

NOTICE OF MEETING

SHEBOYGAN COUNTY HEALTH & HUMAN SERVICES COMMITTEE

May 16, 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/88942022390?pwd=a1Q0K084a1NZaGN3Z0dWdCt5eS90Zz09>

Meeting ID: 889 4202 2390

Passcode: 833482

*** AGENDA ***

Call to Order and Introductions
Certification of Compliance with Open Meeting Law
Approval of Minutes for May 2, 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.

Behavioral Health Manager – Jackie Moglowsky

Presentation on The Crisis Continuum

Accounting Manager – Tara Duwe

Health and Human Services First Quarter Variance Report
2023 Budget Adjustments

Public Health Manager – Starrlene Grossman

Consideration of Out-of-State Travel Requests

Consideration of Vacant Position Request – Public Health Professional – Public Health Nurse

Review and Approve Vouchers

April 23, 2023 – May 6, 2023

Approval of Attendance of Members at Other Meetings or Functions

Reports on Meetings Attended

Adjournment

Next Scheduled Meeting will be June 6, 2023 at 8:30 AM

Prepared by:

Wendy Gorges
Recording Secretary

Curt Brauer
Committee Chairperson

Posted: 5/12/23 11:50 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

**Corrected*

Health & Human Services Building
1011 North 8th Street
Sheboygan WI
Room 372

May 2, 2023

Called to Order: 8:30 AM

Adjourned: 9:14 AM

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

MEMBERS EXCUSED: Supervisor Curt Brauer Supervisor James Coulson

ALSO PRESENT: Matthew Strittmater, Tara Duwe, Tim Gessler, Jackie Moglowsky, Sarah
(in person) Mueller, Michelle Acevedo, Craig Stewart, Morgan Rahn, Tim Swart,
Wendy Gorges

Chairperson ~~Brauer~~ *Goehring called the meeting to order at 8:30 AM.

The Chairperson certified compliance with the open meeting law. The notice was posted at 11:50 AM on April 28, 2023.

Approval of Minutes for April 18, 2023

Supervisor Montemayor moved to approve the minutes. Citizen Member Kliejunas 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 Report – Morgan Rahn, Clinical Services Program Supervisor

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.

Environmental Health Supervisor – Tim Swart

Presentation on Per- and Polyfluorinated Substances (PFAS)

Health & Human Services Director – Matt Strittmater

Consideration of Reallocation of ARPA Funds at Health & Human Services

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

Child & Family Services Manager – Sarah Mueller

Consideration of Vacant Position Request – Human Services Assistant

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

ADRC & Operations Manager – Michelle Acevedo

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

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

Review and Approve Vouchers

April 9, 2023 – April 22, 2023

Supervisor Montemayor moved to approve the vouchers. Citizen Member Kliejunas 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. Citizen Member Kliejunas seconded. Motion carried with no nay votes. Meeting adjourned at 9:14 AM.

The next scheduled meeting will be May 16, 2023 at 8:30 AM.

Marilyn Montemayor, Committee Secretary

Wendy Gorges
Recording Secretary

**VARIANCE REPORT FOR DEPARTMENT -- HEALTH & HUMAN SERVICES FUND
FOR THE QUARTER ENDING 03/31/2023**

TIMING	G/L CATEGORY	VARIANCE FROM BUDGET	EXPLANATION OF VARIANCE
	Intergovernmental Revenues		
	Federal Grants	(9,056.76)	Child Support incentive payments are less than anticipated at this time, which is partially offset by faster claiming of the Treatment Court Enhancement grant.
	State Grants	99,564.11	Various grants are being claimed faster than budgeted as supported by allowable expenses which is partially offset by grants that are being claimed slower. Also, a budget adjustment will be done in May to reflect current grant amounts.
	Licenses & Permits		
	Business Licenses	(8,221.94)	Licenses and permit fees fluctuate throughout the year and from year to year.
	Public Charges for Services		
	General Government	(2,373.77)	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.
	H & HS Services	(23,563.11)	Payments for private pay billing and for out of home costs of children are lower than expected.
	Interest and Other Revenue		
	Rent Revenue	(2,218.00)	January rent payment was recorded in December of 2022.
	Donations	5,885.10	Aging Meal Site donations are up while Meals on Wheels donations are slightly down.
	Other Misc. Revenue	(2,294.93)	Prior year Income Maintenance Incentives are less than anticipated.
	Personnel Related Expenditure		
	Wages	238,688.25	Unfilled positions have resulted in wages being below budget.

