

NOTICE OF MEETING

SHEBOYGAN COUNTY HEALTH & HUMAN SERVICES COMMITTEE

November 7, 2023

8:30 AM

**Administration Building
508 New York Avenue
Sheboygan, WI
Room 302**

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 October 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.

Public Health Manager – Starrlene Grossman

Consideration of Pool Fee Changes

Health & Human Services Director – Matt Strittmater

Presentation of 2023 Health & Human Services Budget - Nine Month Projections

Consideration of Health & Human Services Budget Adjustment Request

Update on Mobile Crisis Co-Response

Accounting Manager – Tara Duwe

Health & Human Services Third Quarter Variance Report

Review and Approve Vouchers
October 8, 2023 – October 21, 2023

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

Adjournment

Next Scheduled Meeting will be November 21, 2023 at 8:30 AM

Prepared by:

Wendy Gorges
Recording Secretary

Curt Brauer
Committee Chairperson

Posted: 11/3/23 12:20 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

Administration Building
508 New York Avenue
Sheboygan WI
Room 302

October 17, 2023

Called to Order: 8:30 AM

Adjourned: 10:04 AM

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

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

MEMBERS ABSENT: Supervisor James Coulson (unexcused)

ALSO PRESENT: (in person) Matthew Strittmater, Jackie Moglowsky, Sarah Mueller, Starrlene Grossman, Heather Reil-Thiry, Wendy Gorges

ALSO PRESENT: (via Zoom) Michelle Acevedo, Clarissa Roberts

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 11:20 AM on October 13, 2023.

Approval of Minutes for October 3, 2023

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.

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.

Public Health Manager – Starrlene Grossman

Presentation on Community Health Workers

Behavioral Health Manager – Jackie Moglowsky

Presentation on Mobile Crisis Co-response Status Update

Review and Approve Vouchers

September 24, 2023 – October 7, 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 Goehring moved to adjourn the meeting. Citizen Member Kliejunas seconded. Motion carried with no nay votes. Meeting adjourned at 10:04 AM.

The next scheduled meeting will be November 7, 2023 at 8:30 AM.

Marilyn Montemayor, Committee Secretary

Wendy Gorges
Recording Secretary



SHEBOYGAN COUNTY

Tara Duwe – Finance Manager

Business & Administrative Services

Health & Human Services Department

To: Health & Human Services Committee

From: Tara Duwe, Finance Manager

Date: 11/7/2023

RE: 2023 Budget Adjustments for Health & Human Services

In October, after September has been closed, the Director and Managers review the budget and actual year to date for all revenues and expenses and forecast what the year end numbers will be. The forecast for 2023 is projecting a positive variance of \$1,644,055. We are asking to make a budget adjustment of \$183,300 to reallocate budget to make additional purchases this year, which in turn would decrease the positive variance by that amount. Below is the list of purchases that would be funded by using positive variance in wages, due to attrition and vacancies.

1. Equipment upgrade in Room 372 of the projector, computer and monitor. The cost for this would be \$20,000.
2. Scanning of client records to make them digital and clear out the records room to be remodeled into office space as our table of organization continues to grow as programs grow. The cost for this would be \$125,000.
3. Furniture purchases of desks and chairs are needed for various areas as new positions are filled or aged furniture is phased out. The cost for this would be \$27,800.
4. Behavioral Health would like to purchase an Athelas Machine used for blood tests that are required for use of Clozaril medication that would give immediate test results and allow for immediate treatment of certain clients. The cost for this would be \$10,500.

