

## NOTICE OF MEETING

### SHEBOYGAN COUNTY HEALTH & HUMAN SERVICES COMMITTEE

**September 6, 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/87582820698?pwd=c2JZTnAranZxVE1QblhndlNCdk4vdz09>

Meeting ID: 875 8282 0698

Passcode: 096599

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

Call to Order and Introductions  
Certification of Compliance with Open Meeting Law  
Approval of Minutes for August 16, 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.

Child and Family Services Manager – Sarah Mueller

Consideration of an Out-of-State Travel Request (Juvenile Sex Trafficking Conference) in Texas for the Juvenile Intake Supervisor in November 2022

Public Health Manager – Starrlene Grossman

Consideration of a request for Public Health LTE's

Behavioral Health Manager – Jackie Moglowsky

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

Consideration of Vacant Position Request – Senior Public Health Professional – Behavioral Health Crisis Case Manager

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

Review and Approve Vouchers  
July 31, 2022 – August 13, 2022  
August 14, 2022 – August 27, 2022

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

Adjournment

Next Scheduled Meeting will be September 20, 2022 at 8:30 AM

Prepared by:

Wendy Gorges  
Recording Secretary

Curt Brauer  
Committee Chairperson

Posted: 9/2/2022 at 11:50 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 8<sup>th</sup> Street  
Sheboygan WI  
Room 372

**August 16, 2022**

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

**Adjourned: 9:53 AM**

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

**MEMBERS PRESENT:** (via Zoom) Citizen Members: Jeanne Kliejunas, Diane Oppeneer

**MEMBERS ABSENT:** Supervisor James Coulson

**ALSO PRESENT:** (in person) Matthew Strittmater, Tara Duwe, Tim Gessler, Sarah Mueller, Michelle Acevedo, Jackie Moglowsky, Starrlene Grossman, Todd Richter, Craig Stewart, Evan Grossen, 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 4:09 PM on August 11, 2022.

Approval of Minutes for August 2, 2022

Supervisor Goehring 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 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.

Assistant Veterans Services Officer – Craig Stewart

Consideration of the Veterans Services 2023 Budget Approval (Veterans Services Office and Veterans Services Commission)

Supervisor Goehring moved to approve both budgets for Veterans Services. Supervisor Schobert seconded. Motion carried with no nay votes.

Health & Human Services Director – Matt Strittmater

Consideration of Health & Human Services 2023 Budget (including the initiation of Community Recovery Services)

Supervisor Goehring moved to approve the Health & Human Services 2023 Budget. Supervisor Montemayor seconded. Motion carried with no nay votes.

Health & Human Services Director – Matt Strittmater

Consideration of a Change in the Table of Organization

Supervisor Montemayor moved to approve the change in the Table of Organization. Supervisor Schobert seconded. Motion carried with no nay votes.

Consideration of Vacant Position Request – Administrative Assistant (Child & Family Services)

Supervisor Montemayor moved to approve the Vacant Position Request. Supervisor Clarke seconded. Motion carried with no nay votes.

Consideration of Vacant Position Request – Community Programs Supervisor (Public Health)

Supervisor Montemayor moved to approve the Vacant Position Request. Supervisor Goehring seconded. Motion carried with no nay votes.

ADRC and Operations Manager – Michelle Acevedo

Consideration of Vacant Position Request – Human Svcs Professional – Adult Protective Services

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

Consideration of Vacant Position Request – Administrative Specialist

Supervisor Goehring moved to approve the Vacant Position Request. Supervisor Montemayor seconded. Motion carried with no nay votes.

Economic & Child Support Manager – Tim Gessler

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

Supervisor Schobert moved to approve the Vacant Position Request. Citizen Member Kliejunas seconded. Motion carried with no nay votes.

Review and Approve Vouchers

July 17, 2022 – July 30, 2022

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 - No other meetings were attended by committee members.

Reports on Meetings Attended - No other meetings were attended by committee members.

Adjournment

Supervisor Schobert moved to adjourn the meeting. Supervisor Clarke seconded. Motion carried with no nay votes. Meeting adjourned at 9:53 AM.

The next scheduled meeting will be held September 6, 2022 at 8:30 AM.

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Marilyn Montemayor, Committee Secretary

Wendy Gorges  
Recording Secretary



# SHEBOYGAN COUNTY

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

To: Human Services Committee

Request: Attend the Juvenile Sex Trafficking Conference

I am respectfully requesting approval to attend the 2022, Juvenile Sex Trafficking Conference in Forth Worth, TX. The training is from November 1<sup>st</sup>-3<sup>rd</sup>, with flights being booked for October 31<sup>st</sup> and November 4<sup>th</sup>. The Juvenile Sex Trafficking Conference (JuST) is hosted by Shared Hope International and sheds light on juvenile sex trafficking. With speakers, thought leaders, and individuals passionate about activism, JuST events provide practical knowledge and actionable responses to raise awareness and ultimately end trafficking in local communities.

