

NOTICE OF MEETING

SHEBOYGAN COUNTY HEALTH & HUMAN SERVICES COMMITTEE

March 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/87232886459?pwd=SmxCWGpJSkRBbnRCMjcxZTZOcHFuUT09>

Meeting ID: 872 3288 6459

Passcode: 975699

*** AMENDED AGENDA ***

Call to Order and Introductions
Certification of Compliance with Open Meeting Law
Approval of Minutes for March 7, 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.

ADRC Service Coordinator – Allison Brunette

Presentation on the Health Promotions Programs

Health & Human Services Director – Matthew Strittmater

Discussion on the Neighborhood Support Program (Ruth Ruiz present)
Discussion on the Health & Human Services 2022 Annual Report

Economic & Child Support Manager – Tim Gessler

Consideration of Vacant Position Request – Human Services Specialist (Child Support)

ADRC & Operations Manager – Michelle Acevedo

Consideration of Vacant Position Request – Human Services Manager (Supervisor-Elder Services)

Review and Approve Vouchers

February 26, 2023 – March 11, 2023

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

Presentation of National Child ID Kits

Adjournment

Next Scheduled Meeting will be April 4, 2023 at 8:30 AM

Prepared by:

Wendy Gorges
Recording Secretary

Curt Brauer
Committee Chairperson

Posted: 3/17/23 4:30 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

March 7, 2023

Called to Order: 8:30 AM

Adjourned: 8:55 AM

MEMBERS PRESENT: (in person) Supervisor Curt Brauer, Supervisor Bill Goehring, Supervisor Marilyn Montemayor, Supervisor Rebecca Clarke
Citizen Member Jeanne Kliejunas

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

MEMBERS ABSENT: Supervisor James Coulson

ALSO PRESENT: (in person) Matthew Strittmater, Sarah Mueller, Starrlene Grossman, Tara Duwe, Michelle Acevedo, Jackie Moglowsky, Tim Gessler, 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 12:20 PM on March 3, 2023.

Approval of Minutes for February 21, 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 Out-of-State Travel on Wednesday, March 1, 2023

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

Health & Human Services Director – Matt Strittmater

Consideration of Vacant Position Request – Human Services Professional (Social Worker)

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

Public Health Manager – Starrlene Grossman

Consideration of Vacant Position Request – Public Health Professional (Public Health Nurse .8FTE)

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

Accounting Manager – Tara Duwe

Consideration of Vacant Position Request – Accounting Specialist

Citizen Member Kliejunas moved to approve the request. Supervisor Montemayor seconded.

Motion carried with no nay votes.

Behavioral Health Manager – Jackie Moglowsky

Consideration of Vacant Position Request – Public Health Professional (AODA Counselor I)

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

Review and Approve Vouchers

February 12, 2023 – February 25, 2023

Citizen Member Kliejunas 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 Clarke seconded. Motion carried with no nay votes. Meeting adjourned at 8:55 AM.

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

Marilyn Montemayor, Committee Secretary

Wendy Gorges
Recording Secretary



SHEBOYGAN COUNTY

Matt Strittmater
Health & Human Services

WISCONSIN

February 18, 2022

Honorable Members of the Sheboygan County Board and County Administrator Alayne Krause,

I am pleased to present the Health and Human Services Department's 2022 annual report. While the COVID-19 pandemic continued to require significant resources, the department was able to return closer to standard operations as the year progressed.

Talented and dedicated Health & Human Services staff once again rose to meet challenges in our community. Examples included: (1) Public Health provision of robust pandemic support and mitigation strategies; (2) Behavioral Health continued expansion of our most intense wrap around services for children and adults; (3) Child Protective Services out-of-home placements were reduced for the third consecutive year. (4) Economic Support was co-located with the Aging & Disability Resource Center in Sheboygan Falls; and (5) Restaurant based alternatives were initiated to complement Senior Nutrition congregate meal sites.

Goals for 2023 include: (1) Completing the 2023-2025 Health & Human Services strategic plan; (2) Initiating American Rescue Plan Act and Opioid Settlement funded initiatives; (3) Continuing to focus on reducing out of home care for adults and children; (4) Continuing to increase the number of individuals served in our most intense Behavioral Health programs; and (5) Partnering with other community agencies in the 2024-2027 Community Health Assessment and subsequent plan of action.

Thank you to the Health and Human Services Committee, the entire County Board of Supervisors, and Administrator Krause for your continued support of our services. Thank you as well to the Department's exceptional partners and staff for their continuing contributions, leadership, and support. Our successes would not be possible without all of you.

