

NOTICE OF MEETING

SHEBOYGAN COUNTY HEALTH & HUMAN SERVICES COMMITTEE

July 18, 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/87613772204?pwd=am5LR0Q1c2FYZDNnb2hHSE44TFdmdz09>
Meeting ID: 876 1377 2204
Passcode: 106954*

*** AGENDA ***

Call to Order and Introductions
Certification of Compliance with Open Meeting Law
Approval of Minutes for June 20, 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.

Business Analyst Kim Pagel & Software Administrator Samantha Shane
Presentation on SmartCare Implementation

Director of Veterans Services – Todd Richter
Discussion on Veterans Service Commission Second Quarter Report

Director of Veterans Services – Todd Richter
Consideration of Salary/Equity Adjustment Requests (2)
Consideration of Veterans Services Table of Organization Change

ADRC & Operations Manager – Michelle Acevedo
Consideration of hiring Human Services Manager above the midpoint of salary range

Health & Human Services Director – Matt Strittmater
Consideration of Health & Human Services Table of Organization Change
Consideration of Employee Promotion Requests (2)

Review and Approve Vouchers
June 4, 2023 – June 17, 2023
June 18, 2023 – July 1, 2023

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

Adjournment

Next Scheduled Meeting will be August 1, 2023

Prepared by:

Wendy Gorges
Recording Secretary

Curt Brauer
Committee Chairperson

Posted: 7/14/2023 10:00 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

June 20, 2023

Called to Order: 8:30 AM

Adjourned: 9:16 AM

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

MEMBERS PRESENT: (via Zoom) Supervisor Rebecca Clarke, Citizen Member Larry Samet

MEMBERS ABSENT: Supervisor James Coulson

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 10 AM on June 15, 2023.

Approval of Minutes for June 6, 2023

Citizen Member Kliejunas 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.

Economic & Child Support Manager – Tim Gessler

Presentation on Economic Support Programs – Unwinding Updates

Review and Approve Vouchers

May 21, 2023 – June 3, 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 Montemayor moved to adjourn the meeting. Supervisor Schobert seconded. Motion carried with no nay votes. Meeting adjourned at 9:16 AM.

The next scheduled meeting will be July 18, 2023 at 8:30 AM.

Marilyn Montemayor, Committee Secretary

Wendy Gorges
Recording Secretary



WISCONSIN

Sheboygan County Veterans Service Office

Todd A Richter
Director

Craig Stewart
Deputy Director

Jonathan Belval
Veterans Benefit Specialist

2nd quarter 2023

Announcements/correspondence & events attended

- April
 - VA Home Instead Training
 - Department Head Meeting
 - Legislative Breakfast
 - Wisconsin Workforce Development Meeting with DVOP
 - KMCI Veteran Group
 - Sheboygan County Veterans Commission
 - Sheboygan County Housing Coalition (SCHC)
 - Sheboygan Area Veterans Treatment Court
- May
 - Transportation Planning/Feasibility Committee
 - Department Head Meeting
 - KMCI Veteran Group
 - Memorial Day Parade Overview Meeting
 - Overdose Fatality Review
 - Pact Act Marketing Campaign
 - Sargento – Veteran Recruitment meeting
 - UAW Donation Presentation
 - Memorial Day Activities
 - Sheboygan County Veterans Commission
 - Sheboygan County Housing Coalition
 - Sheboygan Area Veterans Treatment Court
- June
 - NACVSO Conference
 - Economic Support New Staff introduction and overview
 - Department Head Meeting
 - T-Mobile program discussion
 - Road America Outreach Event
 - Sheboygan County Veterans Commission
 - Sheboygan County Housing Coalition
 - Sheboygan Area Veterans Treatment Court

SERVING THOSE WHO SERVED SINCE 1935

Veterans Service Office Activity

- April, May, June
 - Walk-ins – 360
 - Appointments – 230

1st Quarter 2023

Walk-ins: 355

Appointments: 218

- Curative Connections front desk attendant had to leave the program due to health reasons in May. We have been working with Curative Connections to bring a new program participant in.

Veterans Commission

- Applications received: 2
 - Approved: 1
 - Denied: 1

Sheboygan Area Veterans Treatment Court

- 1 veteran currently sentenced to SAVTC
- 1 graduated

SERVING THOSE WHO SERVED SINCE 1935

**REQUEST FOR CHANGE IN
DEPARTMENTAL TABLE OF ORGANIZATION**

Department: Veterans Service Office	Date: 6/20/2023
Effective Date of Change: 7/1/2023	

It is strongly suggested that you consult with the Human Resources Department before submitting any request for change in the table of organization to your liaison committee.

TABLE OF ORGANIZATION CHANGE REQUESTED

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. Each job title should be listed on a separate line. For each job title, list *either* the number of full-time and part-time positions, *or* the authorized FTE, 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
CVSO / Director	1		1	1		1
Assistant CVSO	1		1	0		0
Deputy Director	0		0	1		1
Veterans Benefit Specialist	1		1	1		1
TOTALS	3		3	3		3

NEW POSITIONS CREATED

If any new positions are requested, please describe very briefly (one or two sentences) the essential work to be performed by each new position, and give a proposed pay grade (union or non-union) for the position. Consult with HR Director regarding pay grades for any new classifications.

