

NOTICE OF MEETING

SHEBOYGAN COUNTY HEALTH & HUMAN SERVICES COMMITTEE

November 03, 2026 8:30 AM

Health & Human Services Building
1011 North 8th Street
Sheboygan, WI 53081
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:*

Join Zoom Meeting

<https://us06web.zoom.us/j/85949525955?pwd=OGRJNFJlZXBKZit0TG03bkZ1TmY5QT09>

Meeting ID: 859 4952 5955

Passcode: 921939

*** AGENDA ***

Call to Order and Introductions

Certification of Compliance with Open Meeting Law

Approval of Minutes for October 20, 2026

Announcements and Correspondence

Public Comment (Public may speak up to three minutes each on topics relevant to the agenda.)

Health & Human Services Director Report - Matthew 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.

Health Officer & Health & Human Services Deputy Director 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.

Veterans Service Office Director - Craig Stewart

Consideration of Request for Change in the departmental table of organization

Veterans Service Office Director - Craig Stewart

Consideration of Vacant Position Request

Review and Approve Vouchers

Vouchers October 11 - October 24, 2026

Approval of Attendance of Members at Other Meetings or Functions

Reports on Meetings Attended

Adjournment

The next scheduled meeting will be November 17, 2026 at 8:30 AM.

Prepared by:

Cheryl Sohn
Recording Secretary

Bill Goehring
Committee Chairperson

Posted: October 30, 2026 at 12:00 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

October 20, 2026 Called to Order: 8:30 AM Adjourned: 9:15 AM

MEMBERS
PRESENT:
(in person) Supervisor Bill Goehring, Supervisor Marilyn Montemayor, Supervisor Kurt Jensen, Citizen Member Jean Beinemann, Secretary Wendy Schobert (arrived 8:33)

MEMBERS
PRESENT:
(via Zoom): Member Larry Samat

MEMBERS
EXCUSED: Supervisor Paul Gruber, Citizen Member Jeanne Kliejunas, Supervisor Joe Liebau Jr.

ALSO PRESENT:
(in person) Matthew Strittmater, Starrlene Grossman, Clarissa Roberts, Tara Duwe, Sarah Mueller, Michelle Acevedo, Jaclyn Moglowsky, Michelle Koch, Heather Reil-Thiry, Coriann Dorgay, Chris Xiong, Cheryl Sohn, Kimberli Koeppen, Naomi Borgenhagen

ALSO PRESENT:
(via Zoom) Supervisor Stephanie Arndt

Chairperson Bill Goehring called the meeting to order at 8:30 AM on October 20, 2026.

The Chairperson certified compliance with the open meeting law. The notice was posted at 4:00 PM on October 16, 2026.

Approval of Minutes for October 06, 2026

Supervisor Marilyn Montemayor moved to approve the minutes. Citizen Member Jean Beinemann seconded the motion. Motion carried with no nay votes, with Chairperson Bill Goehring abstaining from the vote as he was not present on October 06, 2026.

Announcements and Correspondence

Public Comment – No public comment was made.

Health & Human Services Director Report - Matthew 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.

Health Officer & Health & Human Services Deputy Director 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.

Veterans Service Office Director - Craig Stewart
Discussion on 2026 Veterans Service Office Report - Third Quarter

Health Officer & Health & Human Services Deputy Director Report - Starrlene Grossman
Presentation - Community Health Needs Assessment process and data

Review and Approve Vouchers
Vouchers September 20, 2026 - October 10, 2026

Supervisor Marilyn Montemayor moved to approve the vouchers. Secretary Wendy Schobert seconded the motion. Motion carried with no nay votes

Approval of Attendance of Members at Other Meetings or Functions
No other meetings were attended by committee members.

Adjournment
Vice-Chairperson Marilyn Montemayor moved to adjourn the meeting. Secretary Wendy Schobert seconded the motion. Motion carried with no nay votes. Meeting adjourned at 9:15 AM on October 20, 2026.

The next scheduled meeting is Tuesday, November 03, 2026 at 8:30 AM.

Wendy Schobert, Committee Secretary

Cheryl Sohn
Recording Secretary

REQUEST FOR CHANGE IN DEPARTMENTAL TABLE OF ORGANIZATION

Department: Veterans Services	
Request Date: 11/03/2026	Effective Date: 01/01/2027

Consult with the Human Resources Director before submitting to your liaison committee.

REQUESTED CHANGES

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. For each job title, list *either* the number of full-time and part-time positions, *or* the authorized full-time equivalent, 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
Director / CVSO	1		1.0	1		1.0
Assistant CVSO/Benefit Specialist	2		2.0	2		2.0
Receptionist	0		0	0	1	0.6
TOTALS						

RATIONALE

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

The addition of a part-time Receptionist is requested to address sustained increases in customer demand within the Veterans Service Office. Office traffic increased significantly in 2025 and continued to rise in 2026, with a 19% increase during the first half of 2026 compared to the same period in 2025. Over 80% of customer interactions are unscheduled, requiring accredited staff to routinely interrupt claims development and advocacy work to perform reception and administrative duties.

This position will provide dedicated front-desk and administrative support, improve customer service, and allow accredited staff to focus on securing federal benefits for veterans and their families. The requested position is supported with funding available in the department's 2027 budget.

NEW POSITIONS CREATED

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

Part-Time Receptionist – Proposed Pay Grade 105

This position will provide front-desk and administrative support for the Veterans Service Office, including greeting and assisting veterans and their families, answering and directing calls, scheduling appointments, processing intake documentation, maintaining client records, and assisting with general clerical duties. The position will serve as the primary point of contact for visitors, allowing accredited Veterans Service Officers to dedicate more time to claims development, benefits assistance, and advocacy.

BUDGET

Identify the specific source of funding for any additional positions being requested. Deletion of other positions may be used as a source of funding if the positions being deleted have already been approved as part of your operational budget.

<i>Job Title</i>	<i>Cost- Rest of Year</i>	<i>Cost- Annual</i>	<i>Source of Funds</i>
Receptionist	N/A	52,389	Levy

ADDITIONAL INFORMATION

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

ACTION TAKEN

Department Head Signature



Date:

10/28/26

Liaison Committee Signature

Date:

Human Resources Committee Signature

Date:

Form Distribution: After department head completes form, distribute to liaison committee with copy to Human Resources Director. After liaison committee approval, submit signed original to Human Resources Director.



SHEBOYGAN COUNTY VACANT POSITION REQUEST FORM

DATE: 11/3/2026
DEPT HEAD NAME: Craig Stewart
POSITION TITLE: Receptionist
POSITION CONTROL NUMBER: **No. Needed?** No ☒
PAY GRADE: 105
REASON FOR VACANCY: New Position

JUSTIFICATION FOR FILLING POSITION

This position will provide dedicated front-desk and administrative support, improve customer service, and allow accredited staff to focus on securing federal benefits for veterans and their families. The requested position is supported with funding available in the department's 2027 budget.

Department has considered all alternate options as it relates to overall standing needs? Yes ☒

BUDGET

Is this a position within the departments annual operation budget? Yes ☒

If not, please state the amount over budget as well as the proposed source of funds.

COST

The annual cost associated with the position (current year wage & benefit rates)

WAGE	BENEFIT	TOTAL
\$22,526.00	\$29,863.00	\$52,389

Note: Cost for health and dental benefits should be net cost, after subtracting revenue from employee cont

County
Administrator/
Department
Head :

Date: 10/28/26

Human
Resources:

Date: 10/28/2026

If position changed:

Liasion
Committee:

Date: _____

HR
Committee:

Date: _____