

NOTICE OF MEETING

SHEBOYGAN COUNTY HEALTH & HUMAN SERVICES COMMITTEE

April 15, 2025 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/88673585282?pwd=fspbzdNMSbCgsnrD3QU7emrAicr2OV.1>

Meeting ID: 886 7358 5282

Passcode: 719684

*** AGENDA ***

Call to Order and Introductions
Certification of Compliance with Open Meeting Law
Approval of Minutes for April 1, 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.

Health Officer & Health & Human Services Deputy Director – Starrlene Grossman
Presentation on Public Health 2024 Annual Report

Veterans Services Director – Craig Stewart
Discussion on Veterans Services 2025 First Quarter Report
Consideration of a Change in the Table of Organization
Consideration of Vacant Position Request

Review and Approve Vouchers
March 23, 2025 – April 5, 2025

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

Next Scheduled Meeting will be May 6, 2025 at 8:30 AM

Prepared by:

Wendy Gorges
Recording Secretary

Curt Brauer
Committee Chairperson

Posted: 4/10/25 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 8th Street
Sheboygan WI
Room 372

April 1, 2025

Called to Order: 8:30 AM

Adjourned: 8:51 AM

MEMBERS PRESENT: (in person) Supervisor Curt Brauer, Supervisor Bill Goehring, Supervisor Marilyn Montemayor, Supervisor Wendy Schobert, Citizen Member Anne Sibinski

MEMBERS PRESENT: (via Zoom) Supervisor Paul Gruber

MEMBERS EXCUSED: Supervisor Rebecca Clarke, Citizen Member Jeanne Kliejunas

ALSO PRESENT: (in person) Alayne Krause, Matthew Strittmater, Starr Grossman, Sarah Mueller, Tara Duwe, Michelle Acevedo, Clarissa Roberts, Wendy Gorges, Michelle Koch

ALSO PRESENT: (via Zoom) Jackie Moglowsky

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 11:45 AM on March 28, 2025.

Approval of Minutes for March 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.

Sheboygan County Administrator – Alayne Krause

Confirmation of Department Head Appointment – Veterans Service Officer

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

ADRC & Operations Manager – Michelle Acevedo

Consideration of Change to Health & Human Services Table of Organization

Supervisor Montemayor moved to approve the request. Supervisor Schobert seconded. Motion approved with no nay votes.

Review and Approve Vouchers

March 9, 2025 – March 22, 2025

Supervisor Goehring moved to approve the vouchers. Supervisor Schobert 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 Goehring moved to adjourn the meeting. Supervisor Montemayor seconded. Motion carried with no nay votes. Meeting adjourned at 8:51 AM.

The next scheduled meeting is April 15, 2025 at 8:30 AM.