We are not requesting a new position, just a change of title from Assistant CVSO to Deputy Director. The pay grade will stay the same at C-43

BUDGET

Identify the specific source of funding for any new or additional positions being requested. Deletion of other positions may be used as a source of funding only if the positions being deleted are specifically identified in your department's budget spreadsheet as submitted to the County Administrator during the budget process.

<i>Job Title</i>	<i>Cost-Rest of Year</i>	<i>Cost-Annual</i>	<i>Source of Funds</i>
N/A	N/A	N/A	N/A

RATIONALE

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

Other counties refer to any veteran working in the office as an Assistant Veterans Service Officers. These are considered non-management positions and are hourly employees. Dane County for instance, has 7 Assistant Veterans Service Officers. The position under the Director is the Deputy Veterans Service Office Director. Currently, our Assistant Veterans Service Officer is a salary and management position. The Assistant Veterans Service Officer reports to the Veterans Service Director. In the hierarchy in the veteran's service community, our Assistant Veterans Service Officer should be a Deputy Director of the Veterans Service Office. This position is a manager directly under the Department Head and oversees other employees and day to day operations of the office.

ADDITIONAL INFORMATION

Is there any other information that the liaison committee or Human Resources Committee should have when considering this change? You may attach additional documentation if you wish.

ACTION TAKEN

Department Head Determination:

Date: 6/15/2023

JAR Approved

Signature:

Jocel Richter Denied

Liaison Committee Action:

Date: _____

____ Approved

____ Denied

Committee Chair: _____

Human Resources Committee:

Date: _____

____ Approved

____ Denied

Committee Chair: _____

Distribution: After department head determination, distribute to liaison committee with copies to County Administrator and Human Resources Director. After liaison committee approval, submit signed original to Human Resources Director.



Aging and Disability Resource Center

*Administered by
Sheboygan County Health and Human Services Department*

July 10, 2023

TO: Health and Human Services Committee

FROM: Michelle Acevedo

RE: Consideration of ADRC Supervisor Wage Offer Above Midpoint

Health and Human Services is requesting an opportunity to secure the ADRC Supervisor position by offering a wage above midpoint.

The top candidate has been working for Sheboygan County Health and Human Services for the past 32 years and has been with the ADRC since 2007. She is a natural leader in the agency. She has been the functional screen liaison for the ADRC since she started in 2007. With her knowledge and expertise, she has demonstrated her ability to be a great supervisor.

We are asking for a chance to secure the candidate in this position by offering a wage of \$42.78/hour in the C52 pay band (\$31.28 - \$41.01 - \$51.04). Her current wage is \$42.14 and we're asking for an increase of 1.5% for the added responsibilities she will have in the supervisor role. We strongly believe this individual would greatly strengthen the Aging and Disability Resource Center and HHS.

Michelle Acevedo

ADRC and Operations Manager

920-467-4063

Michelle.acevedo@sheboygancounty.com

Telephone (920) 467-4100
Or 1-(800) 596-1919
Facsimile (920) 467-4106
TDD (920) 467-4195

Aging and Disability Resource Center
650 Forest Avenue
Sheboygan Falls, WI 53085

adrc@sheboygancounty.com
www.sheboygancounty.com

BUDGET

Identify the specific source of funding for any new or additional positions being requested. Deletion of other positions may be used as a source of funding only if the positions being deleted are specifically identified in your department's budget spreadsheet as submitted to the County Administrator during the budget process.

<i>Job Title</i>	<i>Cost-Rest of Year</i>	<i>Cost-Annual</i>	<i>Source of Funds</i>
Accounting Specialist	Prorated cost depending on when filled.	\$72,778	Overhead in some business units and HHS positive variance.
Administrative Specialist	Prorated cost depending on when filled.	\$68,640	Nearly fully covered by state annual and reconciliation funding. Positive variance for remaining amount.
Human Services Professional (1 of 2)	Prorated cost depending on when filled.	\$87,102	Nearly fully covered by state annual and reconciliation funding. Positive variance for remaining amount.
Human Services Professional (2 of 2)	Prorated cost depending on when filled.	\$87,102	Nearly fully covered by state annual and reconciliation funding. Positive variance for remaining amount.
Senior Human Services Professional (1 of 2)	Prorated cost depending on when filled.	\$91,996	Majority covered by Medicaid annual billing and reconciliation. Positive variance for remaining amount.
Senior Human Services Professional (2 of 2)	Prorated cost depending on when filled.	\$91,996	Majority covered by Medicaid annual billing and reconciliation. Positive variance for remaining amount.
Senior Lead Public Health Professional Reclass	\$1,379	\$8,275	Public Health Infrastructure Grant
Human Services Specialist Reclass (1 of 2)	Prorated cost depending on when filled.	\$7093	Deleted Accounting Assistant covers most; Positive variance for remaining.
Human Services Specialist Reclass (2 of 2)	Approx. \$1300	Approx. \$3120	Deleted Accounting Assistant covers most; Positive variance for remaining.
Lead Human Services Professional Reclass	Prorated cost depending on when filled.	\$6843	Deleted Human Services Professional covers most; Positive variance for remaining.