	Account #	Subledger	Account Name	Dr	Cr	
1	2306.423525.964		PH Consolidated Contract		\$3,768.00	Grant increase covering existing expenses
	2308.423525.964		PH Consolidated Contract		\$156.00	Grant increase covering existing expenses
	2254.423525.531		53.10 Operating Grant		\$5,161.00	Grant increase covering existing expenses
	2211.423525.947		Title III C-1 Congregate Nutr		\$3,874.00	Grant increase covering existing expenses
	2224.423525.948		Title III C-2 Home Delivered		\$5,165.00	Grant increase covering existing expenses
	2250.423525.949		Alzheimers Fam & Caregivers		\$6,869.00	Grant increase covering existing expenses
	2215.423525.953		Title III-B Supt Svs		\$675.00	Grant increase covering existing expenses
	2255.423375.957		State Transportation Revenue	\$4,368.00		Grant decrease and decreasing expenses
	2255.531450		Transportation		\$4,368.00	Grant decrease and decreasing expenses
	2224.531415.001		Meals on Wheels	\$38,869.00		Bring budget up to contract amount
	2211.531415.002		Watson's	\$5,750.00		Bring budget up to contract amount
	2252.423525.955		Title III D In Home Services	\$201.00		Grant decrease
	2256.423525.956		Title III E Nat'l Fmly Caregiv	\$9,299.00		Grant decrease
	2511.423525.485		State County Match - 681	\$389.00		Grant decrease
	2511.423525.985		DSS Community Aids-BCA	\$8,537.00		Grant decrease
	2511.556108		Employee Wages & Related Costs	\$42,078.00		Grant increase and adding new expenses
	2511.423525.991		Title IV - E TPR Services		\$37,101.00	Grant increase and adding new expenses
	2511.423525.993		CHIPS Grant		\$4,977.00	Grant increase and adding new expenses
	2541.423525.476		Kinship Assessment - 380		\$7,735.00	Grant increase covering existing expenses
	2541.531740		Kinship Long Term Care	\$77,352.00		Grant increase and adding expenses
	2541.423525.976		Kinship Base - 377		\$77,352.00	Grant increase and adding expenses
	2515.423525.925		In Home Safety Services	\$3,700.00		Grant decrease
	2515.531519		IHSS In Home Safety Services	\$44,575.00		Bring budget up to contract amount
	2056.423525.929		TAD Grant	\$31,027.00		Grant amount was wrong
	2031.423525.932		ADRC - 560100		\$38,000.00	Grant increase covering existing expenses
	2021.423525.962		DCP Community Aids-BCA		\$435.00	Grant increase covering existing expenses
	2554.423525.978		WISACWIS - 333		\$1,217.00	Grant increase covering existing expenses
	2516.423525.979		Youth Aids - Comm - 160		\$231,437.00	Grant increase covering existing expenses
	2585.423525.982		Foster Parent Tng - 395		\$5,796.00	Grant increase covering existing expenses
	2699.423075	55035A	State Revenue - General Gov't		\$14,960.00	Grant increase, lowers Federal payments
	2699.421225	55035A	Other Federal Payments	\$10,000.00		Grant increase, lowers Federal payments
	2507.531720		Child Care Institutions	\$87,180.00		
	2516.531720		Child Care Institutions	\$100,000.00		
2	2343.423525.915		Cares COVID19		\$533,379.00	
	2343.511105		Wages	\$251,794.00		
	2343.511110		Overtime	\$1,620.00		

Account #	Subledger	Account Name	Dr	Cr
2343.512105		Social Security	\$18,313.00	
2343.512110		Retirement	\$30,986.00	
2343.531105		Consulting	\$35,000.00	
2343.531505		Client Services	\$57,569.00	
2343.531840		Telephone - Cellular	\$721.00	
2343.533105		Advertising	\$37,850.00	
2343.533205		Mileage - Employee	\$3,657.00	
2343.533245		Seminars and Training	\$2,600.00	
2343.533305		Membership Dues	\$5,319.00	
2343.533505		General	\$1,519.00	
2343.533675		Medical Supplies	\$480.00	
2343.551105		Health Insurance	\$59,828.00	
2343.551110		Dental Insurance	\$1,311.00	
2343.551115		Group Life Insurance	\$139.00	
2343.551125		Worker Compensation Insurance	\$3,084.00	
2343.553135		Printing & Duplicating	\$21,589.00	

3	2056.423525.924	Treatment Court Enhancement	\$74,999.00		Moving revenue to different account
	2056.421225.924	Treatment Court Enhancement		\$74,999.00	Moving revenue to different account

4	2511.423525.452	Foster Home Licensing	\$11,000.00		Grant no longer exists and removing expense
	2511.531105	Consulting		\$8,000.00	Grant no longer exists and removing expense
	2001.423525.968	Opioid Crisis	\$74,141.00		Grant no longer exists

5	2511.531742	Subsidized Guardianship	\$265,600.00		New grant and adding expenses
	2511.421225.952	Subsidized Guardianship		\$265,600.00	New grant and adding expenses
	2585.423525	Foster Parent Retention		\$4,180.00	New grant and adding expenses
	2585.531505	Client Services	\$4,180.00		New grant and adding expenses
	2017.423525.902	LTS & Adult Protective Services		\$8,630.00	ARPA
	2017.531450	Transportation	\$100.00		
	2017.531575	Residential CBRF	\$3,000.00		
	2017.531600	Supportive Home Care	\$2,000.00		
	2017.533505	General Supplies	\$1,030.00		
	2017.533705	Office Supplies	\$2,000.00		
	2017.533825	Fuel	\$200.00		
	2017.533908	Miscellaneous Expenses	\$200.00		
	2017.533135	Printing & Duplicating	\$100.00		Michelle getting me this info