The cost for the training, hotel accommodations, and flights will be provided through the Region 2 Hub. Sheboygan County would be responsible for transportation to and from the airport and meals not covered at the conference.

The training has a strong focus on survivors of human trafficking and their perspective of our systems and their stories. This is in line with Sheboygan County efforts to work with community members with lived experiences through the vital voices program. Learning from individuals with lived experience can provide insights that professionals may be overlooking our may have not learned during our education. I am hopefully to learn more in regard to the correlation of youth in foster care and youth being trafficked. According to the FBI, 60% of youth that have been trafficked have either been in foster care or a group home. There is also a focus on collaboration amongst agencies to combat human trafficking. As Sheboygan County HHS is part of the human trafficking task for Sheboygan County, the training should provide further development of policies, protocols, and practices to identify and work with our youth that are at risk of being trafficked.

Respectfully,

X

Shane Arndt  
Juvenile Intake Supervisor

# Public Health COVID-19 Response

## Limited Term Employee Summary

### Vacant Position Request

(09/01/22 Update)

**Date: September 6, 2022**

**To: Health and Human Services Committee**

**From: Matthew Strittmater**

Limited Term Employees requested to complement Public Health staffing due to the COVID-19 pandemic. Positions will provide support to businesses, schools, long term care facilities and other congregate living settings during times of outbreak. They will also assist in maintaining vaccination efforts for homebound community members and jails. They will support outreach efforts, distribution of at home tests and participation in Community Outreach events.

**Staffing Consideration:**

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

**Budget Consideration:**

Is this position within the Department's annual operating budget?    **Yes X**    **No**

Role	# of LTE	FTE Equivalent	# of LTE	FTE Equivalent	DBM	Employee	Notes
Administrative	3	3.0	1	1.5	C42 - \$25/hr.	1. Dalila Contreras (0.5) 2. Tricia Nielsen (1.0)	Dalila hired perm as 0.5 PHA
Contact Tracing	10	9.0	1	1	C42 - \$25/hr.	1. Mei Yi Chen (1.0)	Will work up to full time as outbreaks occur
Bilingual Outreach	2	2.0	2	2.0	B23 - \$20/hr.	1. Cher Pao Vang (1.0) 2. Marisela Olivas (1.0)	Built into 2023 Budget Already
Vaccine Clinic	7	6.0	2	.5	C42 - \$30/hr	1. Kari Keller (Causal) 2. Barb Kolar (Casual)	Will pick up as needed to assist with clinics or outbreaks
<b>Total</b>	<b>26</b>	<b>24.0</b>	<b>6</b>	<b>5</b>			

County Administrator/Department Head Signature     Date: 9-1-22

Human Resources Director Signature \_\_\_\_\_    Date: \_\_\_\_\_

Liaison Committee Signature \_\_\_\_\_    Date: \_\_\_\_\_

Human Resources Committee Signature \_\_\_\_\_    Date: \_\_\_\_\_

## Summary of notable changes (starting with most recent approved position(s))

- **September of 2022** - Demobilizing parts of COVID response. Requesting permission to keep 6 LTEs to assist with outbreaks, vaccination efforts and community outreach into 2023.
- **September 2021** – Requested and received approval for 23 LTE positions for the next year.
- **April 5, 2021:** Dennis gave permission to modify how use LTE's to fill 7 LTE vacancies with Medical Assistants/Nurses as they can do either vaccine or contact tracing. He indicated nothing else needed for approval as Adam previously approved positions and we are just using them a bit different.
- **January 20, 2021:** Adam verbal approval to add 3 Nurses/M.A.'s to enhance vaccine clinic capacity.
- **Nov 18<sup>th</sup>:** Adam verbal approval to add:
  - 5.0 FTE LTE Contact Tracers
  - 1.0 FTE LTE Support staff
  - 1.0 FTE LTE Supervisory
- **Nov 5<sup>th</sup>:** 3 vacant LTE's approved in Oct filled with 1 full time and 4 .5 FTE's. Danielle Kainz resigning created new opening.
- **October:** Adam verbal approval to add two additional temporary pay increases to now have a total of four "lead" individuals (not LTE). Individuals currently doing this will now be Annette Selk, Cindy Vanderweele, Susan Thiel, and Amber Woodyard.
- **October 9<sup>th</sup>:** Adam verbal permission to add 3 additional LTE contact tracers
- **October 1<sup>st</sup>:** Multiple requests by HHS approved by HR
  - Amy Sowls shifted roles from LTE Contact Tracer to LTE Administrative EOC support role. That position now classified as C42 (was previously C52).
  - Permission to request new LTE Contact tracer vacancy created by Amy Sowles transition.
  - Permission to request new LTE Contact tracer vacancy created by Barb Kolar resigning.
- **September 2<sup>nd</sup>:** Permission to refill new HHS request to refill two existing LTE positions as Emily Roenitz is leaving for a full-time position and Jean Beinemann can no longer work with us due to Social Security limits.
  - Request to refill Emily Roenitz with a similar position (C42 - \$25/hr. Contact Tracer)
  - Request to refill Jean Beinemann with someone with less responsibility (not C52 level). Replace with someone who will still do administrative roles (Emergency Operations Center – Liaison and Testing Coordination), but with less responsibility and thus a C42 rate (\$25)
- **August 10<sup>th</sup>:** Adam verbal approval to add a former Public Health employee as an additional LTE to help with support roles. She (Shirley Rohde) is a retired PHA who knows WEDSS backward and forward. She reached out to us and said she may have availability to assist us as a clerical staff person. This would be

a helpful addition since it will take 2-3 weeks to train up everyone who is volunteering from within HHS, and it should be a quick onboarding due to it being a former employee.

