

## NOTICE OF MEETING

### SHEBOYGAN COUNTY HEALTH & HUMAN SERVICES COMMITTEE

**November 1, 2022**

**8:30 AM**

Health & Human Services Building  
1011 North 8<sup>th</sup> 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/85935236666?pwd=MGtackxRR0lORTBpYjZEZFh1bHc2dz09>

Meeting ID: 859 3523 6666

Passcode: 765814

#### **\* AGENDA \***

Call to Order and Introductions

Certification of Compliance with Open Meeting Law

Approval of Minutes for October 18, 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 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 Health & Human Services Wage Equity Adjustments

Veteran Services Director – Todd Richter

Consideration of Waupaca County Resolution 21 (2022-2023) Supporting Operation Green Light for Veterans

ADRC and Operations Manager – Michelle Acevedo

Consideration of Vacant Position Request – Human Service Assistant (Lead Service Coordinator)

Child Support & Economic Support Manager – Tim Gessler

Consideration of Vacant Position Request – Human Services Specialist (Economic Support)

Review and Approve Vouchers

September 25, 2022 – October 8, 2022

Approval of Attendance of Members at Other Meetings or Functions

Reports on Meetings Attended

Adjournment

Next Scheduled Meeting will be November 15, 2022 at 8:30 AM

Prepared by:

Wendy Gorges  
Recording Secretary

Curt Brauer  
Committee Chairperson

Posted: 10/28/2022 3:00 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 8<sup>th</sup> Street  
Sheboygan WI  
Room 372

**October 18, 2022**

**Called to Order: 8:30 AM**

**Adjourned: 10:11 AM**

MEMBERS PRESENT: (in person) Supervisor Curt Brauer, Supervisor Bill Goehring, Supervisor Marilyn Montemayor, Supervisor Rebecca Clarke, Citizen Member Larry Samet

MEMBERS PRESENT: (via Zoom) Supervisor Wendy Schobert  
Citizen Member Jeanne Kliejunas

MEMBERS ABSENT: Supervisor James Coulson

ALSO PRESENT: (in person) Matthew Strittmater, Sarah Mueller, Starrlene Grossman, Tara Duwe, Michelle Acevedo, Jackie Moglowsky, Craig Stewart, Wendy Gorges, Brianna Heusterberg and Frank Simac from United Way

ALSO PRESENT: (via Zoom) Supervisor Christian Ellis

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 2:50 PM on September 30, 2022.

Approval of Minutes for October 4, 2022

Supervisor Montemayor moved to approve the minutes. Supervisor Goehring 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 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.

United Way of Sheboygan County Representatives – Brianna Heusterberg and Frank Simac  
Presentation on Providing Access To Healing (PATH)

Assistant Veterans Service Officer – Craig Stewart  
Quarterly Update

Child & Family Services Manager – Sarah Mueller

Consideration of Vacant Position Request – Human Services Professional – Juvenile Court  
Supervisor Goehring moved to approve the request. Supervisor Montemayor seconded. Motion carried with no nay votes.

Public Health Manager – Starrlene Grossman

Consideration of Vacant Position Request – Public Health Professional – Educator

Consideration of Vacant Position Request – Senior Lead Public Health Professional – Health Strategist

Supervisor Goehring moved to approve both of the requests. Supervisor Montemayor seconded. Motion carried with no nay votes.

Behavioral Health Division Manager – Jaclyn Moglowsky

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

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

Consideration of Vacant Position Request – Senior Public Health Professional – Therapist

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

Consideration of granting hiring bonus for Lead Case Manager position

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

Review and Approve Vouchers

September 25, 2022 – October 8, 2022

Supervisor Montemayor moved to approve the vouchers. Supervisor Clarke 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

Citizen Member Kliejunas moved to adjourn the meeting. Supervisor Schobert seconded. Motion carried with no nay votes. Meeting adjourned at 10:11 AM.

The next scheduled meeting will be held November 1, 2022 at 8:30 AM.

