

## NOTICE OF MEETING

### SHEBOYGAN COUNTY HEALTH & HUMAN SERVICES COMMITTEE

**April 1, 2025 8:30 AM**

Health & Human Services Building  
1011 North 8<sup>th</sup> 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/85949525955?pwd=OGRJNF12eXBKZit0TGo3bkZ1TmY5QT09>

Meeting ID: 859 4952 5955

Passcode: 921939

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

Call to Order and Introductions  
Certification of Compliance with Open Meeting Law  
Approval of Minutes for March 18, 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 – 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.

Sheboygan County Administrator – Alayne Krause  
Confirmation of Department Head Appointment – Veterans Service Officer

ADRC & Operations Manager – Michelle Acevedo  
Consideration of Change to Health & Human Services Table of Organization

Review and Approve Vouchers  
March 9, 2025 – March 22, 2025

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

Next Scheduled Meeting will be April 15, 2025 at 8:30 AM

Prepared by:

Wendy Gorges  
Recording Secretary

Curt Brauer  
Committee Chairperson

Posted: 3/28/25 11:45 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

**March 18, 2025**

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

**Adjourned: 9:37 AM**

**MEMBERS PRESENT:** (in person) Supervisor Curt Brauer, Supervisor Bill Goehring, Supervisor Marilyn Montemayor, Supervisor Rebecca Clarke, Supervisor Paul Gruber, Supervisor Wendy Schobert, Citizen Members Jeanne Kliejunas, Anne Sibinski, Larry Samet

**ALSO PRESENT:** (in person) Starr Grossman, Jackie Moglowsky, Sarah Mueller, Tara Duwe, Michelle Acevedo, Clarissa Roberts, Dillon Shiff, Wendy Gorges, Michelle Koch

**ALSO PRESENT:** (via Zoom) Matthew Strittmater, Katy Pruitt

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 1:45 PM on March 14, 2025.

Approval of Minutes for February 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 – 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.

Elder Services Supervisor – Dillon Shiff

Presentation on Adult Protective Services

Trauma Informed Care (TIC) and Equitable Practices Strategist – Katy Pruitt

Discussion on Sheboygan County Health & Human Services - 2025 Bell Seal for Workplace Mental Health

Review and Approve Vouchers

February 9, 2025 – February 22, 2025

February 23, 2025 – March 8, 2025

Supervisor Goehring moved to approve the vouchers. Supervisor Gruber 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. Supervisor Clarke seconded. Motion carried with no nay votes. Meeting adjourned at 9:37 AM.

The next scheduled meeting is April 1, 2025 at 8:30 AM.

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Marilyn Montemayor, Committee Secretary

Wendy Gorges  
Recording Secretary

## REQUEST FOR CHANGE IN DEPARTMENTAL TABLE OF ORGANIZATION

<b>Department: Health &amp; Human Services</b>	
<b>Request Date: 4-1-25</b>	<b>Effective Date: 5-1-25</b>

*Consult with the Human Resources Director before submitting to your liaison committee.*

### REQUESTED CHANGES

List all the positions in your department (or a sub-unit of the department) which are either currently on the table of organization or are being proposed as new positions. For each job title, list *either* the number of full-time and part-time positions, *or* the authorized full-time equivalent, currently on the T/O and the number that will be on the T/O if this request is approved.

JOB TITLE	CURRENT			PROPOSED		
	FT	PT	FTE	FT	PT	FTE
Administrative Specialist	14	0	14.0	13	1	13.75
<i>Complete HHS TO Attached</i>						
<b>TOTALS</b>	14	0	14.0	13	1	13.75

### RATIONALE

Briefly summarize the reasons for the requested changes in the table of organization.

Requesting to take a current 1.0 FTE Administrative Specialist and make it a .75 FTE Administrative Specialist in order to retain an employee with 39 years of experience (including specialized knowledge crucial to maximizing the implementation of our new electronic health record).

### NEW POSITIONS CREATED

If any new positions are requested, please describe very briefly (a couple sentences) the essential work to be performed by each new position, and give a proposed pay grade for the position. (Consult with HR Director regarding pay grades.)

N/A

**BUDGET**

Identify the specific source of funding for any additional positions being requested. Deletion of other positions may be used as a source of funding if the positions being deleted have already been approved as part of your operational budget.

