

NOTICE OF MEETING

SHEBOYGAN COUNTY HEALTH & HUMAN SERVICES COMMITTEE

August 1, 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=OGRJNF12eXBKZit0TGo3bkZ1TmY5QT09>

Meeting ID: 859 4952 5955

Passcode: 921939

*** AGENDA ***

Call to Order and Introductions
Certification of Compliance with Open Meeting Law
Approval of Minutes for July 18, 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.

Supervisor Community Support – Ruth Ruiz and Heather Cleveland from Green Bicycle Co.

Presentation on the Neighborhood Social Worker Program

Child & Family Services Manager – Sarah Mueller

Presentation on Shelter Care Alternatives

Behavioral Health Manager – Jackie Moglowsky

Consideration of a Change in the Table of Organization

Consideration of Salary/Equity Adjustment Request

Review and Approve Vouchers

July 2, 2023 – July 15, 2023

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

Adjournment

Next Scheduled Meeting will be August 15, 2023 at 8:30 AM

Prepared by:

Wendy Gorges
Recording Secretary

Curt Brauer
Committee Chairperson

Posted: 7/28/23 11:35 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

July 18, 2023

Called to Order: 8:30 AM

Adjourned: 9:33 AM

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

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

MEMBERS ABSENT: Supervisor James Coulson

ALSO PRESENT: (in person) Matthew Strittmater, Tara Duwe, Tim Gessler, Jackie Moglowsky, Starrlene Grossman, Sarah Mueller, Todd Richter, Kim Pagel, Sami Shane, Wendy Gorges, Diane Yass

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 July 14, 2023.

Approval of Minutes for June 20, 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.

Business Analyst Kim Pagel & Software Administrator Sami 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)

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

Consideration of Veterans Services Table of Organization Change

Supervisor Goehring moved to approve the request. Supervisor Schobert seconded. Motion carried with no nay votes.

ADRC & Operations Manager – Michelle Acevedo

Consideration of hiring Human Services Manager above the midpoint of salary range

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

Health & Human Services Director – Matt Strittmater

Consideration of Health & Human Services Table of Organization Change

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

Consideration of Employee Promotion Requests (2)

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

Review and Approve Vouchers

June 4, 2023 – June 17, 2023

June 18, 2023 – July 1, 2023

Supervisor Goehring 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

Supervisor Bauer attended the WCHSA Committee Meeting in Wisconsin Rapids.

Supervisor Clarke attended a social worker community embedded program in Madison. Supervisor Montemayor moved to approve attendance. Citizen Member Kliejunas seconded. Motion carried with no nay votes.

Adjournment

Supervisor Clarke moved to adjourn the meeting. Supervisor Schobert seconded. Motion carried with no nay votes. Meeting adjourned at 9:33 AM.

The next scheduled meeting will be August 1, 2023 at 8:30 AM.

Marilyn Montemayor, Committee Secretary

Wendy Gorges
Recording Secretary

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>
Human Services Specialist Reclass (1 of 3)	\$29,879	\$77,684	Position nearly 100% funded via Comprehensive Community Services Medicaid revenue.
Human Services Specialist Reclass (2 of 3)	Prorated cost depending on when filled.	\$76,748	Position nearly 100% funded via Comprehensive Community Services Medicaid revenue.
Human Services Specialist Reclass (3 of 3)	Prorated cost depending on when filled.	\$76,748	Position nearly 100% funded via Comprehensive Community Services Medicaid revenue.

RATIONALE

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

Health & Human Services collaborated with Human Resources to reassess the pay band for this fairly new type of position that began in 2020. Health & Human Services is projecting approximately \$7.5 million in revenue in Comprehensive Community Services alone in 2023. Quality Assurance staff ensure that our continually expanding number of internal staff and external contracted vendors are in compliance with Medicaid requirements. If anything is out of compliance, we lose the ability to collect revenue for services provided. The position regularly interacts with supervisory and management level contracted vendor staff, and interactions can become adversarial when vendors are being told they are unable to collect payment based on compliance issues. There are currently two open positions for this role as recruitment has been a challenge. Qualified candidates have required pay outside of the B22 range resulting in our inability to fill those openings.

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.

No impact on total number of HHS employees. Action result of reclassifying 3 existing positions.

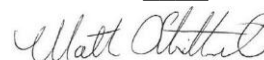
ACTION TAKEN

Department Head Determination:

Approved Denied

Date: 7-24-23

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		0		0.0		0		0.0
Accounting Specialist	1	5		5.0	1	5		5.0
Administrative Assistant	1	1		1.0	1	1		1.0
Administrative Specialist	0	17		17.0	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	8	2	9.3	1	11	2	9.3
Human Services Coordinator		2		2.0		2		2.0
Human Services Manager	1	19		19.0	1	19		19.0
Human Services Professional	2	73		73.0	2	73		73.0
Human Services Specialist	2	30		30.0	2	33		33.0
Human Services Supervisor	1	3		3.0	1	3		3.0
Lead Human Services Professional	1	5		5.0	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	15		15.0	6	15		15.0
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		2		2.0		2		2.0
Senior Public Health Professional	2	10		10.0	2	10		10.0
Total Positions	20	227	7	232.03	20	230	7	232.03

Table of Organization Positions currently approved, but not budgeted (20)	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