Overtime	(2,460.67)	Existing staff covering vacancies is causing slightly higher than budgeted overtime.
Benefits	40,870.53	Unfilled positions have resulted in wages being below budget.
Operating Expenses		
Purchased Services	35,967.95	Purchased services expenses fluctuate based on client needs and vendor staff availability.
Repairs and Maintenance	6,518.17	Maintenance of office equipment is currently underbudget.
General Operating	115,152.95	Employee travel and meals, general supplies, medical supplies, office supplies, postage, furniture and computer purchases are all less than budgeted year to date. Purchases are planned and will happen later in the year.
Fixed Charges	(2,173.59)	Rental of equipment is higher than budgeted but partially offset by lower costs for rental of meal sites.
Interdepartmental Charges		
Employee Related Insurance	187,840.00	Unfilled positions have resulted in wages being below budget.
Repairs & Maintenance Charges	(10,441.98)	Building Services charges are higher than anticipated.
System Operation Charges	4,365.28	Printing and duplicating needs have been lower than expected.
Health & Human Services	(15,212.00)	Budget adjustment needed to respread the administrative units costs across the year.
Other Interdepartmental	(4,699.49)	A budget adjustment will be done to cover the cost of autopsies for overdose related fatalities charged to HHS by the Medical Examiner's office
LFRF - General Fund	(117,475.06)	The ARPA funded programs are not fully operational yet therefore less funds have been transferred from the general fund.
TOTAL	534,661.04	Positive



SHEBOYGAN COUNTY

Tara Duwe – Finance Manager

Business & Administrative Services

Health & Human Services Department

To: Health & Human Services Committee

From: Tara Duwe, Finance Manager

Date: 5/16/2023

RE: 2023 Budget Adjustments for Health & Human Services

The 2023 budget was prepared in July of 2022, using 2022 grant amounts for any grant changes that were unknown at the time the budget was prepared. Since this time, the department has received 2023 contracts with updated grant amounts which now need to be reflected in our 2023 budget. The following adjustments are being proposed to account for the change in current grants and donations with a net increase in revenue of \$397,492.

1. Various grants across the agency had 2023 contract amounts that came in above or below what was budgeted. This entry is making those adjustments to grant revenue and expenses.
2. There have been two changes to the HHS Table of Organization for 2023. The first is that the Software Administrator position moved over to IT and is now being charged to HHS as an interdepartmental charge. The second is the Chapter 51/55 support staff moved over to Corporation Counsel, which includes the transfer tax levy.
3. This entry is to reallocate budgeted revenue and expense between business units to align with contracts and what costs grants are being claimed with.

	Account #	Subledger	Account Name	Dr	Cr
1	2260.423525.445		MIPPA MC Imprvmnt Patients	\$2,274.00	
	2260.423525.446		SHIPS State Hlth Insrnc Prgm		\$423.00
	2260.423525.951		Benefit Specialist Elder Svs	\$600.00	
	2260.423525.932		ADRC - 560100	\$149,987.00	
	2260.423525.936		MA ADRC - 560100	\$49,023.00	
	2211.423525.447		Nutrition Svs Inct Prg NSIP	\$3,533.00	
	2224.423525.447		Nutrition Svs Inct Prg NSIP	\$6,589.00	
	2258.423525.933		Elder Abuse	\$2,081.00	
	2211.423525.947		Title III C-1 Congregate Nutr		\$28,486.00
	2224.423525.948		Title III C-2 Home Delivered		\$18,952.00
	2224.531415.001		Meals on Wheels	\$37,000.00	
	2211.531415.001		Meals on Wheels	\$3,750.00	
	2211.531415		Food Prepared	\$9,000.00	
	2211.465300.044		Meal Site Donations		\$23,000.00
	2215.423525.953		Title III-B Supt Svs	\$4,231.00	
	2215.531600		Supportive Home Care	\$3,826.00	
	2252.423525.955		Title III D In Home Services		\$1,105.00
	2256.423525.956		Title III E Nat'l Fmly Caregiver		\$22,094.00
	2256.531610		Respite Care	\$22,094.00	
	2255.423375.957		State Transportation	\$1,992.00	
	2254.423525.531		53.10 Operating Grant		\$3,683.00
	2259.423525.902		LTS & Adult Protective Services		\$8,630.00
	2211.421110.917		ARPA Aging		\$32,000.00
	2215.421110.917		ARPA Aging		\$10,000.00
	2224.421110.917		ARPA Aging		\$63,217.00
	2252.421110.917		ARPA Aging		\$5,522.00
	2321.423525.965	12A	WIC Grants 154710		\$63,418.00
	2301.423525.964		PH Consolidated Contract		\$528.00
	2306.423525.964		PH Consolidated Contract	\$1,158.00	
	2308.423525.964		PH Consolidated Contract	\$40.00	
	2347.423525		State Health & Human Services		\$5,001.00
	2347.531105		Consulting		\$2,760.00
	2347.533205		Mileage - Employee	\$510.00	
	2347.556106		Grants	\$2,500.00	
	2318.423525.943		Qualitative Data		\$22,760.00
	2318.532225		Office Equipment	\$2,360.00	
	2318.531505		Client Services	\$8,750.00	
	2318.533110		Printing	\$6,000.00	
	2318.533505		General	\$865.00	
	2318.533725		Postage	\$1,785.00	
	2318.531105		Consulting	\$3,000.00	
	2343.533505		General		\$5,571.00
	2343.531505		Client Services		\$5,572.00
	2343.533926		Non Cap Equip over \$500	\$11,143.00	
	2329.533926		Non Cap Equip over \$500	\$3,705.00	