Matt Strittmater
Health & Human Services Director

Mission Statement and Summary of Responsibilities

Partnering with the residents of Sheboygan County to improve health and quality of life through education, building community connections, and empowering all to be their best selves.

The Sheboygan County Health and Human Services Department is the County's comprehensive health and human service planning and delivery agency organized under Chapter 46 of the Wisconsin Statutes. It provides information and assistance to a diverse consumer base, including individuals facing economic crises, health risks, challenges to child, youth and family wellness, life changes associated with aging, and other needs.

Goals and Objectives Achieved in 2022

- **Communicable Disease Mitigation** – Public Health COVID-19 pandemic mitigation activity included: (1) Education; (2) Outreach to communities of color; (3) Disease investigation and contact tracing; (4) Provision of community testing through September; and (6) Weekly walk-in vaccine clinics throughout the year. Additional energy was devoted to addressing Monkeypox, Avian Influenza, Enteric disease, and Hepatitis A related dynamics.
- **Child Protection Services Out-of-Home Care Reduction** - 152 children in the Child Welfare system were placed in out-of-home care as 2022 began. That number was reduced by 8.5% down to 139 as the year ended. Health & Human Services and County Corporation Counsel have been focused on this since 2019, and this is the third straight year of reductions. Tremendous work has been done to locate relatives, provide in-home safety and support services, reduce the backlog of court cases, and minimize the amount of time it takes to ensure children have a safe and stable living situation.
- **Expansion of Intensive Behavioral Health Services** - The number of children and adults served in the two of the most intense treatment services continues to grow. The number of children and adults with significant mental health and/or substance use challenges served by the Comprehensive Community Services program increased from 181 in January to 198 by the end of the year with 107 on the waitlist. (9% increase). The number of children with emotional, physical, and or cognitive challenges served by the Children's Long-Term Support program rose from 194 in January of 2022 to 255 by the end of the year (31% increase). Continued expansion of the two programs is likely to occur as they are well funded by the state and both have individuals waiting to be enrolled.
- **Economic Support Services Relocation** - The Economic Support division moved in June of 2022 to become co-located with the Aging & Disability Resource Center and Elder Services staff in Sheboygan Falls. The vast majority of Economic Support service is provided via a call center approach. Moving staff to the ADRC location in Sheboygan Falls enhanced consumer service with increased opportunity for these divisions to collaborate. The move also provided staffing flexibility, financial savings of \$80,000 per year, and enhanced organizational structure and efficiency. While the low volume of walk-in service can be met at the Sheboygan Falls location, Economic Support also chose to co-locate a small number of staff at the main Health & Human Services location on 8th street in Sheboygan to make it as easy as possible for individuals to access services.

- **American Rescue Plan Act (ARPA) Initiatives** - The Sheboygan County Board approved two of the services from the final report of the ARPA Behavioral Health & Crisis Response Taskforce. Work began on implementing a neighborhood support program and a Mobile Crisis/law enforcement co-response model in the City of Sheboygan.
- **Workforce Challenges** - Staff recruitment and retention strategies were enhanced during the year. Telecommuting was available and utilized to varying degrees by the majority of staff. The dress code was modified, and staff were surveyed regarding other benefits to explore to support staff and enhance retention.
- **Enhance Department Operational Capacity** - Additional staff time was devoted to strengthen vendor contracting support. DocuSign was implemented to promote efficiency.
- **Senior Nutrition Program Enhancement** – Restaurant based alternatives to complement a smaller number of congregate meal sites were implemented in Plymouth and Cedar Grove based on community stakeholder input. A third location in Random Lake is planned in 2023.
- **HHS 2023-2025 Strategic Plan** – Significant time was devoted toward developing the 2023-2025 strategic plan. Employees, leadership, and clientele were provided opportunities to help shape a plan that is based on a lens of enhancing equity and Trauma Informed Care.
- **Electronic Health Record Implementation** - Significant staff time and energy were spent working on steps related to implementing a new Electronic Health Record. Notable progress was made, and we anticipate going live in June of 2023.
- **Child Support Payments** - \$14.5 Million in Child Support payments was collected and distributed.
- **Food Share** - \$36.6 Million of Food Share benefits were provided to an average of 12,422 Sheboygan County recipients each month.
- **Women, Infant and Children (WIC)** - Distributed just over \$1.3 Million in supplemental nutrition program benefits that were utilized in local grocery stores and pharmacies, and \$19,530 at farmer's markets.
- **Adult Protective Services** – Responded to 362 referrals of potential abuse and neglect.

