NOTICE OF REMOTE MEETING

SHEBOYGAN COUNTY HEALTH & HUMAN SERVICES COMMITTEE

April 20, 2021 – 8:30 A.M.

TO JOIN THE REMOTE MEETING: ACCESS WEB LINK OR DIAL PHONE NUMBER

https://zoom.us/j/97183107765?pwd=Vms4dis0MWZsOUJYaUNURktDZnNPQT09
1-312-626-6799 (US)

Meeting ID: 971 8310 7765
Passcode: 334226

Agenda

Call to Order and Introductions

Certification of Compliance with Open Meeting Law

Approval of Minutes
- Health and Human Services Committee Meeting – April 6, 2021

Announcements and Correspondence

Public Comment—Members of the public may speak on topics relevant to the agenda. Individual speakers may be limited to three minutes each.

Department Head Report(s)

Public Health Manager — Starr Grossman
- Covid Update

Software Administrator — Kelly Lillegard
- Electronic Health Record Implementation Update

Health and Human Services Director — Matt Strittmater
- Human Services Day at the Capitol Review
- Consideration of Change in Table of Organization
- Consideration of Promotion Request
- Consideration of Vacant Position Request – Public Health Sanitarian
- Consideration of Equity Adjustment

Child and Family Services Manager — Scott Shackelford
- Consideration of Vacant Position Request – Human Services Professional – LTE

Accounting Manager — Mary Jablonski
- Consideration of Vacant Position Request – Accounting Specialist

Review and Approve Vouchers
- February 28, 2021 to March 13, 2021 – clarification from last meeting
- March 28, 2021 to April 10, 2021

Approval of Attendance at Other Meetings

Reports on Meetings Attended

Adjourn

Prepared by:
Wendy Gorges, Recording Secretary

Brian Hoffman, Committee Chairperson
Matt Strittmater, Health and Human Services 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.

SHEBOYGAN COUNTY HEALTH & HUMAN SERVICES COMMITTEE

MINUTES

April 6, 2021 **Called to Order: 8:30 a.m.** **Adjourned: 9:27 a.m.**

MEMBERS PRESENT: Supervisor Brian Hoffmann–Chair, Supervisor Curt Brauer–Vice Chair, Supervisor Bill Goehring–Secretary, Supervisor Marilyn Montemayor, Supervisor Vicky Schneider, Supervisor Wendy Schobert, Ms. Jeanne Kliejunas, Mr. Larry Samet, Ms. Dianne Oppeneer

STAFF PRESENT: Matthew Strittmater, Mary Jablonski, Michelle Acevedo, Starr Grossman, Tim Gessler, Todd Richter, Craig Stewart, Wendy Gorges

PUBLIC PRESENT: Suzanne Speltz, Julie Scheibel, Judi Pool, Diann Montemayor, Rebecca Clarke, John Morrell

Certification of Compliance with Open Meeting Law

- The Health and Human Services Committee agenda was posted on April 1, 2021 at 8:38 a.m. in compliance with the Open Meeting Law.

Approval of Minutes - March 16, 2021

- Motion made by Supervisor Brauer, seconded by Supervisor Goehring to approve the minutes. Motion carried unanimously.

Announcements and Correspondence

- No announcements were made.

Public Comment

- No public comment was made.

Department Head Report – Director Matt Strittmater

- Discussion was held regarding holding committee meetings in person or virtually. Committee meetings will be held virtually through April. This will be re-visited closer to May.
- Public Health LTE employees that were added during the pandemic, had the primary focus of complementing contact tracing and disease investigation staff. While that needs to continue, the new focus is on the vaccination efforts in the community.
- The Wisconsin County Association summary materials were sent out to committee members regarding analysis on some of the elements in Governor Evers budget proposal.
- Committee members were invited to the All Staff Agency Meeting which will be held next week. This presentation shows new employees, role changes and other accomplishments the department has made during the last six months.

Public Health Manager — Starr Grossman

- Covid Update
  Sheboygan County has 171 actively ill cases of Covid. The county remains in the "high" designation category. The current burden rate is 131.9 per 100,000 and hoping to get that number down below 100 per 100,000 which would move the county into a lower activity level. The southeastern region of Wisconsin is at 85%. Sheboygan County has 32.5% of its population vaccinated and 76.8% of those folks are in the age 65+ category. The department is also working on getting homebound residents' access to the vaccine and partnering with a number of health care systems to make that 80% goal by June 2021. The Sheboygan County website is continuously being updated with available places to get the vaccine.