Marilyn Montemayor, Committee Secretary

Wendy Gorges
Recording Secretary

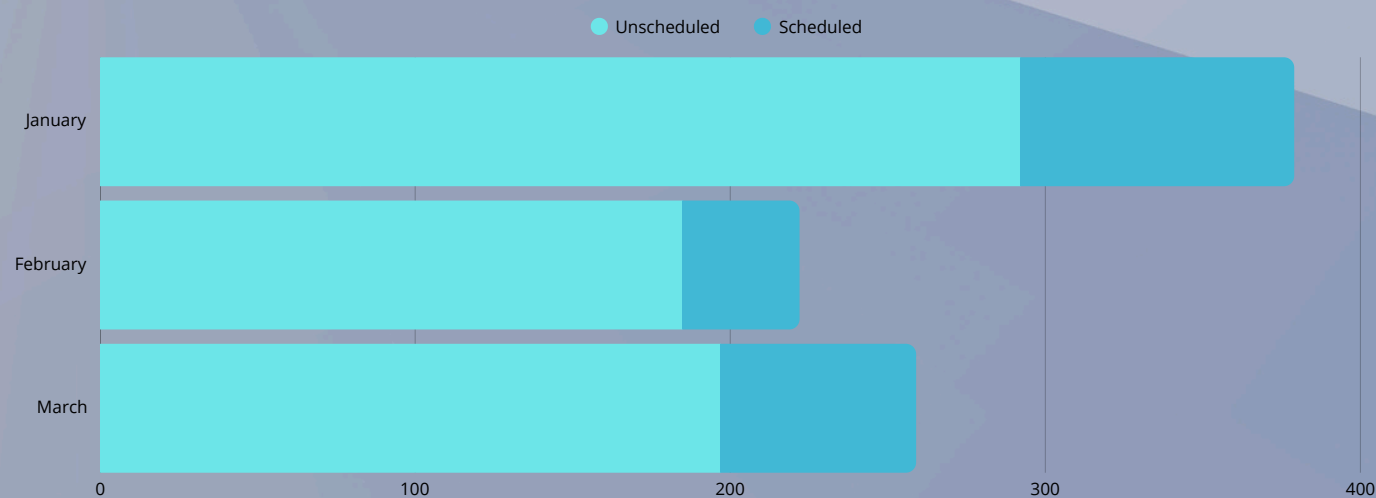
Veterans Service Office 2025 Q1 Update



OUTREACH AND COMMUNITY PARTNER MEETINGS

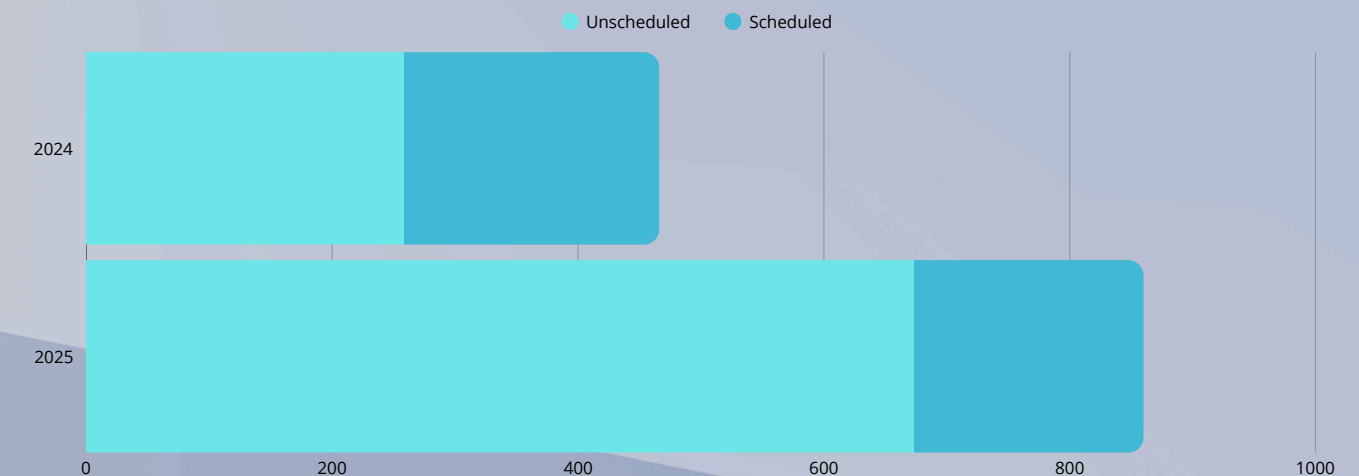
- Production Farm Veteran Social partnership possibilities
- Visit to Kettle Moraine Correctional
- Visit to American Legion Post 243, Plymouth
- Introduction to Fire Watch Program from Rogers Behavioral Health
- “Working with Veterans” Law Enforcement Training at Acuity
- Visit with National Guard representative at UWGB Sheboygan Campus
- Sheboygan Area Veterans Treatment Court Hearing

Customer Activity This quarter



- January - 292 unscheduled customers and 87 scheduled appointments
- February - 185 unscheduled customers and 37 scheduled appointments
- March - 197 unscheduled customers and 62 scheduled appointments

Customer Activity Q1 2024 v Q1 2025



- 1st quarter of 2024 we served 466 customers.
- 1st quarter of 2025 we served 860 customers.
- 84.55% 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

- 4 current veteran participants
- 1 graduation this quarter
- 43 graduations to date

**76.8 %
Completion Rate!**

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 were no applications for assistance in the first quarter of 2025.

MEMORANDUM OF UNDERSTANDING

THIS MEMORANDUM OF UNDERSTANDING (“MOU”), made and entered into on 4/3/2025, by and between, Sheboygan County Veterans Service Office, (“SCVSO”), whose address is 650 Forest Avenue, Sheboygan Falls, WI 53085, Wisconsin and the STATE OF WISCONSIN, DEPARTMENT OF ADMINISTRATION (“DOA”). At all times, this MOU shall be subject to the mandatory terms and conditions for state occupied/leased premises, attached hereto as **Exhibit A**; if any provision of this MOU contradicts the provisions of Exhibit A, the provisions of Exhibit A shall control.

WITNESSETH, the parties hereto for the considerations hereinafter mentioned covenant and agree as follows:

1. **PREMISES.** SCVSO hereby agrees to provide the following space to DOA (the “Premises”):

One private office, (approximately 120 square feet of office space), designated as Room 142, in SCVSO’s building, together with all appurtenances and access to common areas, located at 650 Forest Avenue in the City of Sheboygan Falls, Wisconsin (the “Building”), which Premises are further described in Exhibits B (aerial view).
2. **USE OF PREMISES.** Except as otherwise authorized in writing by SCVSO, DOA shall use the Premises as space for the Department of Veterans Affairs or such other agency that may be designated by DOA (collectively, the “Tenant”).
3. **TERM.** The MOU term hereunder shall begin on February 01, 2025 and end on January 31, 2027 (2-years). In addition, the MOU includes five 2-year renewal options.
4. **INITIAL TERM CONSIDERATION.** DOA shall pay SCVSO consideration for the Premises of One Dollar (\$1.00) for the time period of February 01, 2025 through January 31, 2027. In addition, should DOA elect to exercise its renewal option, each 2-year renewal option shall require that DOA pay SCVSO consideration for the Premises of One Dollar (\$1.00) for the time period covered by each renewal.
5. **RENEWALS.** Provided that DOA is not then in default, this MOU may, at the option of DOA, be renewed for five successive 2-year periods from and after February 01, 2027, upon the same terms and conditions herein

specified, provided written notice be given to SCVSO at least 60 days before the MOU would otherwise expire.

6. **PUBLIC RECORDS LAW.** The Parties recognize that this Memorandum of Understanding is a public document and is subject to the Wisconsin Public Records Law.

7. **REPRESENTATION ON AUTHORITY OF PARTIES/ SIGNATORIES.** Each person signing this Memorandum of Understanding represents and warrants that he or she is duly authorized and has legal capacity to execute and deliver this Memorandum of Understanding. Each party represents and warrants to the other that the execution and delivery of the Memorandum of Understanding and the performance of such party's obligations hereunder have been duly authorized and that the Memorandum of Understanding is a valid and legal agreement binding on such party and enforceable in accordance with its terms.