Budget

The Health & Human Services 2022 budget was set at \$40,882,734 for the start of the year and later amended to \$43,419,611 to allow for adjustments to state and federal grant awards that were unknown during the budget development. The 2022 budget reflects an increase of \$2,240,847 as compared to 2021. Levy contributions account for \$14,612,218 which is an increase of \$214,091 over the prior year. The Department is projecting a \$1,688,086 positive variance for the year. The drivers of positive variance included: (1) Robust state and federal COVID-19 funding; (2) Staff attrition; (3) Reduction in vendor expense due to staffing challenges and pandemic dynamics; (4) Higher than anticipated reconciliation funding from the state in Behavioral Health programs; and (5) Reduction in the overall cost of child welfare out-of-home care placements.

| | 2022 Approved Budget | 2022 Amended Budget | 2022 Projected Performance | Variance |
|----------|-----------------------------|----------------------------|-----------------------------------|-----------------|
| Revenues | \$40,882,734 | \$43,260,338 | \$44,398,602 | \$1,138,264 |
| Expenses | \$40,882,734 | \$43,349,575 | \$42,710,516 | -\$639,059 |
| Result | \$0 | -\$89,237 | \$1,688,086 | \$1,777,323 |

The Department's 2023 budget is set at \$44,889,372; levy contributions decreased from the 2022 budget to \$14,327,361. This is an increase of \$1,469,761 to the overall 2023 budget.

Issues and Challenges Ahead

Although we hope COVID-19 pandemic related activity will continue to decrease in 2023, we expect a level of need will remain for at least community outreach, education, and support. The cost and complexity of child and adult out-of-home care remains the primary financial challenge. Workforce dynamics are becoming more challenging as the department and contracted vendors struggle to maintain staffing patterns due to a continued decline in the number of qualified applicants. The historic community needs of poverty, mental health, substance use, chronic unemployment or under-employment, and rural transportation all remain, and many increased during the pandemic.

Goals and Objectives for 2023

- Complete implementation of a new Electronic Health Record.
- Continue COVID-19 pandemic mitigation and support.
- Utilize American Rescue Plan Act funds to implement a neighborhood support program and a Mobile Crisis/law enforcement co-response model in the City of Sheboygan.
- Utilize Opioid Settlement funds to provide additional dual diagnosis therapy to youth, and to enhance Detention Center transition planning.
- Decrease out-of-home care placements for adults and children.
- Increase Behavioral Health service delivery in the most intense and well-funded services for children and adults with significant levels of need.
- Increase the amount of child welfare preventative services offered by the department.
- Enhance Aging and Disability Resource Center information & assistance capacity to an increasing aging population.
- Partner with other community agencies in the 2024-2027 Community Health Assessment and subsequent plan of action.



Sheboygan County VACANT POSITION REQUEST

(To be completed for all vacant positions)

Date: 3/7/2023
To: Health & Human Services Committee Members
From: Tim Gessler, Economic & Child Support Manager

Position Request:

Position: Human Services Specialist - Child Support Specialist
Reason for Vacancy: Retirement

Justification:

The Human Services Specialist - Child Support position is critical for providing ongoing Child Support services. The new hire may require four to six months of training and additional months of experience prior to being given a full workload. During the time of the hiring process and the training period, the remaining staff will have to cover the ongoing case management workload of the Child Support office. We hope this position can be filled so the new hire can begin training in preparation for the ongoing work associated with the vacancy of the incumbent. The Child Support office is 99% funded by State and Federal grants. 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: [Click here to enter text.](#)

Costs:

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

| Wages | Benefits | Total |
|---------------------|---------------------|---------------------|
| \$44,085 - \$55,453 | \$32,673 - \$34,304 | \$76,758 - \$89,757 |

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

County Administrator/Department Head Signature *Matt Oltman* Date: 3-8-23
 Human Resources Director Signature *Alayne Krause* Date: 3/12/2023
 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: 3/14/2023
To: Health & Human Services Committee Members
From: Matt Strittmater

Position Request:

Position: Human Services Manager - ADRC Supervisor (Elder Services)
Reason for Vacancy: Resignation

Justification:

Primary responsibility for the continuum of Aging Programs offered within the Aging & Disability Resources Center of Sheboygan County Health & Human Services. Continuum includes Senior Dining Sites, Home Delivered Meals, Information and Referral, Transportation, and Adult Protective Services. 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: [Click here to enter text.](#)

Costs:

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

| Wages | Benefits | Total |
|-----------------|-------------------|---------------------|
| \$65,062-85,300 | \$36,589-\$39,773 | \$101,651-\$125,073 |

(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: 3-14-23

Human Resources Director Signature *Alayne Krause* Date: 3/14/2023

Liaison Committee Signature _____ Date: _____

Human Resources Committee Signature _____ Date: _____

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