

NOTICE OF MEETING

SHEBOYGAN COUNTY HEALTH & HUMAN SERVICES COMMITTEE

October 3, 2023

8:30 AM

**Administration Building
508 New York Avenue
Sheboygan, WI
Room 302**

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 September 5, 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.

Health & Human Services Director – Matt Strittmater

Consideration of a Change in the Table of Organization

Discussion on Rocky Knoll impact on Health & Human Services budget

Consideration of Wage Equity Adjustments (2)

Child & Family Services Manager – Sarah Mueller

Consideration of hiring overlap for the Senior Human Services Assistant position

Review and Approve Vouchers

August 27, 2023 – September 9, 2023

September 10, 2023 – September 23, 2023

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

Adjournment

Next Scheduled Meeting will be October 17, 2023 at 8:30 AM

Prepared by:

Wendy Gorges
Recording Secretary

Curt Brauer
Committee Chairperson

Posted: 9/29/23 3:20 PM

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

September 5, 2023

Called to Order: 8:30 AM

Adjourned: 9:04 AM

MEMBERS PRESENT: (in person) Supervisor Curt Brauer, 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 (unexcused)

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

ALSO PRESENT: (via Zoom) Supervisor Gerald Jorgensen

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 10:28 AM on September 1, 2023.

Approval of Minutes for August 15, 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.

Behavioral Health Manager – Jackie Moglowsky

Presentation of Drug Treatment Court Video

Consideration of Out-of-State Travel and Training for a Crisis Conference

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

Accounting Manager – Tara Duwe

Health and Human Services Second Quarter Financials

Review and Approve Vouchers
July 30, 2023 – August 12, 2023
August 13, 2023 – August 26, 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 Clarke seconded. Motion carried with no nay votes. Meeting adjourned at 9:04 AM.

The next scheduled meeting will be September 19, 2023 at 8:30 AM.

Marilyn Montemayor, Committee Secretary

Wendy Gorges
Recording Secretary

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

Department: Health & Human Services	Date: 10-3-23
Effective Date of Change: 10-9-23	

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
Human Services Professional	73		73.0	76		76.0
<i>Full HHS TO attached; above summarizes impact</i>						
TOTALS	73		73.0	76		76.0

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.

3 Human Services Professionals (C42) - Behavioral Health Comprehensive Community Services. These employees arrange for packages of treatment and support to individuals with significant mental health and/or substance use living in the community.

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 Professional (1 of 1)	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 3)	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 (3 of 3)	Prorated cost depending on when filled.	\$87,102	Nearly fully covered by state annual and reconciliation funding. Positive variance for remaining amount.

RATIONALE

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

3 additional Human Services Professional are being requested as the Comprehensive Community Services program continues to experience consistently high levels of referrals. Even with the positions that will be added to the Table of Organization if the 2024 Health & Human Services budget proposal is approved, we are projected to have at least 50 children and adults with significant mental health and/or substance use waiting to be enrolled after all staff are up to full caseloads.

While adding these isn't likely to avoid the need for a wait list; it will at least minimize the number of children and adults waiting to be enrolled in the Behavioral Health program with the most robust state funding.

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 nearly all of the expense of the Comprehensive Community Services program is recouped via direct billing and subsequent year reconciliation process. HHS positive variance will cover the remaining amount.

ACTION TAKEN

Department Head Determination:

Approved Denied

Date: 9-28-23

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	14		14.0	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	8	2	9.3
Human Services Coordinator		2		2.0		2		2.0
Human Services Manager	1	20		20.0	1	20		20.0
Human Services Professional	2	73		73.0	2	76		76.0
Human Services Specialist	2	33		33.0	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	9		9.0	2	9		9.0
Total Positions	20	227	7	232.03	20	230	7	235.03
	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 position					Lead Human Services Professional - 1 position			
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				20	Total			20



Health & Human Services

SHEBOYGAN COUNTY



Rocky Knoll Impact on Health & Human Services Budget

(2023 Collaborative Analysis)

Redacted Version for 10-3-23 HHS Committee Meeting

Background

Departments of Human Services are responsible for petitioning the court when involuntary placements are deemed necessary and for assuring the well-being of persons in placement while under court orders, including assuming costs of care when other sources of payment are not available.