IN WITNESS WHEREOF, the parties have subscribed their names as of the date of the last signature below.

OWNER:

Sheboygan County Veterans Services Office

By:  _____

Signature


Craig Stewart, County Veterans Service Officer

Print Name and Title

Dated: 03/31/2025

State of Wisconsin

Department of Administration (DOA)

Signed by:
By:  _____
9C8FD2F019F84E0...

ANNE HANSON
DEPUTY SECRETARY
DEPARTMENT OF ADMINISTRATION

Dated: 4/3/2025

File No. 485-027

EXHIBIT A

MANDATORY TERMS AND CONDITIONS FOR STATE LEASED PREMISES

1. **ASSIGNMENTS.** DOA shall not assign this MOU in any event and will not permit the use of said Premises by anyone other than Tenant, and the agents, contractors, grantors and grantees, and servants of Tenant, without prior written approval of SCVSO, which shall not be unreasonably withheld.

2. **COVENANTS OF SCVSO.** SCVSO hereby covenants and agrees with DOA as follows:
 - a) SCVSO warrants that DOA shall have quiet use and enjoyment of the Premises; that SCVSO has complete interest, right in and title to the Premises so as to enable SCVSO to enter into this MOU; and that the Premises is not encumbered in any way so as to hinder or obstruct DOA's proposed use thereof, including no encumbrance or obstruction due to existing easements, zoning ordinances or building restrictions.
 - b) SCVSO shall duly carry out the various obligations and duties imposed upon it at the time and in the manner called for by this MOU.
 - c) SCVSO shall furnish during the term of this MOU the goods, services and other items listed on **Schedule I**, attached hereto and incorporated by reference.
 - d) In connection with any performance of work under this MOU, SCVSO agrees not to discriminate against any employee or applicant for employment because of age, race, religion, color, handicap, sex, physical condition, developmental disability as defined in s. 51.01(5), sexual orientation, or national origin. This provision shall include, but not be limited to, the following; employment, upgrading, demotion, or transfer; recruitment or recruitment advertising; layoff or termination; rates of pay or other forms of compensation and selection for training, including apprenticeship. Except with respect to sexual orientation, SCVSO further agrees to take affirmative action to ensure equal employment opportunities. SCVSO agrees to post in conspicuous places, available for employees and applicants for employment, notices to be provided by DOA, setting forth the provisions of this non-discrimination clause.
 - e) Pursuant to 2019 Wisconsin Executive Order 1, SCVSO agrees it will hire only on the basis of merit and will not discriminate against any persons performing under a contract, subcontract or grant because of

military or veteran status, gender identity or expression, marital or familial status, genetic information or political affiliation.

- f) SCVSO as part of this MOU certifies that to the best of its knowledge both the Premises and the building of which the Premises are a part of are in compliance with all applicable laws, orders, rules, and regulations with respect to asbestos containing materials and the abatement and encapsulation thereof.
- g) SCVSO attests that space covered by this MOU is not owned by a state public official or state employee as defined in section 19.45, Wisconsin Statutes and Chapter ER-MRS 24 of the Wisconsin Administration Code, nor is SCVSO a business in which a state public official or state employee has any ownership, monetary or fiduciary interest.
- h) For the purposes of this MOU, Hazardous Materials, Substances, or Air Pollutants (“HMSAPs”) shall include, but not be limited to any, and all substances, materials, waste, or air pollutants determined currently or in the future as hazardous or capable of posing a risk of injury to health, safety, or property by any Federal, State, or local statute, law, ordinance, code, rule, regulation, order, or decree. SCVSO attests that, to the best of its knowledge, both the Premises and the building of which the Premises are a part of are in compliance with all applicable laws, orders, rules, and regulations with respect to HMSAPs and the abatement and encapsulation thereof.
- i) The default by SCVSO of any covenant or agreement contained in any paragraph or provision of this MOU shall constitute a material default of the MOU and shall entitle DOA to terminate this MOU.
- j) SCVSO shall be responsible for paying to taxing authority the real estate taxes and any assessments on the Premises.

3. COVENANTS OF DOA. DOA hereby covenants and agrees with SCVSO as follows:

- a) DOA does hereby covenant, promise, and agree to duly comply with all other provisions of this MOU at the time and in the manner herein provided.
- b) At the expiration or termination of this MOU or any renewal thereof, DOA will return the Premises to SCVSO in as good condition as it was at the time DOA went into possession, ordinary wear, damage by the elements and fire excepted. It is mutually agreed that DOA shall not be responsible for damage to the Premises by fire, except as provided under Article 5 below.

- c) DOA will not make or permit anyone to make any alterations, improvements or additions in or to the Premises, without the prior written consent of SCVSO.
- d) If DOA shall be late in the performance or observance of any covenant or obligation in the MOU or if DOA fails to cure said late performance or observance within thirty (30) days after receipt of notice from SCVSO (unless DOA commences to cure said late performance or observance within (30) days after receipt of notice thereof and expedite the curing of the same to completion with due diligence), then SCVSO may terminate this Lease by providing DOA with five (5) days written notice.
- e) DOA agrees that any improvements to the Premises made by SCVSO for the benefit of DOA shall be the property of SCVSO. Such improvements exclude any of DOA's system furniture, conventional furniture and all other DOA personal property.