- **July 27, 2020:** Adam verbal approval after A.M. Admin Panel due to contract tracing being in red and various local nursing homes and assisted living needing potential testing support. Executive Committee approved on August 4<sup>th</sup>.
- **July 7, 2020:** Adam verbal approval (Matt/Amanda phone) to refill vacancy caused by Jeri Dreidosen resigning. Refill via interview process for 2 new July positions. Matt email to Adam/HR on 7/8.
- **July 2020:** Adam approved adding 2 LTE's (red text above). HHS/HR Committee notified/approved.





# Sheboygan County VACANT POSITION REQUEST

(To be completed for all vacant positions)

WISCONSIN

**Date:** 9/6/2022  
**To:** Health & Human Services Committee Members  
**From:** Jaclyn Moglowsky, Behavioral Health Manager

**Position Request:**

**Position:** Senior Public Health Professional – Therapist  
**Reason for Vacancy:** Resignation

**Justification:**

This position is a part of the clinical treatment team of the Mental Health & Substance Abuse Treatment Center. Psychotherapists provide a full continuum of outpatient services to individuals seeking mental health and/or addiction treatment. As part of the clinical team, psychotherapists 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. 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.

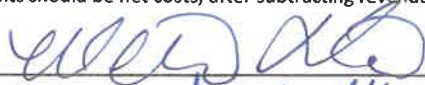
**Costs:**

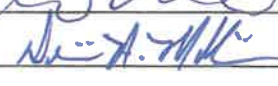
DBM Salary Range of Requested Position: C43- \$55,073- \$86,158

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

Wages	Benefits	Total
\$56,725- \$88,742	\$32,018	\$88,743-\$120,760

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

Department Head Signature  Date: 8-29-22

Human Resources Director Signature  Date: 08/29/22

County Administrator Signature \_\_\_\_\_ Date: \_\_\_\_\_

Liaison Committee Signature \_\_\_\_\_ Date: \_\_\_\_\_

Human Resources Committee Signature \_\_\_\_\_ Date: \_\_\_\_\_

Form Process:



# Sheboygan County

## VACANT POSITION REQUEST

(To be completed for all vacant positions)

WISCONSIN

**Date:** 9/6/2022  
**To:** Health & Human Services Committee Members  
**From:** Jaclyn Moglowsky

**Position Request:**

**Position:** Senior Public Health Professional - Behavioral Health Crisis Case Manager  
**Reason for Vacancy:** Promotion

**Justification:**

This position is responsible for all liaison work between hospital systems, the Chapter 51 court process, and HHS internal staff for all involuntary behavioral health hospitalizations. This position is also responsible for all Three-Party Petition work for Sheboygan County. In addition, this position serves as the case manager for all individuals who are court ordered to participate in treatment, and who are not receiving those services through HHSD. These are mandated services. Permission to backfill should this be filled by an internal candidate 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): C43

Wages	Benefits	Total
\$56,725-\$88,742	\$32,018	\$88,743-\$120,760

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

County Administrator/Department Head Signature  Date: 9-1-22

Human Resources Director Signature  Date: 9/1/22

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.)
5. HR begins recruitment process.



# Sheboygan County VACANT POSITION REQUEST

(To be completed for all vacant positions)

**Date:** 9/6/2022  
**To:** Health & Human Services Committee Members  
**From:** Jaclyn Moglowsky

**Position Request:**

**Position:** Lead Human Services Professional – Behavioral Health Case Manager Lead  
**Reason for Vacancy:** Promotion

**Justification:**

This position is a part of the case management team of the Division of Community Programs. Case Manager Leads provide recovery focused services for individuals with mental health needs. As part of the clinical team, Lead 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. In addition, Lead positions provide support, clinical leadership and training opportunities to the case management team as well to our vendors. Permission to backfill should this position be filled by an 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): C44

Wages	Benefits	Total
\$60,518-\$94,677	\$32,018	\$92,536-\$126,695

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

County Administrator/Department Head Signature  Date: 9-1-22

Human Resources Director Signature \_\_\_\_\_ Date: \_\_\_\_\_

Liaison Committee Signature \_\_\_\_\_ Date: \_\_\_\_\_

Human Resources Committee Signature \_\_\_\_\_ Date: \_\_\_\_\_

**Form Process:**

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5. HR begins recruitment process.