2329.423525.464		PH Preparedness/Bio 155015		\$3,705.00
2554.423525.978		WISACWIS - 333	\$310.00	
2511.423525.985		DSS Community Aids - BCA		\$3,930.00
2585.423525.982		Foster Parent Tgn - 395	\$2,600.00	
2516.423525.979		Youth Aids - Comm - 160		\$93,968.00
2516.423525.974		Comm Intrvntn Funding		\$3,781.00
2541.423525.476		Kinship Assessment - 380	\$9,220.00	
2511.423525.485		State County Match - 681		\$20.00
2585.423525.454		Foster Parent Retention	\$3,077.00	
2585.531505		Client Services		\$3,077.00
2515.423525.925		In Home Safety Services		\$101,756.00
2515.531519		IHSS In Home Safety	\$7,716.00	
2515.531450		Transportation	\$6,861.00	
2515.531525		Day Care Cntr Serv Non	\$6,861.00	
2515.531580		Recreation/Alternate Ac	\$6,861.00	
2515.531600		Supportive Home Care	\$6,861.00	
2515.531610		Respite Care	\$6,861.00	
2515.531615		Housing/Energy Assistance	\$6,861.00	
2515.531660		Crisis Intervnttion	\$6,861.00	
2515.533540		Food	\$6,861.00	
2515.533680		Medical Supplies	\$6,861.00	
2001.423525.916		SABG Supplemental		\$2,732.00
2001.533245		Seminars & Training	\$2,732.00	
2055.423525.916		SABG Supplemental		\$29,520.00
2055.531665		Counseling/Therapeutic Resources	\$29,520.00	
2001.423525.917		MHBG SUPP		\$500.00
2015.423525.917		MHBG SUPP		\$500.00
2019.423525.917		MHBG SUPP		\$10,000.00
2046.423525.917		MHBG SUPP		\$40,197.00
2021.423525.917		MHBG SUPP	\$5,678.00	
2001.531105		Consulting	\$500.00	
2015.531105		Consulting	\$500.00	
2046.531660		Crisis Intervention	\$500.00	
2019.533245		Seminars & Training	\$10,000.00	
2046.531580		Recreation/Alternate Activity	\$34,019.00	
2001.423525.923		OUD in Residential		\$44,079.00
2056.423525.923		OUD in Residential	\$19,300.00	
2056.423525.929		TAD Grant		\$10,000.00
2056.533245		Seminars & Training	\$1,352.00	
2049.531580		Recreation/Alternate Activity	\$75,000.00	
2021.531555		IMD (Out of County)	\$68,918.00	
			\$670,487.00	\$670,487.00