4. **INSURANCE.** Unless SCVSO is a self-insured government entity, SCVSO agrees to procure and maintain, during the term of this MOU, property and casualty insurance for the building containing the Premises. SCVSO also agrees, if requested by DOA, to procure and maintain, during the term of this MOU, commercial general liability insurance in the amount of not less than **\$1.0 million each occurrence and \$2.0 million general aggregate**. Under all conditions noted above, general aggregate limits are to apply on a per location basis. In addition, SCVSO shall provide upon signing of the MOU and thereafter annually, a Certificate of Insurance to DOA evidencing such coverage by date of occupancy. The State of Wisconsin Self-Funded Liability and Property Programs protects DOA. Wisconsin Statutes provide funds to pay property and liability claims.

5. **HOLD HARMLESS.** SCVSO agrees to protect, indemnify and save the State of Wisconsin harmless from and against any, and all claims, and against any and all loss, cost, damage or expense, including without limitation reasonable attorneys' fees, arising out of any negligent acts of Lessor its invitees or agents, or any failure of SCVSO in any respect to comply with and perform all the requirements and provisions of this MOU.

DOA shall provide liability protection for its officers, employees and agents while acting within the scope of their employment. DOA further agrees to indemnify and hold harmless SCVSO for any, and all liability, including claims, demands, losses, costs, or damages to persons or property arising out of, or in connection

with, or connection with the MOU, where such liability is founded upon or grows out of acts or omissions of any of DOA's officers, employees or agents while acting within the scope of their employment, where protection is afforded by ss. 893.82 and 895.46(1), Wis. Stats.

6. **TERMINATION** DOA and SCVSO may terminate this MOU at any time during the initial term or any renewals thereof by providing the other party with at least fifteen (15) days written notice designating the effective date of such termination (which date must be the last day of a calendar month.)

7. **NOTICES.** Notice in writing referred to herein shall not be construed to mean personal notice, but such notice shall be given in writing, by mail, by depositing the same in the post office or letter-box, in a postpaid envelope, addressed to SCVSO at SCVSO last known address, and such notice shall be deemed to be given at the time when the same shall be thus mailed. Such notices provided hereunder shall be addressed as follows:

If to SCVSO: Sheboygan County Veteran's Service Office
Attn: Veterans' Service Officer
650 Forest Avenue
Sheboygan Falls, WI 53085

With a copy to: Sheboygan County Building Services
Attn: Director
615 North Sixth Street
Sheboygan, WI 53801

If to DOA: State Leasing Officer
Wisconsin Department of Administration
101 E. Wilson Street, 7th Floor
P.O. Box 7866
Madison, WI 53707-7866
Email: DOADFMLEasing@wisconsin.gov

8. **BROKERS.** SCVSO and DOA represent and warrant to each other that they have had no dealings with any broker or agent in connection with this MOU and SCVSO agrees to pay, and hold DOA harmless from, any claims made by anyone for any compensation, commissions and charges claimed with respect to this MOU or the negotiations thereof.

9. **HOLDING OVER.** If DOA holds over after the term hereof, with or without the express written consent of SCVSO, such tenancy shall be from month to month only, with no renewal hereof or an extension for any

further term, and monthly consideration shall be zero dollars (\$0.00). Such month-to-month tenancy shall be subject to every other term, covenant and agreement contained herein.