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Marilyn Montemayor, Committee Secretary

Wendy Gorges  
Recording Secretary



# SALARY/EQUITY ADJUSTMENT REQUEST

**Employee Name:** HHS 2022 Wage Equity Analysis Request (47 Employees)

**Effective Date:** 10/1/2022

**Current Salary:** See attachment for details on 47 HHS employees.

**Recent Salary History: list reason for adjustment (Initial Period/Annual/Promotion/Etc.)**

**Future Potential Pay for Performance Opportunities**

- 2022 – Initial Period (*Generally 6 months*)  Yes  No
- 2022 – Annual Pay for Performance  Yes  No
- Additional Information and Justification of Request (*i.e., please indicate what responsibilities have changed, is the employee performing duties of the requested promotion level, was there further education, has job description changed, etc.*)

This request is based on 6 months of HHS/HR collaboration to assess wage equity for the Health & Human Services department. Details on the 47 proposed adjustments are attached. The request is contingent on \$20,813.00 of American Rescue Plan Act funding for the anticipated cost of these adjustments in 2022. The 2023 cost of this proposal is built into the proposed 2023 HHS Budget.

County Administrator/Department Head Recommendation:

Signature:  Date: 10-27-22

Human Resources Support:

Approve  Disapprove Signature:  Date: 10/27/2022

Liaison Committee Action:

Approve  Disapprove Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Human Resources Committee:

Approve  Disapprove Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Form Process:

*Department Head completes the SER form following discussion with HR  
Department Head presents the SER form to their Liaison Committee for approval/signature  
Department Head presents the SER form to HR Committee for approval/signature  
Department Head completes Action Sheet following approval*

**Resolution No. 21 (2022-2023)**

**Subject: Supporting Operation Green Light for Veterans**

**WHEREAS**, the residents of Waupaca County have great respect, admiration, and the utmost gratitude for all of the men and women who have selflessly served our country and this community in the Armed Forces; and

**WHEREAS**, the contributions and sacrifices of the men and women who served in the Armed Forces have been vital in maintaining the freedoms and way of life enjoyed by our citizens; and

**WHEREAS**, Waupaca County seeks to honor these individuals who have paid the high price for freedom by placing themselves in harm's way for the good of all; and

**WHEREAS**, Veterans continue to serve our community in the American Legion, Veterans of Foreign Wars, religious groups, civil service, and by functioning as County Veteran Service Officers in 29 states to help fellow former service members access more than \$52 billion in federal health, disability and compensation benefits each year; and

**WHEREAS**, approximately 200,000 service members transition to civilian communities annually; and

**WHEREAS**, an estimated 20 percent increase of service members will transition to civilian life in the near future; and

**WHEREAS**, studies indicate that 44-72 percent of service members experience high levels of stress during transition from military to civilian life; and

**WHEREAS**, Active Military Service Members transitioning from military service are at a high risk for suicide during their first year after military service; and

**WHEREAS**, the National Association of Counties encourages all counties, parishes and boroughs to recognize Operation Green Light for Veterans; and

**WHEREAS**, Waupaca County appreciates the sacrifices of our United State Military Personnel and believes specific recognition should be granted.


**NOW, THEREFORE, BE IT RESOLVED** with designation as a Green Light for Veterans County, Waupaca County hereby declares from October through Veterans Day, November 11th 2022 a time to salute and honor the service and sacrifice of our men and women in uniform transitioning from Active Service; that in observance of Operation Green Light, Waupaca County encourages its citizens in patriotic tradition to recognize the importance of honoring all those who made immeasurable sacrifices to preserve freedom by displaying a green light in a window of their place of business or residence.

**BE IT FUTHER RESOLVED** that the Waupaca County Clerk be directed to forward a copy of this resolution to Governor Tony Evers, the Wisconsin Counties Association, Waupaca County's elected state representatives and to each Wisconsin County.