RATIONALE

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

New positions requested as Behavioral Health continues to experience consistently high levels of referrals:

- Human Services Professionals requested to address high caseloads in a nearly fully funded wrap-around entitlement program (Children's Long-Term Support).
- Administrative Specialist requested to enhance the infrastructure of a nearly fully funded wrap-around entitlement program (Children's Long-Term Support).
- Senior Human Services Professionals requested to address high levels of referrals for a program that is well-funded, keeps youth out of child welfare services, and helps prevent costly out-of-home care.
- Accounting Specialist requested to address increasing levels of billing and accounts payables as many Behavioral Health services continue to expand.

Changes to existing positions based on Human Resources review of updated roles and responsibilities led to suggested reclassification of a number of positions.

ADDITIONAL INFORMATION

Is there any other information that the liaison committee or Human Resources Committee should have when considering this change? You may attach additional documentation if you wish.

The vast majority of expense will be covered via state/federal funding as most of the expense aligns with Behavioral Health programs with the most robust reimbursement mechanisms. HHS positive variance will cover the remaining amount.

ACTION TAKEN

Department Head Determination: Approved Denied

Date: _____

Signature: _____

Liaison Committee Action: Approved Denied

Date: _____

Committee Chair: _____

Human Resources Committee: Approved Denied

Date: _____

Committee Chair: _____

Distribution: After department head determination, distribute to liaison committee with copies to County Administrator and Human Resources Director. After liaison committee approval, submit signed original to Human Resources Director.

SHEBOYGAN COUNTY HEALTH & HUMAN SERVICES
TABLE OF ORGANIZATION PER CHAPTER 40 OF THE COUNTY CODE

Position	Current Approved HHS 2023 TO				Change Request (if approved)			
	Approved, but Not Budgeted	Budget FT	Budget PT	Budget FTE	Approved, but Not Budgeted	Budget FT	Budget PT	Budget FTE
Accounting Assistant		2		2.0		0		0.0
Accounting Specialist	1	4		4.0	1	5		5.0
Administrative Assistant	1	1		1.0	1	1		1.0
Administrative Specialist	0	13		13.0	0	14		14.0
Department Head		1		1.0		1		1.0
Deputy Human Services Director		5		5.13		5		5.13
Finance Analyst	1	2		2.0	1	2		2.0
Human Services Assistant	1	11	2	12.3	1	11	2	12.3
Human Services Coordinator		2		2.0		2		2.0
Human Services Manager	1	19		19.0	1	19		19.0
Human Services Professional	2	71		71.0	2	72		72.0
Human Services Specialist	2	28		28.0	2	30		30.0
Human Services Supervisor	1	3		3.0	1	3		3.0
Lead Human Services Professional	1	4		4.0	1	5		5.0
Lead Public Health Professional	1				1			
Public Health Professional		15	5	18.6		15	5	18.6
Senior Administrative Specialist		1		1.0		1		1.0
Senior Financial Analyst		3		3.0		3		3.0
Senior Human Services Assistant		5		5.0		5		5.0
Senior Human Services Professional	6	14		14.0	6	16		16.0
Senior Human Services Specialist		4		4.0		4		4.0
Senior Lead Human Services Professional		1		1.0		1		1.0
Senior Lead Public Health Professional		1		1.0		2		2.0
Senior Public Health Professional	2	11		11.0	2	10		10.0
Total Positions	20	221	7	226.03	20	227	7	232.03

Table of Organization Positions currently approved, but not budgeted (2023)	Table of Organization Positions currently approved, but not budgeted (20)
Accounting Specialist - 1 position	Accounting Specialist - 1 position
Administrative Assistant - 1 position	Administrative Assistant - 1 position
Finance Analyst - 1 position	Finance Analyst - 1 position
Human Services Assistant - 1 position	Human Services Assistant - 1 position
Human Services Manager - 1 position	Human Services Manager - 1 position
Human Services Professional - 2 positions	Human Services Professional - 2 positions
Human Services Specialist - 2 positions	Human Services Specialist - 2 positions
Human Services Supervisor - 1 positions	Human Services Supervisor - 1 positions
Lead Human Services Professional - 1 positions	Lead Human Services Professional - 1 positions
Lead Public Health Professional - 1 position	Lead Public Health Professional - 1 position
Senior Human Services Professional - 6 positions	Senior Human Services Professional - 6 positions
Senior Public Health Professional - 2 positions	Senior Public Health Professional - 2 positions
Total	Total
20	20