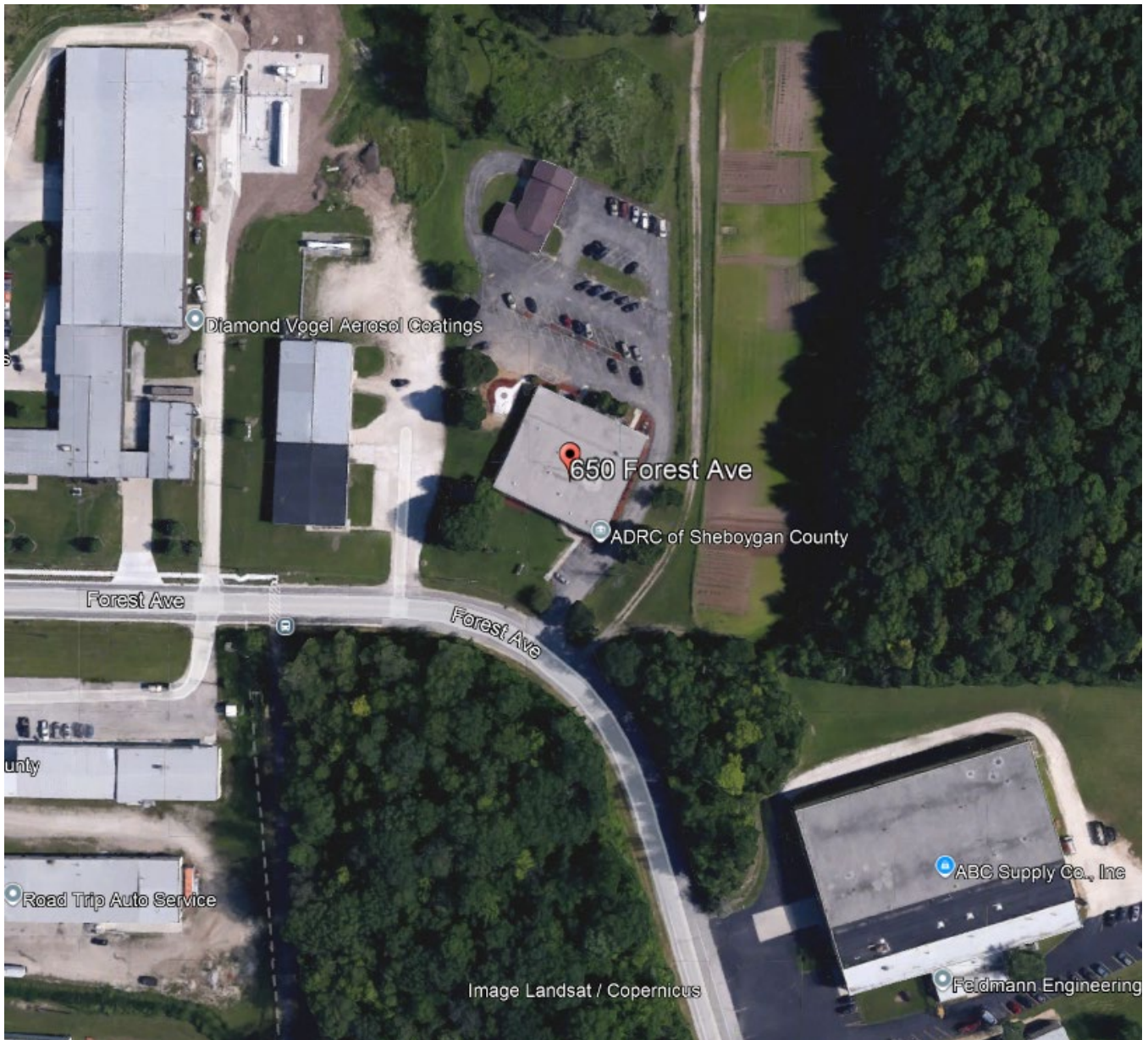
10. **DVA COSTS.** It is not anticipated that DVA or tenant will incur phone and data costs for the Premises; however, in the event there is such use, DVA shall be responsible for the monthly phone and data costs for the Premises.
11. **CAPTIONS.** The item captions contained herein are for convenience only and do not define, limit, or construe the contents of such items, paragraphs, or sections.
12. **AUTHORIZATION, BINDING EFFECT.** This MOU, together with all amending instructions subsequent thereto, is not valid or effective for any purpose until approved by the Governor or his delegate, the Secretary of the Department of Administration.
13. **WAIVER.** The rights and remedies of either party under this MOU, as well as those provided or accorded by law, shall be cumulative, and none shall be exclusive of any other rights or remedies hereunder or allowed by law. A waiver by either party of any breach or breaches, default or defaults, of the other party hereunder shall not be deemed or construed to be a continuing waiver of such breach or default nor as a waiver of or permission, expressed or implied, for any subsequent breach or default.
14. **CHOICE OF LAW.** This MOU shall be governed by and construed and interpreted in accordance with the laws of the State of Wisconsin.
15. **EXECUTED MOU.** This MOU when fully executed shall be binding upon the respective heirs, executors, administrators, successors, and assigns of the parties hereto.
16. **ENTIRE AGREEMENT.** This MOU constitutes the entire agreement between the parties with respect to its subject matter and constitutes and supersedes all prior agreements, representations and understandings of the parties, written or oral.

Schedule I

SCVSO, **at Owner's cost**, upon reasonable request, shall furnish to DOA during the term of this MOU, as part of the consideration, the following:

1. The environmental control system shall maintain a comfortable humidity level and temperatures for an estimated use of 60 hours per week, consistent with the levels provided to SCVSO's own space in the Building.
2. Provide, maintain and service heating, air conditioning, plumbing, and ventilating equipment as per manufacturers and/or installers recommendations.
3. Install and maintain fire extinguishers according to any governmental building code and Underwriters Laboratories (UL) recommendations.
4. Provide safe drinking water with hot and cold running water for restrooms and janitorial facilities. Such drinking water shall meet minimum State of Wisconsin Drinking Water Quality Standards.
5. Provide 2 access keys and cards to office space. Provide lock and 2 access keys to Premises for security of DVA files.
6. Provide Water and Sewer & Heat and Air Conditioning consistent with that provided to SCVSO's own space in the Building.
7. Provide electricity for lights and other normal and customary office electrical equipment necessary for operation of the Premises.
8. Furnish, install, and replace during the term of this MOU and any extension thereof, light bulbs, LED lighting, fluorescent tubes, starters, ballasts, or transformers.
9. Furnish building occupancy or use permit(s) if required.
10. Furnish all necessary janitorial and maintenance equipment and supplies for restrooms including soap, towels and toilet tissue.
11. SCVSO is to provide all services, supplies, and equipment required to clean and keep clean all areas of the building, sidewalks, parking areas, and grounds. This includes, but is not limited to, the plowing and removal of snow, ice removal, salting, removal of trash, and pest control. Snow and ice will be removed from designated walking surfaces on SCVSO- controlled parking lots and sidewalks on building grounds.
12. Provide one onsite parking space for Tenant's staff.
13. The use of the currently existing furniture in the Premises (if not owned by the Department of Veterans Affairs.)

Exhibit B (Aerial View)



MEMORANDUM OF UNDERSTANDING-

THIS MEMORANDUM OF UNDERSTANDING (the "MOU") is made this 18th day of March, 2025 (the "Effective Date"), by and between the Sheboygan Veterans Service Office ("CVSO"), and Crown Court Properties, Ltd. ("Developer").