2	2112.511105	Wages		\$70,034.00
	2112.512105	Social Security		\$5,183.00

2112.512110		Retirement		\$4,762.00
2112.551105		Health Insurance		\$10,356.00
2112.551110		Dental Insurance		\$259.00
2112.551115		Group Life Insurance		\$39.00
2112.551125		Worker Compensation Insurance		\$55.00
2112.556108		Employee Wages & Related Costs	\$90,688.00	
2111.411100		Property Tax - Real	\$68,157.00	
2046.511105		Wages		\$38,483.00
2046.512105		Social Security		\$2,848.00
2046.512110		Retirement		\$2,617.00
2046.551105		Health Insurance		\$23,562.00
2046.551110		Dental Insurance		\$596.00
2046.551115		Group Life Insurance		\$21.00
2046.551125		Worker Compensation Insurance		\$30.00
			\$158,845.00	\$158,845.00

3

2001.423525.485		State County Match - 681		\$7,804.00
2019.423525.485		State County Match - 681		\$28,546.00
2046.423525.485		State County Match - 681	\$41,085.00	
2050.423525.485		State County Match - 682		\$8,159.00
2054.423525.485		State County Match - 683	\$3,424.00	
2001.423525.962		DCP Community Aids-BCA		\$90,000.00
2019.423525.962		DCP Community Aids-BCA		\$125,000.00
2020.423525.962		DCP Community Aids-BCA		\$124,208.00
2046.423525.962		DCP Community Aids-BCA	\$384,208.00	
2050.423525.962		DCP Community Aids-BCA		\$58,540.00
2054.423525.962		DCP Community Aids-BCA	\$13,540.00	
2021.423525.516		Comm Mental Health		\$399,854.00
2046.423525.516		Comm Mental Health	\$399,854.00	
2211.531415.001		Meals on Wheels	\$50,750.00	
2211.531415.002		Watson's		\$50,750.00

2054.511105		Wages		\$17,994.00
2054.512105		Social Security		\$1,333.00
2054.512110		Retirement		\$1,224.00
2054.551105		Health Insurance		\$6,668.00
2054.551110		Dental Insurance		\$172.00
2054.551115		Group Life Insurance		\$8.00
2054.551125		Worker Compensation Insurance		\$203.00
2054.551905		General Liability Insurance		\$93.00
2054.551920		Property Insurance		\$15.00
2054.551930		Deductible Escrow		\$14.00
2054.552110		Building Maintenance		\$1,000.00
2054.553105		Telephone		\$49.00
2054.553150		Data Processing Services		\$1,303.00

2054.555145		Ovhd - Gen Mgt		\$258.00
2054.555146		Ovhd - Program Mgmt		\$1,258.00
2054.555147		Ovhd - Finanical Admin		\$1,447.00
2054.555148		Ovhd - Secretarial Services		\$1,178.00
2050.511105		Wages	\$17,994.00	
2050.512105		Social Security	\$1,333.00	
2050.512110		Retirement	\$1,224.00	
2050.551105		Health Insurance	\$6,668.00	
2050.551110		Dental Insurance	\$172.00	
2050.551115		Group Life Insurance	\$8.00	
2050.551125		Worker Compensation Insurance	\$203.00	
2050.551905		General Liability Insurance	\$93.00	
2050.551920		Property Insurance	\$15.00	
2050.551930		Deductible Escrow	\$14.00	
2050.552110		Building Maintenance	\$1,000.00	
2050.553105		Telephone	\$49.00	
2050.553150		Data Processing Services	\$1,303.00	
2050.555145		Ovhd - Gen Mgt	\$258.00	
2050.555146		Ovhd - Program Mgmt	\$1,258.00	
2050.555147		Ovhd - Finanical Admin	\$1,447.00	
2050.555148		Ovhd - Secretarial Services	\$1,178.00	

\$927,078.00 \$927,078.00



Sheboygan County VACANT POSITION REQUEST

(To be completed for all vacant positions)

Date: 5/10/2023
To: Health & Human Services Committee Members
From: Matt Strittmater

Position Request:

Position: Public Health Nurse
Reason for Vacancy: Retirement

Justification:

Sheboygan County Division of Public Health continues to provide service to the community as it relates to communicable disease follow-up, childhood lead and immunizations. In order to support our current team model and ensure that critical communicable disease follow-up continues to occur Sheboygan County Division of Public Health needs a full PHN Team. This position will support communicable disease follow-up childhood lead case management and will likely assist in supporting HIV case management efforts.

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:

Costs:

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

Wages	Benefits	Total
\$53,694 - \$70,396	\$33,417-35,755	\$87,111-106,151

(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: 05/10/23
 Human Resources Director Signature *Alayne Krause* Date: 5/12/2023
 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.