

NOTICE OF MEETING

SHEBOYGAN COUNTY HEALTH & HUMAN SERVICES COMMITTEE

January 4, 2022 – 8:30 AM

Administration Building – Room 302
508 New York Avenue
Sheboygan, WI 53081

Remote Access:

(312)-626-6799

Meeting ID: 839 2888 0394

Passcode: 678831

<https://us06web.zoom.us/j/83928880394?pwd=L25nSTVGcW5XbW5uSEJDNWxtblhJUT09>

AGENDA

Call to Order and Introductions

Certification of Compliance with Open Meeting Law

Approval of Minutes: Health & Human Services Committee Meeting (December 7, 2021)

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

Public Health Manager – Starr Grossman

Covid Update

Accounting Manager – Tara Duwe

Consideration of Carry Forward Requests from 2021 Budget to 2022 Budget

Health and Human Services Director – Matt Strittmater

Consideration of Change in Table of Organization

Consideration of Promotion Request

Consideration of Kwik Trip Thank You Letter

Consideration of Resolution in Support of Vaccine Awareness and Medical Autonomy from Grand Traverse County

Consideration of Vacant Position Request – Senior Finance Analyst

Behavioral Health Manager – Jackie Moglowsky

Consideration of Vacant Position Request – Human Services Professional - Behavioral Health Case Manager

Approval of Vouchers

November 21, 2021 thru December 7, 2021

December 5, 2021 thru December 20, 2021

Approval of Attendance at Other Meetings

Adjourn - Next scheduled meeting is January 18, 2022 at 8:30 AM

Prepared by:

Wendy Gorges, Recording Secretary

Brian Hoffmann
Committee Chairperson

Wearing a mask will strongly be encouraged. Room 302 has a capacity limit of 21 individuals using the current CDC guidance on COVID-19 social distancing. If the room exceeds capacity, individuals may be asked to leave and participate remotely or adjourn the meeting and reschedule for another time. A majority of the members of the County Board of Supervisors, or of 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. Wis. Stat. § 19.84 requires that each meeting of a governmental body be preceded by a public notice setting forth the time, date, place, and subject matter of the meeting. This notice and agenda are made in fulfillment of this obligation. Electronic versions of this notice and agenda may hyperlink to documents being circulated to members in anticipation of the meeting and are accessible to the public for viewing. Additions, subtractions, or modifications of the hyperlinked materials do not constitute an amendment to the meeting agenda unless expressly set forth in an amended notice and agenda. Members of the public are encouraged to check from time to time before the meeting to see whether the hyperlinked content has been changed from what was originally posted. Persons with disabilities needing assistance to attend or participate are asked to notify the Health & Human Services Department at 920-459-4326 prior to the meeting to arrange for accommodations.

SHEBOYGAN COUNTY HEALTH & HUMAN SERVICES COMMITTEE MINUTES

Administration Building – Room 302
508 New York Avenue
Sheboygan, WI 53081

December 7 2021

Called to Order: 8:30 AM

Adjourned: 9:45 AM

MEMBERS PRESENT: Supervisor Brian Hoffmann, Supervisor Curt Brauer, Supervisor Marilyn Montemayor, Citizen Member Larry Samet
(in person)

MEMBERS PRESENT: Supervisor Bill Goehring, Supervisor Wendy Schobert
(via Zoom) Citizen Members Jeanne Kliejunas, Diane Oppeneer

STAFF PRESENT: County Administrator Adam Payne, Matthew Strittmater, Craig
(in person) Stewart, Wendy Gorges

STAFF PRESENT: Starrlene Grossman, Scott Shackelford, Jackie Moglowsky,
(via Zoom) Michelle Acevedo, Tim Gessler, Clarissa Roberts

PUBLIC PRESENT: Ian Johanson (Plymouth Review), Suzanne Speltz
(via Zoom)

Chairperson Supervisor Hoffmann called the meeting to order at 8:30 AM and certified compliance with the open meeting law. The meeting notice was posted at 3:13 PM on December 3, 2021.

Approval of Minutes: Health & Human Services Committee Meeting (November 16, 2021)

- Supervisor Brauer moved to approve the minutes, seconded by Citizen Member Samet. Motion carried.

Announcements and Correspondence: No announcements were made.

Public Comment: No public comment was made.

Health & Human Services Director Report - Matt Strittmater

- Proud of overall 2021 department operations; another year of strong service within budget and despite pandemic challenges.
- American Rescue Plan Act (ARPA) Update
- Health & Human Services Committee meeting on Tuesday, December 21 will likely be canceled.

Public Health Manager - Starr Grossman

- Covid Update

Assistant Veterans Service Officer - Craig Stewart

- Consideration of the Memorandum of Understanding with the Commonwealth Development Corporation of America for development located at 1003 South 14th Street, Sheboygan WI.
- Consideration of the Memorandum of Understanding with the General Capital Development, LLC for development located at 604 South Lincoln Street, Elkhart Lake, WI.
- Consideration of the Memorandum of Understanding with the General Capital Development, LLC for development located at 934 930 Indiana Avenue, Sheboygan WI.
Supervisor Brauer moved to approve all three Consideration of Memorandums, seconded by Supervisor Montemayor. Motion carried.

