregate                 |
|----------------------------------|---------------------------|
| Type of Work                     | Leadership                |
| Telecommuting (others) - 3 (15%) | Co-workers – Type of Work |
|                                  | Nothing / Blank           |



# SHEBOYGAN COUNTY

**Matthew Strittmater - Director**

*Health and Human Services Department*

**Date:** 1-2-2026

## **Request for Limited Term Employee (LTE) Business Analyst 1**

Health & Human Services (HHS) is requesting the ability to hire a short-term, part-time LTE position to address challenges associated with a vital and unique position that is vacant as of 1/3/26. In collaboration with the HHS Operations Manager, this LTE would coordinate, administer, and supervise all essential duties of administrative support staff. In addition, the LTE would have primary responsibility to maintain timely data entry, troubleshooting system issues, and supporting staff who rely on the SmartCare electronic health record.

The individual who filled this position for many years until retiring on 1-3-25 is interested and would be available to fill an LTE opportunity on a part-time basis. Taking advantage of this opportunity will protect ongoing progress with electronic health record development, and enhance support to administrative staff serving many divisions of HHS.

### **Position Details:**

- **Title:** Business Analyst 1 (LTE)
- **Hourly Wage:** \$45.00
- **Weekly Hours:** 10 - 30 hours/week depending on individual availability and HHS need.
- **Duration:** Up to 6 months, and including potential for overlap of new hire to minimize transition.
- **Funding Source:** Health & Human Services 2026 budget (vacant 1.0 FTE position savings)
- **Justification:** The Business Analyst 1 LTE is a unique position that not only oversees administrative support staff that serve multiple divisions, but is also responsible for supporting and developing the SmartCare program, including electronic charting, system functionality, data reporting, and customer data management.

Sincerely,

**Matthew Strittmater**

Sheboygan County Health and Human Services Director



## SHEBOYGAN COUNTY VACANT POSITION REQUEST FORM

**DATE:** 1/2/2026

**DEPT HEAD NAME:** Matt Strittmater

**POSITION TITLE:** Business Analyst 1 - LTE

**POSITION CONTROL NUMBER:** No. Needed? No

**PAY GRADE:** 145

**REASON FOR VACANCY:** Resignation

### JUSTIFICATION FOR FILLING POSITION

Leads software development (SmartCare) for the department; assures functionality and performance. Coordinates, administers, supervises and participates in all essential duties of the administrative support staff. Assigns work, develops employees, and monitors performance through the supervision of staff. In addition, the business analyst evaluates identified processes of issue, create a new, more efficient process, and include cost-benefit information tied directly to each process step.

### STAFFING CONSIDERATION:

Department has considered all alternate options as it relates to overall staffing needs? Yes

### BUDGET

Is this a position within the departments annual operation budget? Yes

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

|  |
|--|
|  |
|--|

### COST

The annual cost associated with the position (current year wage & benefit rates)

| WAGE       | BENEFIT | TOTAL                           |
|------------|---------|---------------------------------|
| \$45.00/hr |         | 10-30 hours/wk - up to 6 months |

Note: Cost for health and dental benefits should be net cost, after subtracting revenue from employee contrib

County  
Administrator/  
Department  
Head :

*Matt Strittmater*

Date: 1-2-26

Human  
Resources:

Date:

*If position changed:*

**Liasion  
Committee:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**HR Committee:** \_\_\_\_\_

**Date:** \_\_\_\_\_