A collaborative relocation assessment was conducted from June, 2023 through August, 2023 by staff from Rocky Knoll Health Care Center and the Sheboygan County Health and Human Services Department. The aim of the study was to evaluate Rocky Knoll's current value in Sheboygan County's continuum of care and identify which residents Sheboygan County would potentially continue to have financial responsibility for if Rocky Knoll were to close or be privatized, thereby causing a need to relocate the residents.

In considering the potential impacts of such an occurrence, it is important to understand the array of long-term support resources available under current state law, their relationship to county roles and responsibilities, and their availability to current Rocky Knoll residents.

Family Care

"Family Care" is a state authorized, Medical Assistance funded array of services that provides an alternative to nursing placement and care for adults. Family Care in Sheboygan County was approved through resolution introduced by the Health and Human Services Committee and adopted by the Sheboygan County Board in 2007. Family Care services are available to MA eligible persons through enrollment in a care management organization (CMO) operating under contract with the Wisconsin Department of Health Services. While participation in the Family Care program is voluntary, any persons making application who are deemed functionally and financially eligible are entitled to services. The Sheboygan County Health and Human Services Department currently contributes \$1,104,356 per year toward the cost of Family Care services under statutory rules irrespective of actual numbers served. Beyond that payment, there is no additional cost to the County associated with Family Care enrollment or services unless a Family Care participant needs to be served via the County Crisis system or is placed at an Institute of Mental Disease at County expense.

Rocky Knoll

Rocky Knoll is licensed as a skilled nursing facility under Ch. 50, Wis. Stats., and operates under the guidance of DHS 132 of the Wisconsin Administrative Code. Residents may seek voluntary admission to Rocky Knoll and other nursing homes if legally competent to do so. Rocky Knoll also serves residents who are involuntarily placed under Ch. 55 protective placement orders or Ch. 51 mental health commitment orders.

While not licensed as an IMD, Rocky Knoll has fulfilled a unique and specialized role in providing services to persons with mental health needs ever since the closure of the former Sheboygan County Comprehensive Care Center. Persons with co-occurring mental health disorders and other medical conditions can be admitted to regular nursing homes willing and able to serve them as long as they are determined to require skilled nursing care and their behaviors can be reasonably managed by nursing home staff. Rocky Knoll has historically and consistently served multiple individuals placed there by the Sheboygan County Circuit Court in any given month.

Institutes for Mental Disease (IMD's)

Select nursing facilities in Wisconsin are licensed as “Institutes for Mental Disease” or IMD’s. IMD’s specialize in serving populations experiencing persistent mental illness and are distinct from other nursing homes - separated by ward, wing, floor, or building and staff. Persons requiring intensive levels of supervision or who may pose dangers to other nursing home residents are frequently referred to IMD’s. IMD’s provide higher staffing and more restrictive resident care within locked facilities.

Trempealeau County Health Care Center on the western side of the state has developed a state-wide service base as an IMD, including provision of service to Sheboygan County residents when need for psychiatric active treatment beyond that available in Rocky Knoll and other nursing homes is required. The Sheboygan County Health and Human Services Department routinely contracts with Trempealeau County for IMD care.

Sheboygan County Purchase of Trempealeau County IMD Care

Year	Days of Care	Costs
2019	3229	\$1,088,074
2020	3345	\$1,109,735
2021	1618	\$544,615
2022	1837	\$643,764
2023 (Through May)	1149	\$ 434,861

2023 Assessment Findings

A Rocky Knoll / Health & Human Services collaborative assessment of current Rocky Knoll residents indicates the majority of the 111 residents currently residing at Rocky Knoll are deemed able to relocate to other area nursing homes through Medicaid or private pay arrangement, or be served through the Family Care program.