Account #	Subledger	Account Name	Dr	Cr	
2021.423525.917		MHBG Supplemental		\$63,300.00	New grant and adding expenses
2021.531665		Counsel/Therapeutic Resources	\$20,600.00		New grant and adding expenses
2021.531580		Recreation/Alternate Activity	\$40,200.00		New grant and adding expenses
2021.531105		Consulting	\$2,500.00		New grant and adding expenses
2015.423525.917		MHBG Supplemental		\$15,000.00	New grant and adding expenses
2015.531665		Counsel/Therapeutic Resources	\$15,000.00		New grant and adding expenses
2001.423525.916		SABG Supplemental		\$81,063.00	New grant and adding expenses
2001.533245		Seminars and Training	\$1,800.00		New grant and adding expenses
2001.533605		Drugs - Prescription	\$79,263.00		New grant and adding expenses
2055.423525.916		SABG Supplemental		\$25,663.00	New grant and adding expenses
2055.531665		Counsel/Therapeutic Resources	\$25,663.00		New grant and adding expenses
2001.423525.923		Room & Board Grant		\$38,604.00	New grant covering existing expenses
2056.423525.923		Room & Board Grant		\$19,300.00	New grant covering existing expenses
2516.423525.450		Community Supervision		\$33,516.00	New grant covering existing expenses

**VARIANCE REPORT FOR DEPARTMENT -- HEALTH & HUMAN SERVICES FUND
FOR THE QUARTER ENDING 09/30/2023**

TIMING	G/L CATEGORY	VARIANCE FROM BUDGET	EXPLANATION OF VARIANCE
	Intergovernmental Revenues		
	Federal Grants	(111,011.43)	Child Support federal payments and incentive payments are less than anticipated at this time. Also, claiming of ARPA grants for Aging are lower.
	State Grants	915,660.99	Various grants are being claimed faster than budgeted as supported by allowable expenses which is partially offset by grants that are being claimed slower. Children's Long Term Support is no longer capped and accounts for \$426,493 of this variance
	Licenses & Permits		
	Business Licenses	(15,710.58)	Licenses and permit fees fluctuate throughout the year and from year to year.
	Public Charges for Services		
	General Government	(9,444.84)	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. This is partially offset by increased sales of radon kits.
	H & HS Services	(628,400.51)	Payments for private pay billing and Medicaid for Comprehensive Community Services, Community Recovery Services, and Crisis are lower than expected. This is partially offset by higher than expected payments from insurance companies and payments for out of home costs.
	Interest and Other Revenue		
	Rent Revenue	(1,727.99)	January rent payment was recorded in December of 2022.
	Other Misc. Revenue	(2,917.05)	Prior year Income Maintenance Incentives are less than anticipated.
	Personnel Related Expenditure		
	Wages	593,922.87	Unfilled positions have resulted in wages being below budget.

Overtime	(19,208.86)	Existing staff covering vacancies are causing slightly higher than budgeted overtime and Economic Support has received additional funding to cover overtime for Income Maintenance.
Benefits	103,302.98	Unfilled positions have resulted in wages being below budget.
Operating Expenses		
Purchased Services	(619,116.98)	Purchased services expenses fluctuate based on client needs and vendor staff availability. Children's Long Term Support expenditures are \$479,809 higher than budgeted as the funds are no longer capped and placement costs at Winnebago are higher.
Repairs and Maintenance	10,862.04	Maintenance of office equipment is currently underbudget.
General Operating	146,411.01	Employee training, travel and meals, advertising, printing, medical supplies, office supplies, postage, and furniture are all less than budgeted year to date. This is partially offset by higher than budgeted license and permits, general supplies, and computer expense. Purchases are planned and will happen yet this year.
Fixed Charges	(12,832.06)	Rental of equipment is higher than budgeted but partially offset by lower costs for rental of meal sites.
Interdepartmental Charges		
Employee Related Insurance	527,598.30	Unfilled positions have resulted in wages being below budget.
Repairs & Maintenance Charges	(4,020.76)	Building Services charges are higher than anticipated.
System Operation Charges	19,021.05	Printing and duplicating needs have been lower than expected.
Health & Human Services	7,358.00	Administrative business unit costs are less than expected year to date.
Other Interdepartmental	8,919.51	The Software Administrator position in IT was not filled until April so there was no cost being charged to HHS in the beginning of the year. This savings is partially offset by an extra \$10,000 of Medical Examiner autopsy costs that were able to be covered by the HHS Overdose Fatality Review grant.
Variances Less Than Justification Threshold	(277,414.86)	The ARPA funded programs are not fully operational yet therefore less funds have been transferred from the general fund.
TOTAL	631,250.83	Positive