

NOTICE OF MEETING

SHEBOYGAN COUNTY HEALTH & HUMAN SERVICES COMMITTEE

June 6, 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/85949525955?pwd=OGRJNFli2eXBkZit0TG03bkZ1TmY5QT09>

Meeting ID: 859 4952 5955

Passcode: 921939

*** AGENDA ***

Call to Order and Introductions

Certification of Compliance with Open Meeting Law

Approval of Minutes for May 16, 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.

Accounting Manager – Tara Duwe

Consideration of 2023 Budget Adjustments

ADRC & Operations Manager – Michelle Acevedo

Consideration of Out-of-State Travel Requests

Review and Approve Vouchers

May 7, 2023 – May 20, 2023

Approval of Attendance of Members at Other Meetings or Functions

Reports on Meetings Attended

Adjournment

Next Scheduled Meeting will be June 20, 2023 at 8:30 AM

Prepared by:

Wendy Gorges
Recording Secretary

Curt Brauer
Committee Chairperson

Posted: 6/2/23 12:35 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

May 16, 2023

Called to Order: 8:30 AM

Adjourned: 9:36 AM

MEMBERS PRESENT: (in person) Supervisor Curt Brauer, Supervisor Bill Goehring, Supervisor Marilyn Montemayor, Supervisor Rebecca Clarke

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

MEMBERS ABSENT: Citizen Members Jeanne Kliejunas, Anne Sibinski
Supervisor James Coulson (unexcused)

ALSO PRESENT: (in person) Matthew Strittmater, Tara Duwe, Tim Gessler, Jackie Moglowsky, Starrlene Grossman, Sarah Mueller, Michelle Acevedo, Wendy Gorges

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 11:50 AM on May 12, 2023.

Approval of Minutes for May 2, 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.

Behavioral Health Manager – Jackie Moglowsky

Presentation on The Crisis Continuum

Accounting Manager – Tara Duwe

Presentation on Health and Human Services First Quarter Variance Report
Presentation on 2023 Budget Adjustments

Public Health Manager – Starrlene Grossman

Consideration of Out-of-State Travel Requests (2)

Supervisor Goehring moved to approve both requests. Supervisor Clarke seconded. Motion carried with no nay votes.

Consideration of Vacant Position Request – Public Health Professional – Public Health Nurse
Supervisor Clarke moved to approve the request. Supervisor Montemayor seconded. Motion carried with no nay votes.

Review and Approve Vouchers

April 23, 2023 – May 6, 2023

Supervisor Goehring 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 Clarke moved to adjourn the meeting. Supervisor Montemayor seconded. Motion carried with no nay votes. Meeting adjourned at 9:36 AM.

The next scheduled meeting will be June 6, 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: 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

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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

Matthew Strittmater- Director
Health and Human Services Department

June 6, 2023

Streamline HealthCare Solutions, the company that owns our new EHR SmartCare, is hosting their annual user conference September 26-28, 2023 in Las Vegas. Topics that will be presented during the conference include (but are not limited to):

- Reporting Tools training and using data to drive decisions and improve care
- Technical “bootcamp” training sessions on forms development
- Healthcare coding – Rates, Billing Codes, and Allowed Amounts
- Client access to their healthcare records/data
- Interfaces and interoperability in SmartCare
- Performance Monitoring

MS.

These session topics and hands-on training will be very beneficial to the System Administrators (Samantha Shane, Andy Lauters, and Kim Pagel) as we continue to develop SmartCare and move toward implementation in November, 2023.

In addition to the value of the sessions, the opportunity to network with other users throughout Wisconsin and as well as across the country will be invaluable. Building a network of resources that includes individuals who use the software on a daily basis will help us implement and maintain a software tool that benefits all level of staff throughout Health and Human Services, from Support Staff to Director.

We respectfully request approval to attend this Conference in September 2023. The *estimate* of cost to attend is outlined below.

Cost Breakdown	Samantha	Kim	Andy
Hotel, 3 nights	\$1,198.00	\$1,198.00	\$1,198.00
Conference Registration Fee (if registered by 7/1)	\$792.00	\$792.00	\$792.00
Meals (\$8+\$10+\$14=\$32/day), 4 days, Tues-Fri. Some meals are included with the conference so actual will likely be less.	\$128.00	\$128.00	\$128.00
Transfers to/from airport in Las Vegas	\$35.00	\$35.00	\$35.00
Mileage to Mitchell (actual will likely be less)	\$65.00	\$65.00	\$65.00
Parking @ MKE, about \$10/day	\$40.00	\$40.00	\$40.00
Flights (MKE to LAS) Average cost, actual will depend on day/time flights are and the prices when they are booked.	\$500.00	\$500.00	\$500.00
Total	\$2,758.00	\$2,758.00	\$2,758.00
Estimated Grand Total	\$8,274.00		