Seven (7) current Rocky Knoll residents would be difficult to be relocated to typical skilled nursing facilities. Two of the seven residents would be more appropriate for placement at an Institute for Mental Disease Nursing Facility such as Trempealeau County Health Care Center.

The long-term placement of each resident below has allowed the staff at Rocky Knoll to build rapport with them and their families. Staff know the residents' histories, their triggers, and approaches to best meet their needs which has enabled these residents to become more stable. In addition, Rocky Knoll has onsite psychiatric services through a Psychiatrist and Psychiatric Physician Assistant that routinely rounds at our facility. Not every nursing home has the ability to offer in-facility psychiatric services. Relocating any of these residents puts them at serious risk for physical deconditioning and or a relapse and worsening of their mental illness. These residents benefit from the safety, structure, and supervision provided to them in what has become their home.

It is highly doubtful that other nursing homes would accept any of these residents whether it be due to their specialized services status, protective placement status, diagnoses, and or behaviors that may affect the safety of their residents and staff. Residents who need specialized services are required to be thoroughly assessed bi-annually to ensure their placement, care plan, and interventions continue to be appropriate.

Residents Not Likely To Be Accepted By Another Nursing Home*

- Individual #1 - Specialized Services Client with behaviors of grabbing, hitting, screaming, cursing, and spitting at others, delusions, screaming not at others, and refusal of care.
- Individual #2 - Specialized Services Client and Protectively Placed with behaviors of hallucinations, delusions, refusal of care, crawling on floor, throwing/smearing bodily waste, screaming not at others, and wandering.
- Individual #3 - Specialized Services Client with behaviors of hallucinations, delusions, refusal of care, obsessive compulsive behaviors including compulsive hand washing, unable to touch self or allow others to assist to clean up after using the bathroom.
- Individual #4 - Protectively Placed with behaviors of grabbing others, public sexual acts, and sexually inappropriate behavior. Cannot be sitting next to/near other female residents.

- Individual #5 - Protectively Placed with behaviors of cursing at others, refusal of care, picking at self, and making disruptive sounds
- Individual #6 - Protectively Placed resident who is non-verbal and communicates distress via certain physical gestures.
- Individual #7 - Protectively Placed with traumatic brain injury and mental health challenges.

The projected cost exposure for Sheboygan County Health and Human Service Department should Rocky Knoll not be available is estimated to be up to \$958,125 per year based on the 7 residents in question and 2023 Trempealeau County IMD rates (\$375/day). Actual outcomes and costs would depend upon a more thorough assessment of need, the functional, financial, and legal status of residents involved, and other available resources at any point in time that an actual relocation effort may be considered or pursued.

Rocky Knoll and Health and Human Services staff will be happy to respond to any questions or further examine the issue at any time as may be deemed necessary.

Kayla Clinton – Rocky Knoll Nursing Home Administrator

Matthew Strittmater - Sheboygan County Health and Human Services Director

* Information within Residents Not Likely To Be Accepted By Another Nursing Home was modified in this version of the report. Placement dates, diagnostic information, and certain unique behaviors listed in the official report were removed to protect resident confidentiality.



SHEBOYGAN COUNTY

Sarah Mueller – Manager
Child and Family Services
Health and Human Services Department

To: Health & Human Services Committee
From: Sarah Mueller, CFS Manager 
Date: 9/27/2023
Re: Request for Hiring Overlap for Cross Training

The Child & Family Services division respectfully requests the approval to fill our Senior Human Services Assistant position prior to the employee's vacancy on 11/1/23, therein allowing for two employees to be in the same position for 2-3 weeks. This will allow for needed training of the new employee by the employee retiring after 30+ years with the division.

This is particularly important for this position as this position is responsible for a significant amount of the financial work related to processing authorizations for services, managing placement information and payments to out of home care providers not only in JDE but also the State of Wisconsin's automated child welfare/youth justice system, managing reports that impact financial decisions and payments, etc.

Thank you for your consideration of this request.