Veterans Service Officer — Todd Richter and Assistant Veterans Service Officer — Craig Stewart

- Veterans Service Commission Annual Report and 2021 First Quarter Report
  The department ended with a positive variance last year. Due to Covid, leftover monies from the transportation program in 2020 will be rolled over to the 2021 budget. The last quarter was slower in the area of meeting with its community partners. As of March, businesses and organizations have been reaching out more to meet with the department. The Sheboygan Area Veterans Court had two veterans graduate in March and is a very successful program. The Veterans Commission has had less applications due to the moratoriums, however the utility moratorium will be lifted April 15 and they expect to see more activity from that. The moratorium on evictions has been pushed to June 30. The department is planning ahead as best they can for the greater volume coming in later this summer.

Behavioral Health Manager — Jackie Moglowsky

- Consideration of Vacant Position Request – Human Services Assistant – Quality Assurance Assistant
  Motion made by Supervisor Brauer, seconded by Ms. Kliejunas to approve the request. Motion carried unanimously.

Accounting Manager — Mary Jablonski

- Consideration of Vacant Position Request – Finance Analyst/Staff Accountant
  Motion made by Supervisor Brauer, seconded by Ms. Kliejunas to approve the request. Motion carried unanimously.

Child and Family Services Manager — Scott Shackelford – (Matt Strittmater)

- Consideration of Vacant Position Request – Human Services Professional – Juvenile Court
  Motion made by Supervisor Brauer, seconded by Supervisor Schneider to approve the request. Motion carried unanimously.

Review and Approve Vouchers

- February 28, 2021 to March 13, 2021
  Motion made by Supervisor Montemayor, seconded by Supervisor Schobert to approve the vouchers. Motion carried unanimously. Supervisor Brauer questioned the code "services" on several line items. This code will be clarified at the next HHS Committee meeting.

Approval of Attendance at Other Meetings

- Supervisor Chair Hoffmann requested authorization for attending the following meetings:
  Administrative Panel – 03/22, 04/05
  Motion made by Ms. Kliejunas, seconded by Supervisor Samet to approve the attendance of the meetings for Chair Hoffmann. Motion carried unanimously.

Adjourn

- At 9:27 a.m., Vice Chair Brauer moved and Ms. Kliejunas seconded to adjourn the April 6, 2021 Health and Human Services Committee Remote meeting. Motion carried unanimously.

Prepared by:
Wendy Gorges, Recording Secretary

Brian Hoffman, Committee Chairperson
Matt Strittmater, Health and Human Services Director

Sheboygan County
VACANT POSITION REQUEST

(To be completed for all vacant positions)

Date: 4/1/2021
To: Health & Human Services Committee Members
From: Scott Shackelford

Position Request:
Position: Human Service Professional - Child Protection LTE
Reason for Vacancy: FMLA

Justification:
The Human Services Professional – Child Protection LTE position is being requested due to a Human Service Professional - Child Protection employee going on FMLA on 4/12/21 for an extended period expected until 12/31/21. This critical position manages 16 ongoing child protection cases which includes 23 children in out of home care. A mandated service under Chapter 48 of Wisconsin Statutes, the primary job duties include assessment of children and families at safety risk, advocacy for services, court work, and collaboration with the courts, law enforcement, district attorney, and support services.

The urgency to fill this LTE position request is based upon these child welfare cases receiving proper case management services to minimize risk to the county, continue to advance the cases toward reunification or permanency, and help to reduce costs for out of home care. Not filling the LTE position would result in these cases being redistributed throughout the existing CPS ongoing workers who are also at 17 cases on average which is above the recommended 12 cases per worker.

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: With an anticipated start date of 5/3/21, 35 weeks of coverage requested through year end totals 1,400 hours. The hourly rate for the Human Service Professional - Child Protection position is $25.06 with a total cost of $35,084. Proposed source of funds would be wages.

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

Wages	Benefits	Total
$35,084		$35,084

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

County Administrator/Department Head Signature _____ Date: 4-1-21

Human Resources Director Signature _____ Date: 04/05/2021

Liaison Committee Signature _____ Date: _____

Human Resources Committee Signature _____ Date: _____

Sheboygan County
VACANT POSITION REQUEST

(To be completed for all vacant positions)

Date: 4/7/2021
To: Health & Human Services Committee Members
From: Matthew Strittmater

Position Request:
Position: Accounting Specialist
Reason for Vacancy: Employee Resignation

Justification:

The Account Clerk is responsible for accurately and timely processing of accounts payable transactions. Reviewing and processing invoices, purchase orders, service authorizations and check requests are the main components of the position.
Monitors and works with WPS - Third Party Administrator in the support of the CLTS program.
The Account Clerk is also responsible for providing back-up to the Billing staff when required.

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
$38,964.00-$56,890.00	$30,549.00	$69,513.00-$87,439.00

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

County Administrator/Department Head Signature _____ Date: 4-12-21

Human Resources Director Signature _____ Date: 04/12/2021

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.