

NOTICE OF MEETING

SHEBOYGAN COUNTY HEALTH & HUMAN SERVICES COMMITTEE

August 2, 2022

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/82932856350?pwd=cXNZR3FwMFFvMTJRSXNZR29Cd1ljUT09>

Meeting ID: 829 3285 6350

Passcode: 039089

*** AGENDA ***

Call to Order and Introductions

Certification of Compliance with Open Meeting Law

Approval of Minutes for July 19, 2022

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 Clinical Services Supervisor Report – Amanda Strojinc

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 & Human Services Director – Matt Strittmater

Discussion of the Health and Human Services Budget – Five Month Forecast

Behavioral Health Manager – Jackie Moglowsky

Discussion of 988 Crisis Line

Accounting Manager – Tara Duwe

Health and Human Services Variance Report – Quarter Ending June 30, 2022

ADRC and Operations Manager – Michelle Acevedo

Consideration of Vacant Position Request – Transportation Scheduler

Review and Approve Vouchers
July 3, 2022 – July 16, 2022

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

Adjournment

Next Scheduled Meeting will be August 16, 2022 at 8:30 AM

Prepared by:

Wendy Gorges
Recording Secretary

Curt Brauer
Committee Chairperson

Posted: 7/29/2022 at 9:45 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

July 19, 2022

Called to Order: 8:30 AM

Adjourned: 9:08 AM

MEMBERS PRESENT: Supervisor Curt Brauer, Supervisor Bill Goehring, Supervisor Marilyn (in person) Montemayor, Supervisor Wendy Schobert (8:34 AM)

MEMBERS PRESENT: Citizen Member Jeanne Kliejunas (via Zoom)

MEMBERS EXCUSED: Supervisor Rebecca Clarke
Citizen Members Diane Oppeneer, Larry Samet

MEMBERS ABSENT: Supervisor James Coulson

ALSO PRESENT: Matthew Strittmater, Tara Duwe, Tim Gessler, Starrlene Grossman, (in person) Sarah Mueller, Michelle Acevedo, Craig Stewart, Kim Pagel, Betsy Eigenberger, 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 8:15 AM on July 14, 2022.

Approval of Minutes for July 7, 2022

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

Announcements and Correspondence - No announcements were made.

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 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 and Software Administrator – Betsy Eigenberger

Presentation on HHS Electronic Healthcare Record Implementation Update

Assistant Veterans Service Officer – Craig Stewart

Quarterly Update

Health & Human Services Director – Matt Strittmater

Discussion of the Health and Human Services Budget – Five Month Forecast
(HOLD FOR NEXT HEALTH & HUMAN SERVICES COMMITTEE MEETING)

Review and Approve Vouchers

June 19, 2022 – July 2, 2022

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

Approval of Attendance of Members at Other Meetings or Functions

No other meetings were attended by committee members.

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 9:08 AM.

The next scheduled meeting will be held August 2, 2022 at 8:30 AM.

Marilyn Montemayor, Committee Secretary

Wendy Gorges
Recording Secretary

**VARIANCE REPORT FOR DEPARTMENT – HEALTH & HUMAN SERVICES FUND
FOR THE QUARTER ENDING 06/30/2022**

TIMING	G/L CATEGORY	VARIANCE FROM BUDGET	EXPLANATION OF VARIANCE
	Intergovernmental Revenues		
	Federal Grants	17,461.32	Federal revenue is billed when State revenue is exhausted for Child Support.
	State Grants	610,608.33	Children's Long Term Support no longer has a cap on funds and is higher than budgeted and Public Health COVID grants and the Birth to Three grant are being claimed faster.
	Licenses & Permits		
	Business Licenses	18,982.96	Licenses and permit fees fluctuate throughout the year and from year to year.
	Public Charges for Services		
	General Government	(1,720.94)	Court Fees are lower than budgeted but partially offset by an increase in Miscellaneous Fees.
	H & HS Services	(566,567.67)	Client program eligibility and enrollment fluctuates. The MA revenue for CCS is lower than budgeted due to the major vendor having staffing issues and therefore not able to provide the amount of billable services anticipated. This is partially offset by higher than anticipated revenues for youth out of home care.
	Interest and Other Revenue		
	Rent Revenue	10,054.76	HHS is subletting a property to State Corrections, which was not budgeted.
	Donations	8,664.84	Meal Site, Meals on Wheels, and Home Delivered Meals donations are up.
	Other Misc. Revenue	2,930.86	Unexpected sale of assets, which is offset by lower than expected miscellaneous reimbursements.
	Personnel Related Expenditure		
	Wages	257,105.95	Unfilled positions have resulted in wages being below budget.
	Overtime	(1,538.17)	Existing staff covering vacancies and after hours services are causing slightly higher than budgeted overtime.
	Benefits	64,713.64	Unfilled positions have resulted in benefits being below budget.
	Operating Expenses		
	Purchased Services	(1,570,197.72)	Purchase services expenses fluctuate based on client needs and COVID-19 is still impacting some HHS client services. Birth to Three services, Children's Long Term Support, State Institutions, Child Caring Institutions, Adult Family Home, Community Based Residential Facilities are higher than budgeted and partially offset by lower than budgeted costs in CCS, Counseling/Therapeutic, Mentoring, Supervised Visitation, Group Homes, Foster Homes, and Foster Home Administrative Payments.
	Repairs and Maintenance	(1,142.67)	Office Equipment maintenance is higher than expected.
	General Operating	39,874.15	Computer and equipment costs are higher than budgeted, along with furnishings for ADRC and Social Services.
	Interdepartmental Charges		
	Employee Related Insurance	334,336.40	Unfilled positions have resulted in insurances being below budget.
	Repairs & Maintenance Charges	(23,311.73)	Actual expenses for Building Maintenance are higher than budgeted.
	System Operation Charges	12,198.77	Printing and Duplicating expenses are higher than budgeted.
	Capital Outlay	64,602.00	The medium bus chassis is not available and we will not be purchasing a bus this year.
	Variances Less Than Justification Threshold	1,071.10	
	TOTAL	(702,979.02)	Negative



Sheboygan County

VACANT POSITION REQUEST

(To be completed for all vacant positions)

WISCONSIN

Date: 7/18/2022
To: Health & Human Services Committee Members
From: Matthew Strittmater

Position Request:

Position: Transportation Scheduler
 Reason for Vacancy: Termination

Justification:

The Transportation Scheduler coordinates rides to and from medical appointments for the elderly and disabled resident's living in rural areas of Sheboygan County. The position is partially funded by the 5310 Operations Grant through the Wisconsin Department of Transportation. This position supports the growing transportation needs in the county and will help with the expansion of service.

Staffing Consideration:

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

Budget Consideration:


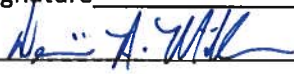
Is this position within the Department's annual operation budget? Yes No
 If not, please state the amount over budget as well as the proposed source of funds: [Click here to enter text.](#)

Costs:

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

Wages	Benefits	Total
\$33,819- \$49,379	\$15,418	\$49,237-\$64,797

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

County Administrator/Department Head Signature  Date: 7-19-22
 Human Resources Director Signature  Date: 07/20/2022
 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.)HR begins recruitment process.