ADRC/Operations Manager - Michelle Acevedo

- Consideration of Health & Human Services Staff In-Service Day - Monday, January 17, 2022. Supervisor Montemayor moved to approve the request, seconded by Citizen Member Kliejunas. Motion carried.

- Consideration of closing Health & Human Services 8th Street location Friday, December 10, 2021 for plumbing work.
Supervisor Brauer moved to approve the request, seconded by Supervisor Montemayor.
Motion carried.

Presentation - Economic & Child Support Manager - Tim Gessler and Economic Support Specialist - Clarissa Roberts

- Economic Support “Overpayments Overview”

Economic & Child Support Manager - Tim Gessler

- Consideration of Vacant Position Request - Administrative Specialist (Child Support)
Supervisor Brauer moved to approve the request, seconded by Supervisor Montemayor.
Motion carried.

Health and Human Services Director - Matt Strittmater

- Consideration of Vacant Position Request - Deputy HS Director/Child and Family Services Manager
Supervisor Brauer moved to approve the request, seconded by Supervisor Montemayor.
Motion carried.

County Administrator - Adam Payne

- Consideration of Equity Adjustment for Management Employees (HHS Director and Veterans Service Officer)
Supervisor Brauer moved to approve the request, seconded by Supervisor Montemayor.
Motion carried.

Approval of Vouchers - November 7 through November 20

- Supervisor Brauer moved to approve the vouchers, seconded by Supervisor Montemayor.
Motion carried.

Approval of Attendance at Other Meetings: There were no meetings needing approval.

Adjourn

- Supervisor Brauer moved to adjourn the meeting, seconded by Supervisor Montemayor.
Motion carried. Meeting adjourned at 9:45 AM.

The next scheduled meeting will be held January 4, 2022 at 8:30 AM.

Prepared by:
Wendy Gorges, Recording Secretary

William Goehring
Committee Secretary

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

Department: Health & Human Services	Date: 12/28/21
Effective Date of Change:	1/20/22

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
<i>Please see attached Table of Organization</i>						
Effect of Request on current Table of Organization						
1. Eliminate a 1.0 FTE Human Services Assistant	10	2	11.3	9	2	10.3
2. Add a 1.0 FTE Senior Human Services Assistant	2		2.0	3		3.0
TOTALS	12	2	13.3	12	2	5.0

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.

Health & Human Services consulted with Human Resources on a job that has changed over the past few years. Determination made that responsibilities now align with a move from a B22 Human Services Assistant to a B23 Senior Human Services Assistant. Higher level financial responsibilities within state child welfare reporting system are the main change driving the recommended promotion.

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

Position	Current				Proposed (changes)			
	Not Used Recently	Budget FT	Budget PT	Budget FTE	Not Used Recently	Budget FT	Budget PT	Budget FTE
Accounting Assistant		2		2		2		2
Accounting Specialist	1	4		4	1	4		4
Administrative Assistant		1		1		1		1
Administrative Specialist	1	12		12	1	12		12
Department Head		1		1		1		1
Deputy Human Services Director		5		5		5		5
Finance Analyst	1	2		2	1	2		2
Human Services Assistant	1	10	2	11.3	1	9	2	10.3
Human Services Coordinator		2		2		2		2
Human Services Manager	1	18		18	1	18		18
Human Services Professional	6	65		65	6	65		65
Human Services Specialist	2	31		31	2	31		31
Human Services Supervisor	1	3		3	1	3		3
Lead Human Services Professional	1	5		5	1	5		5
Lead Human Services Specialist		4		4		4		4
Lead Public Health Professional	1				1			
Public Health Professional	1	14	3	16	1	14	3	16
Senior Administrative Specialist		1		1		1		1
Senior Financial Analyst		3		3		3		3
Senior Human Services Assistant		2		2		3		3
Senior Human Services Professional	2	19		19	2	19		19
Senior Lead Human Services Professional		1		1		1		1
Senior Lead Public Health Professional		1		1		1		1
Senior Public Health Professional	1	8		8	1	8		8
Total Positions	20	214	5	217.3	20	214	5	217.3
	Table of Organization Positions currently vacant and not budgeted (20)				Table of Organization Positions currently vacant and not budgeted (20)			
	Accounting Specialist - 1 position				Accounting Specialist - 1 position			
	Administrative Specialist - 1 position				Administrative Specialist - 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 - 6 positions				Human Services Professional - 6 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 position				Lead Human Services Professional - 1 position			
	Lead Public Health Professional - 1 position				Lead Public Health Professional - 1 position			
	Public Health Professional - 1 position				Public Health Professional - 1 position			
	Senior Human Services Professional - 2 positions				Senior Human Services Professional - 2 positions			
	Senior Public Health Professional - 1 positions				Senior Public Health Professional - 1 positions			
	Total			20	Total			20



SHEBOYGAN COUNTY

Matt Strittmater - Director
Health and Human Services Department

January 4, 2022

Kwik Trip, Inc.
Attn: Ms. Kerska
1626 Oak Street
PO Box 1597
LaCrosse, WI 54602-1597

RE: Gift Card Donation

Dear Ms. Kerska,

The Sheboygan County Health & Human Services Committee provides oversight to the Sheboygan County Department of Health & Human Services. Membership is composed of 6 County Board Supervisors and 3 Citizen Members appointed by the County Administrator.