Passed this 27<sup>th</sup> day of Sept., 2022

25 Ayes 0 Nays

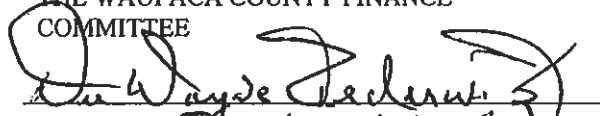
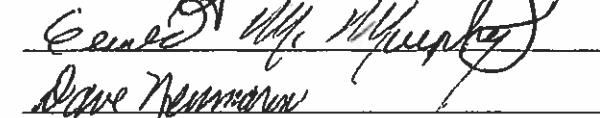
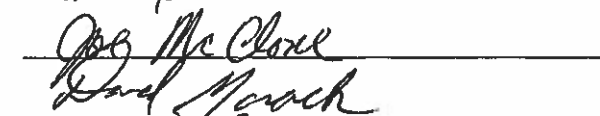
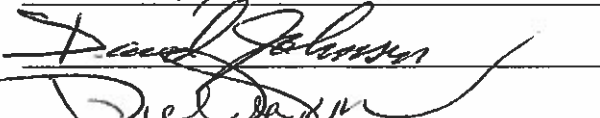
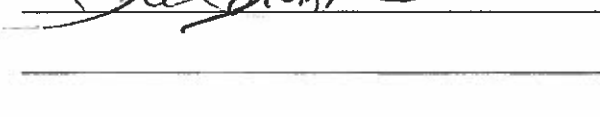


ATTEST:

  
\_\_\_\_\_  
Kristy K. Opperman  
Waupaca County Clerk

APPROVED AS TO FORM:

  
\_\_\_\_\_  
Diane L. Meulemans, Corporation Counsel

RECOMMENDED FOR INTRODUCTION BY  
THE WAUPACA COUNTY FINANCE  
COMMITTEE

  
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# Sheboygan County VACANT POSITION REQUEST

(To be completed for all vacant positions)

**Date:** 10/17/2022  
**To:** Health & Human Services Committee Members  
**From:** Matt Strittmater

**Position Request:**

**Position:** Human Service Assistant (Lead Service Coordinator-Elder Services)  
**Reason for Vacancy:** Resignation

**Justification:**

The Lead Service Coordinator position has the lead responsibility for providing technical and coordinating support for elder service staff and data maintenance for all of the elder service programs which include nutrition and transportation. 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: [Click here to enter text.](#)

**Costs:**

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

Wages	Benefits	Total
\$36,977-\$45,483	\$32,344-\$33,725	\$69,321-\$79,208

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

County Administrator/Department Head Signature *Matt Strittmater* Date: 10-18-22

Human Resources Director Signature *Alayne Krause* Date: 10-20-2022

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.*)
5. HR begins recruitment process.





# Sheboygan County VACANT POSITION REQUEST

(To be completed for all vacant positions)

**Date:** 10/24/2022  
**To:** Health & Human Services Committee Members  
**From:** Tim Gessler, Economic & Child Support Manager

**Position Request:**

**Position:** Human Services Specialist - Economic Support  
**Reason for Vacancy:** Resignation

**Justification:**

The Human Services Specialist - Economic Support position provides the BadgerCare, Medicaid, FoodShare, and Wisconsin Shares services and benefits that we provide to our consumers. The new hire will require four to six months of training and additional months of experience prior to being given a full workload. During the time of the hiring process, and training period, the remaining team members will have to cover the workload and Capital IM Consortium Call/Change Center responsibilities. It is important that this position be filled as soon as possible so the new hire can begin training in preparation for the ongoing work associated with this vacancy. This position is 80% funded by State and Federal grants. The department requests permission to backfill if a scenario occurs where this position is filled with 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: [Click here to enter text.](#)

**Costs:**

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

Wages	Benefits	Total
\$44,085 - \$54,227	\$31,306 - \$32,739	\$75,391 - \$86,966

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

County Administrator/Department Head Signature *Matt Stoltz* Date: 10-24-22  
Human Resources Director Signature *Alayne Krause* Date: 10-24-22  
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.*)
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