WHEREAS, the Developer is the developer/owner of the subject _____-unit development named Fairview Crossing/River Mills located in Plymouth/Kiel, Wisconsin.

WHEREAS, the Sheboygan Veterans Service Office is an organization which assists eligible veterans and their dependents in applying for state and federal veteran's benefits, and whose mission is to serve all veterans and their families, with dignity and compassion, by providing assistance in the preparation and submission of claims for benefits to which they may be entitled, and to serve as their principal advocate and link to services on veterans' related issues.

WHEREAS, the intent of this Memorandum is to confirm our mutual desire and commitment to initiate a collaborative relationship to ensure eligible veterans are aware of the availability of affordable housing units in this development, and establish communication to connect future low-income residents with appropriate services and service providers.

WHEREAS, the Developer is seeking financial support from the Wisconsin Housing and Economic Development Authority through the Section 42 Low Income Housing Tax Credit Program (LIHTC) to conduct substantial rehabilitation to the property.

WHEREAS, anticipating that the application will be well received by WHEDA, and hopeful that it will receive funding that will allow rehabilitation of the community, the Developer wishes to proactively establish an area referral network that includes the CVSO.

NOWHEREFORE, Developer and the CVSO agree:

- 1) The proposed project intends to provide 9 "supportive housing units" at affordable rents. The target population for the supportive housing units is veterans and the general population who have permanent developmental, physical, sensory, medical or mental health disabilities or a combination of impairments that make them eligible for long term care services.
- 2) Should the proposed project be rehabilitated, Developer and/or its property management agent will, whenever there is a vacant unit, contact your office and other area local partners asking for referrals of prospective residents who are low income and are veterans. This contact will be made by the Developer or their onsite management agent staff via email or phone.
- 3) The Developer's property management agent will establish a waiting list of prospective residents based on referrals described above.

- 4) The Developer and its property management agent will endeavor to make existing and prospective residents aware of services and resources available by provision of a tenant resource area within the common area of the proposed development. The tenant resource area will consist of contact information for the CVSO well as materials and brochures of other area collaborative partners. New residents will also receive a copy of the CVSO brochure directly from the property manager at the time of lease signing. Our onsite management agent staff will be coached regarding “who and how” with regards to the CVSO to help connect residents to appropriate service networks.
- 5) The proposed project will not provide long term services, nor charge fees related to long term services to residents, but will rather refer residents to the CVSO and other area local partners in order to assist residents to locate the services and funding appropriate to their individual needs.
- 6) Residents will not be required to receive any services in order to reside in the development. Residents that desire to receive services will have choice in service provider(s).
- 7) The CVSO acknowledges awareness of this proposed project, and a willingness to provide the Developer and their agents with brochures and other materials in order for Developer to make residents aware of services offered by the CVSO. The CVSO also will include the subject project on a list of housing options for low income veterans seeking housing.

Administrative Provisions

Duration

This MOU is subject to the project receiving an award of LIHTC, with renewed operations expected to commence between January 1 and June 1 2026. The initial period shall be 12 months from commencement of leasing operations. Either party may terminate this agreement with 30 days’ notice at the end of the initial period.

Amendments

This MOU may be amended when such an amendment is agreed to in writing by all signatories. The amendment will be effective on the date a copy is signed by all parties.

Confidentiality

It is agreed that by virtue of entering into this MOU they will have access to certain confidential information regarding the other party's operations related to this project. It is further agreed that the parties will not at any time disclose confidential information and/or material without the consent of that party unless such disclosure is authorized by this MOU or required by law. Unauthorized disclosure of confidential information shall be considered a material breach of this MOU. Where appropriate, client releases will be secured before confidential client information is exchanged. Confidential client information will be handled with the utmost discretion and judgment.

Nondiscrimination

There shall be no discrimination of any person or group of persons on account of race, color, creed, religion, sex, marital status, sexual orientation, age, handicap, ancestry, or national origin in the operation of the project.

Signatories:

Sheboygan Veterans Service Office

Crown Court Properties, Ltd.

By: Alayne Krause

By: 

Date: March 18th, 2025

Date: March 18, 2025

Name: Alayne Krause
Title: County Administrator

Name: Menachem Rapoport
Title: Vice President



Sheboygan County Veterans Service Office

Craig Stewart
Director

To: Health and Human Services Committee
From: Craig Stewart, Director Veterans Services
Date: April 15, 2025
Re: Proposal for Updating the Veterans Services Department's Table of Organization

Introduction

The Veterans Services Department's current table of organization places the County Administrator at the highest level of oversight, alongside the Health and Human Services Committee. Under this structure, the Director of Veterans Services (or County Veterans Service Officer) oversees a Deputy Director and two Veterans Benefit Specialists, one of which is currently unbudgeted and vacant. This proposal recommends a restructuring wherein the Deputy Director position is removed, and the vacant Veterans Benefit Specialist position is staffed. Additionally, this proposal includes an update to the job title and description for the Veterans Benefit Specialist position to align more closely with common practices across Wisconsin counties.