We are sincerely grateful for your generous donation of eighty (80) \$10.00 Kwik Trip fuel-only gift cards. These cards will be utilized by Sheboygan County residents being served by the Health & Human Services Department who find themselves in critical situations when all other possible resources or alternatives have been exhausted.

The COVID-19 pandemic has created or magnified challenges faced by members of this community. Your generosity will make a difference in many lives and is much appreciated! Thank you for investing in the people of Sheboygan County.

Matthew Strittmater
Health and Human Services Director
1011 N 8th Street
Sheboygan, WI 53081

Brian Hoffman
Health & Human Services Committee Chair



Resolution 87-2021

Date: August 18, 2021

A RESOLUTION IN SUPPORT OF VACCINE AWARENESS AND MEDICAL AUTONOMY

WHEREAS, we elected officials have solemnly sworn an oath to support the Constitution of the United States of America, which is ordained and established to "promote the general Welfare, and secure the Blessings of Liberty to ourselves and our Posterity",

WHEREAS, citizens being both informed about the risks and benefits of any available medical treatment such as vaccines; as well as maintaining the sacred inalienable right to make autonomous choices about their own health are essential to securing both the general Welfare and securing the Blessings of Liberty,

THEREFORE, all Grand Traverse County messaging related to vaccines shall encourage citizens to discuss the risks and benefits of any such treatment with their chosen healthcare provider,

THEREFORE, Grand Traverse County shall not question any citizen's claim to exemption from wearing a facemask or any other similarly mandated preventative activity,

THEREFORE, Grand Traverse County shall not require of or mandate to any employee, prospective employee, or contractor any form of vaccine or similar medical treatment verification or medical test verification as a general condition of employment; and will not encourage employers located within Grand Traverse County to establish such mandates that so hinder medical autonomy,

THEREFORE, the Grand Traverse County Board of Commissioners recognizes and commends the employees of the Grand Traverse County Health Department, Administration, and the other various county offices and departments, and community health care providers for their immense efforts throughout the pandemic,

THEREFORE, The Grand Traverse County Board of Commissioners hereby recognizes August as being National Immunization Awareness Month and encourages all residents of Grand Traverse County to increase their awareness of available immunizations by discussing the risks and benefits of available immunizations with their chosen healthcare provider,

THEREFORE, the Grand Traverse County Commission instructs its chair and staff to forward a copy of this resolution directly to all county commissioners, or their equivalents, in each of the counties in the United States including the 83 counties in the state of Michigan and all other

states, inviting that they consider whether passing a similar resolution might be in the best interest of their own citizens.

THEREFORE, it is acknowledged that certain activities may be required under state and federal law or other pre-existing contract and such obligatory situations are not affected by this resolution.



Sheboygan County VACANT POSITION REQUEST

(To be completed for all vacant positions)

WISCONSIN

Date: 12/15/2021
To: Health & Human Services Committee Members
From: Matthew Strittmater

Position Request:

Position: Senior Finance Analyst
Reason for Vacancy: Resignation

Justification:

One of two key positions in the HHS Accounting team that cross train and collaborate on grant claiming, grant reconciliation, WIMCR, and 942/Visions. Position will learn all aspects of HHS accounting and be able to provide as back up or lead to other staff. Permission is requested to backfill should this position be filled by an internal candidate.

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
\$68,000	\$34,592	\$102,592

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

County Administrator/Department Head Signature Date: 12-15-21

Human Resources Director Signature Date: 12/17/21

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.



Sheboygan County

VACANT POSITION REQUEST

(To be completed for all vacant positions)

WISCONSIN

Date: 1/4/2022
To: Health & Human Services Committee Members
From: Jaclyn Moglowsky, Behavioral Health Manager

Position Request:

Position: Human Services Professional – Behavioral Health Case Manager
Reason for Vacancy: Resignation

Justification:

This position is part of the case management team of the Division of Community Programs. Case Managers provide recovery focused services for individuals with mental health needs. As part of the clinical team, Case Managers participate in clinical staffing, treatment planning, information and referral inquiries, crisis intervention, and provide consultation within the agency, to community service partners and the public. This position allocates 100% of their time to the fully funded CCS program. Permission to backfill should this position be filled by internal staff is also requested.

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: While these positions are currently unfunded, their addition will have no impact on the county levy as they are fully funded through the Comprehensive Community Services (CCS) program.

Costs:

DBM Salary Range of Requested Position: C42 \$53,694 - \$84,000

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

Wages	Benefits	Total
\$53,694 - \$84,000	\$32,666	\$86,360-\$116,666

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

County Administrator/Department Head Signature  Date: 12-22-21

Human Resources Director Signature  Date: 12/23/2021

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.