<i>Job Title</i>	<i>Cost- Rest of Year</i>	<i>Cost- Annual</i>	<i>Source of Funds</i>
N/A			

**ADDITIONAL INFORMATION**

Is there any other information that the liaison committee or Human Resources Committee ought to have when considering this change? You may attach additional documentation if you wish.

Request results in a net position decrease of .25 FTE, and an annual savings of approximately \$14,482.00.

**ACTION TAKEN**

Department Head Signature  Date: 3-20-25

Liaison Committee Signature \_\_\_\_\_ Date: \_\_\_\_\_

Human Resources Committee Signature \_\_\_\_\_ Date: \_\_\_\_\_

**Form Distribution:** After department head completes form, distribute to liaison committee with copy to Human Resources Director. After liaison committee approval, submit signed original to Human Resources Director.

**SHEBOYGAN COUNTY HEALTH & HUMAN SERVICES**  
**TABLE OF ORGANIZATION PER CHAPTER 40 OF THE COUNTY CODE**

Position	Current Approved HHS 2025 TO				Change Request (if approved)			
	d, but Not Budgeted	Budget FT	Budget PT	Budget FTE	d, but Not Budgeted	Budget FT	Budget PT	Budget FTE
Accounting Specialist/Senior Accounting Specialist	1	5		5.0	1	5		5.0
Administrative Assistant	1	1		1.0	1	1		1.0
Administrative Specialist		14		14.0		13	1	13.8
Department Head		1		1.0		1		1.0
Deputy HHS Director (D63)		1		1.0		1		1.0
Deputy Human Services Director (D62)		4		4.00		4		4.00
Finance Analyst	1	1		1.0	1	1		1.0
Human Services Assistant	1	9	1	9.8	1	9	1	9.8
Human Services Coordinator		2		2.0		2		2.0
Human Services Manager (C51/C52)	1	24		24.0	1	24		24.0
Human Services Professional	6	93		93.0	6	93		93.0
Human Services Specialist	2	34		34.0	2	34		34.0
Human Services Supervisor	1	4		4.0	1	4		4.0
Human Services Worker		1		1.0		1		1.0
IT Analyst		1		1.0		1		1.0
Lead Human Services Professional	1	5		5.0	1	5		5.0
Lead Public Health Professional	1				1			
Public Health Professional		14	4	16.8		14	4	16.8
Senior Administrative Specialist		1		1.0		1		1.0
Senior Financial Analyst		3		3.0		3		3.0
Senior Human Services Assistant		5		5.0		5		5.0
Senior Human Services Professional	2	14		14.0	2	14		14.0
Senior Human Services Specialist		5		5.0		5		5.0
Senior Lead Human Services Professional		1		1.0		1		1.0
Senior Lead Public Health Professional		2		2.0		2		2.0
Senior Public Health Professional	2	10		10.0	2	10		10.0
<b>Total Positions</b>	<b>20</b>	<b>255</b>	<b>5</b>	<b>258.6</b>	<b>20</b>	<b>254</b>	<b>6</b>	<b>258.35</b>
	<b>Table of Organization Positions currently approved, but not budgeted (20)</b>				<b>Table of Organization Positions currently approved, but not budgeted (20)</b>			
	Accounting Specialist - 1 position				Accounting Specialist - 1 position			
	Administrative Assistant - 1 position				Administrative Assistant - 1 position			
	Finance Analyst - 1 position				Finance Analyst - 1 position			
	Human Services Assistant - 1 position				Human Services Assistant - 1 position			
	Human Services Manager - 1 position				Human Services Manager - 1 position			
	Human Services Professional - 6 positions				Human Services Professional - 6 positions			
	Human Services Specialist - 2 positions				Human Services Specialist - 2 positions			
	Human Services Supervisor - 1 positions				Human Services Supervisor - 1 positions			
	Lead Human Services Professional - 1 position				Lead Human Services Professional - 1 position			
	Lead Public Health Professional - 1 position				Lead Public Health Professional - 1 position			
	Senior Human Services Professional - 2 positions				Senior Human Services Professional - 2 positions			
	Senior Public Health Professional - 2 positions				Senior Public Health Professional - 2 positions			
	<b>Total</b>			<b>20</b>	<b>Total</b>			<b>20</b>