Standard Practice in Wisconsin Counties

Across Wisconsin, County Veterans Service Offices (VSO) typically structure their departments with the County Veterans Service Officer (CVSO) serving as the Director. Many counties have introduced a Deputy Director position to assist with higher-level management of staff and operations. Staff responsible for assisting veterans with benefits are commonly designated as Veterans Benefit Specialists if they are not veterans and as Assistant County Veterans Service Officers (ACVSO) if they are veterans. However, the ACVSO title is generally not used to indicate a management position. While a few counties have structured it this way, it is not the prevailing practice. This proposal seeks to align the department's structure with these established norms while ensuring effective service delivery.

Position Title and Job Description Update

The Veterans Benefit Specialist position will retain the same pay classification, but its title will be adjusted for consistency with statewide standards. If the individual filling the role is not a veteran, the title will remain Veterans Benefit Specialist. If the individual is a veteran, the title will be Assistant

County Veterans Service Officer (ACVSO). This adjustment reflects common naming conventions used throughout Wisconsin counties.

The job description for this position has been refined to more accurately outline the responsibilities and expectations associated with the role. These updates do not change the core duties but provide a clearer and more precise articulation of tasks. The revised description ensures that the role remains well-defined while maintaining the current pay classification.

Benefits of the Proposed Restructuring

By removing the Deputy Director position, the department can achieve cost savings while ensuring that the vacant Veterans Benefit Specialist/ACVSO position is filled with a qualified professional dedicated to assisting veterans and their families. This restructuring also strengthens the long-term sustainability of the department by maintaining a well-organized approach to staffing.

Additionally, this structure supports succession planning by providing ACVSOs with valuable experience that could prepare them for potential future leadership roles, such as Deputy Director, should the need arise. Aligning job titles with standard practices across Wisconsin ensures consistency, enhances clarity in recruitment efforts, and helps attract a broader pool of qualified applicants.

Conclusion

The proposed restructuring of the Veterans Services Department, including the job title update, promotes financial responsibility, role clarity, and a well-defined approach to service delivery. These changes will help ensure the department continues to provide essential services to veterans and their families effectively. Thank you for your time and consideration of this request.

SERVING THOSE WHO SERVED SINCE 1935

REQUEST FOR CHANGE IN DEPARTMENTAL TABLE OF ORGANIZATION

Department: Veterans Services	
Request Date:	Effective Date:

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
Director (CVSO)	1			1		
Deputy Director	1			0		
Veterans Benefit Specialist	1			0		
Veterans Benefit Specialist (unbudgeted)	1			0		
Veterans Benefit Specialist/Asst. CVSO				2		
TOTALS	4			3		

RATIONALE

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

The proposed restructuring improves efficiency, aligns job titles with state standards, and ensures effective veteran services. Removing the Deputy Director position and staffing the vacant Veterans Benefit Specialist role maintains essential services while reducing costs. Clarifying that these roles are not management aligns with common practices statewide.

These updates enhance role clarity, improve recruitment, and support long-term sustainability. Standardizing job titles ensures consistency and helps attract qualified professionals, strengthening veteran support while maintaining financial responsibility.

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.)

The proposed update to the Veterans Benefit Specialist position ensures alignment with standard practices across Wisconsin counties while maintaining the same essential role and responsibilities. The Veterans Benefit Specialist and Assistant County Veterans Service Officer (ACVSO) titles will designate the same position, with the title determined by the veteran status of the individual filling the role. These professionals will continue to work directly with veterans and their families to secure the benefits they have earned, ensuring high-quality service and support. By adopting this naming convention, the department enhances consistency, improves recruitment clarity, and strengthens its ability to serve the veteran community effectively.

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>
VBA/ACVSO	60,446	90,080	Vacating Deputy Director Position

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.

[Empty box for additional information]

ACTION TAKEN

Department Head Signature  Date: 04/08/2025

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.

Rev. 07/2023

SHEBOYGAN COUNTY

POSITION DESCRIPTION

Class Title: Human Services Specialist

Location: Veterans Service Office

Working Title: Assistant Veteran's Service Officer /
Veterans Benefit Specialist

DBM: B24

Department: Veteran's Service

Effective:

Reports to: Director of Veterans Services/Veterans Service Officer

I. PURPOSE AND SUMMARY

Assists in the administration of federal and state Veterans' Service programs for individuals who served in the U.S. armed forces and their dependents or survivors. Provides guidance and support to veterans in securing entitlements and benefits. Serves as an advocate and counselor in providing referrals and follow-up services. Acts as a liaison between veterans and various government agencies and organizations related to veteran affairs.

II. ESSENTIAL DUTIES

- Responsible for daily operations of the office and serves as the receptionist maintaining daily activities log, answering telephone inquiries and composing correspondence in relation to those inquiries.
- Investigate eligibility for various state and federal benefits.
- Inventory office supplies and request procurement.
- Update the State database with deceased veteran information.
- Assist with obtaining military honors and grave markers.
- Conduct assessments to determine the most appropriate resources for veterans, dependents, and survivors and coordinates with federal and state agencies to ensure services are provided.
- File claims for disability and other benefits to the Department of Veterans Affairs and Wisconsin Department of Veterans Affairs.
- Advise veterans on available benefits and assists with claim preparation, including research and documentation of medical and service-related evidence.
- Provide counseling and guidance on various issues, including appeals, financial assistance, education programs, medical services, housing, and employment.
- Create digital files for veterans returning from active duty or relocating to the county.
- Assist in the coordination of Memorial Day flag distribution, grave registration, and veterans' memorial records.
- Represent clients in their appeals to the Department of Veterans Affairs.
- Assist veterans and dependents in obtaining necessary documents such as discharge papers, birth certificates, marriage licenses, and death certificates for benefits processing.
- Promote awareness of veterans' issues through outreach and education initiatives.
- Perform other duties as assigned.

III. QUALIFICATIONS

- Knowledge of veterans' assistance programs, including federal, state, and local statutes and regulations.
- Ability to advocate on behalf of veterans and their families.
- Ability to understand, interpret, and explain eligibility criteria and guidelines relating to benefits.
- Ability to communicate effectively with professionals and consumers.
- Must be able to obtain and maintain professional accreditation to represent Sheboygan County claimants with the U.S. Department of Veterans Affairs.
- Strong interpersonal skills with the ability to provide effective counseling and advocacy.
- Ability to read, interpret, apply, and explain eligibility criteria and regulation relating to benefits.
- Ability to work independently and use good judgment in stressful situations.
- Must possess a valid driver's license and have access to an insured and reliable vehicle for work related travel.
- Thorough knowledge of federal, state and local veteran benefits.
- Strong organizational, communication, and public speaking skills.
- Ability to complete tasks independently and to work closely with others.
- Ability to protect and practice discretion with confidential information.
- Organizational skills for managing heavy workloads
- High School Diploma or equivalent required.
- Minimum of 3 years experience working with federal veteran benefits preferred. A degree in Public Administration, Social Work, or a related field is a plus.

IV. WORKING RELATIONSHIPS

- This position reports directly to the Director of Veterans Services. This position does not directly supervise other employees. This position has frequent contact with co-workers, consumers, members of the public, and representatives of other agencies/departments.

V. WORK ENVIRONMENT AND PHYSICAL REQUIREMENTS

- Work is performed in a standard office setting, and with some work in a variety of settings in the community. The ability to travel is required. Ability to lift up to 20 pounds and a combination of sitting and standing postures may be required. Ability to regularly work 8-hour days and 40-hour weeks is required.
- Must be able to operate standard office equipment including telephone, computer, calculator, printer and photocopier.
- Risk of blood-borne pathogen exposure is considered low.

Essential Duties & Qualifications Removed from the Current Position

Essential Duties Removed:

- Coordinating volunteer driver lists and scheduling van rides to VA medical centers.
- Handling ticket distribution for veteran events.
- Updating the State database with deceased veteran information.
- Providing information on military issues, local veteran organizations, and flag sales.
- Distributing wristbands and coupons for veteran events.

Qualifications Removed:

- Basic proficiency in Microsoft Word, Outlook, Excel, and PowerPoint.
-

Essential Duties & Qualifications Added to the Proposed Position

New Essential Duties Added:

- Investigating eligibility for federal and state benefits.
- Conducting assessments to determine resources for veterans, dependents, and survivors.
- Filing claims for disability and other benefits.
- Advising veterans on available benefits and assisting with claim preparation.
- Providing counseling on appeals, financial assistance, education, housing, and employment.
- Representing veterans in appeals to the Department of Veterans Affairs.
- Promoting veteran awareness through outreach and education initiatives.

- Creating digital files for veterans relocating or returning from active duty.

New Qualifications Added:

- Must obtain and maintain professional accreditation to represent claimants with the U.S. Department of Veterans Affairs.
- Ability to advocate on behalf of veterans.
- Strong interpersonal, public speaking, and counseling skills.
- Minimum of 3 years experience working with federal veteran benefits preferred.
- Degree in Public Administration, Social Work, or a related field is a plus.
- Valid driver's license required and access to an insured vehicle for work-related travel.
- Ability to read, interpret, and apply benefit regulations and eligibility criteria.



VACANT POSITION REQUEST

(To be completed for all vacant positions)

WISCONSIN

Date: 4/14/2025

From: Craig Stewart

Position Request:

Position Title: Assistant County Veterans Service Officer/Veterans Benefit Specialist

DBM: B24

Reason for Vacancy: Restructuring

Justification for Filling Position:

The Veterans Service Office is currently short-handed by one employee and continues to face high demand for assistance from veterans and their families. We are requesting to fill the vacant Assistant County Veterans Service Officer/Veterans Benefit Specialist position to maintain essential services. This request coincides with the removal of the Deputy Director position from the Table of Organization, making this role critical to sustain effective operations and provide support for County veterans.

Staffing Consideration:

Department has considered all alternate options as it relates to overall staff needs? Yes No

Budget:

Is this position within the Department's annual operating budget? Yes No

If not, please state the amount over budget as well as the proposed source of funds: [Click here to enter text.](#)

Cost:

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

Wages	Benefits	Total
50,000	28,838	78,838

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

County Administrator/Department Head Signature  Date: 04/09/2025

Human Resources Director Signature _____ Date: _____

If position changed:

Liaison Committee Signature _____ Date: _____

Human Resources Committee Signature _____ Date: _____

Form process if no change to the position:

1. County Administrator/Department Head completes VPR Form and refers form to Human Resources Director for approval.
2. HR Department begins recruitment process.

Form process if position changed:

1. County Administrator/Department Head discusses proposed changes with Human Resources Director.
2. County Administrator/Department Head completes VPR Form & TO Change Form and refers forms to Human Resources Director for approval.
3. County Administrator/Department Head presents VPR & TO Change Forms to Liaison Committee for approval.
4. County Administrator/Department Head presents VPR & TO Change Forms to Human Resources Committee for approval
5. HR Department begins recruitment process.

Proposed Veterans Services Table of Organization

