

NOTICE OF MEETING

SHEBOYGAN COUNTY HEALTH & HUMAN SERVICES COMMITTEE

May 19, 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:

<https://us06web.zoom.us/j/88673585282?pwd=fsbzdNMSbCgsnrD3OU7emrAicr2OV.1>

Meeting ID: 886 7358 5282

Passcode: 719684

*** AGENDA ***

Call to Order and Introductions

Certification of Compliance with Open Meeting Law

Approval of Minutes for May 5, 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.

ADRC and Operations Manager – Michelle Acevedo

Consideration of Health & Human Services Vehicle Use Policy

Behavioral Health Manager - Jackie Moglowsky

Presentation on IMD and State Hospital Dynamics

Health Officer & Health & Human Services Deputy Director - Starrlene Grossman

Consideration of Out-of-State Travel for Lead Risk Assessor Training

Review and Approve Vouchers

April 19, 2026 - May 2, 2026

Approval of Attendance of Members at Other Meetings or Functions

Reports on Meetings Attended

Adjournment

The next scheduled meeting will be June 2, 2026 at 8:30 AM.

Prepared by:

Wendy Gorges
Recording Secretary

Bill Goehring
Committee Chairperson

Posted: 5/15/26 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 8th Street
Sheboygan WI
Room 372

May 5, 2026

Called to Order: 8:30 AM

Adjourned: 9:02 AM

MEMBERS PRESENT: Supervisor Bill Goehring, Supervisor Marilyn Montemayor, Supervisor Kurt Jensen, Citizen Member Jeanne Kliejunas, Citizen Member Jean Beinemann

MEMBERS PRESENT: Supervisor Wendy Schobert
(via Zoom):

MEMBERS ABSENT: Supervisor Paul Gruber, Supervisor Joe Liebau Jr., Citizen Member Larry Samet

ALSO PRESENT: Matthew Strittmater, Starrlene Grossman, Sarah Mueller, Michelle Acevedo, Clarissa Roberts, Tara Duwe, Jackie Moglowsky, Chris Xiong, Wendy Gorges, Hannah Janeshek, Michelle Koch, Craig Stewart

ALSO PRESENT: Drew Phillips
(via Zoom)

Chairperson Goehring called the meeting to order at 8:30 AM.

The Chairperson certified compliance with the open meeting law. The notice was posted at 12:30 PM on May 1, 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.

ADRC and Operations Manager – Michelle Acevedo

Consideration of HHS Committee Appointments to the ADRC Committee

Citizen Member Kliejunas moved to approve the request to have Supervisor Goehring and Supervisor Montemayor continue on the ADRC Committee. Supervisor Schobert seconded the motion. Motion approved with no nay votes.

Veterans Services Director – Craig Stewart

Discussion on Veterans Services 2026 First Quarter Report

Behavioral Health Manager - Jackie Moglowsky

Consideration of a Temporary Pay Adjustment

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

Review and Approve Vouchers

March 22, 2026 - April 4, 2026

April 5, 2026 - April 18, 2026

Supervisor Montemayor moved to approve the vouchers. Citizen Member Kliejunas seconded the motion. Motion approved 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. Citizen Member Kliejunas seconded the motion. Motion carried with no nay votes. Meeting adjourned at 9:02 AM.

The next scheduled meeting is Tuesday, May 19, 2026 at 8:30 AM.

Wendy Schobert, Committee Secretary

Wendy Gorges
Recording Secretary



Origination 10/2011
Last Approved 05/2026
Effective 05/2026
Last Revised 05/2026
Next Review 05/2027

Owner **Michelle Acevedo: Hhs Manager - Adrc**
Area **HHSD Agency**
References **406**

Car Use Policy

Health and Human Services Vehicle Use Policy

- **Article 1: General Policy**
- **Article 2: Description of Vehicles**
- **Article 3: Use of Vehicles**
- **Article 4: Reservation Procedures**
- **Article 5: Vehicle Options**

Article 1: Purpose/General Policy

It is the policy of the Health and Human Services Department to assure the availability of a county owned fleet of vehicles for staff use in work performed. The use of county owned versus personal vehicles is strongly encouraged as a cost savings measure for both the Department and County. While vehicles may be reserved for any authorized business, their use will be prioritized for out of county and/or multi-passenger travel as needs may require. All vehicles are to be accessed and operated in accordance with the guidelines established in this policy.

Article 2: Description of Vehicles

There are a total of 6 vehicles dedicated for Health & Human Services use. Their names as registered in Google calendars and locations are as listed below:

- **HHS-HHSD Agency Car 1 - Ford Explorer SUV** (located at the main building)
- **HHS-HHSD Agency Car 2 - Ford Explorer SUV** (located at the main building)
- **HHS-HHSD Agency Car 3 - Ford Explorer SUV** (located at the main building)
- **HHS-HHSD Agency Car 4 - Ford Explorer SUV** (located at the main building)

- **HHS-HHSD ADRC Car 5 - Ford Explorer SUV** (located at the ADRC)
- **HHS-HHSD Agency Van - -Chrysler Voyager** (located at the main building)

There are also 2 additional vehicles available for general county use, including that of HHS employees, should department vehicles be unavailable:

- **Admin Car 500 - Ford Explorer SUV** (located in the lot at 7th and Pennsylvania)
- **Admin Car 501 - Ford Explorer SUV** (located in the lot at 7th and Pennsylvania)

Article 3: Use of Vehicles

Authorized drivers shall only be employees of HHSD, other county employees, or Board members who hold a current/valid driver's license. No other drivers are allowed to operate county-owned vehicles unless specifically authorized to do so by supervisory staff. Authorized passengers shall only be employees of the HHSD or their guests/clients involved with official HHSD business. No other passengers are allowed to ride in vehicles unless specifically authorized to do so by supervisors.

- **Non-authorized passengers** include spouses or significant others, family members, children, pets, or any passenger not on official HHSD business.
- **Non-authorized drivers** include those who have been cited for three or more moving violations in a year, do not carry a valid driver's license, as well as those who have committed any action(s) that are detrimental to the function or public image of the HHSD.

Limited exceptions may be applicable for certain situations, such as if the vehicle is needed early in the morning for county business and the employee takes the car home the night before, or there's a visit late in the day and it's closer for the employee to go directly home afterwards rather than returning the vehicle first. This exception, with supervisory approval, will allow for employees to use county vehicles for limited personal use such as picking up a child after school.

From time to time, employees may need to use their personal vehicles for work-related activities. The Agency maintains adequate automobile liability insurance to protect itself and requires that employees who use their vehicles for work-related activities maintain automobile liability insurance to protect themselves. There may be instances when an employee does not believe it is safe to transport a client.

Declining Transportation of Client

At the time of pick up, the authorized driver should assess the following:

- The client's level of agitation, if any.
- Use of intoxicants.
- The possibility that the client has a weapon.
- Their own perception of a safety risk.

If the authorized passenger is assessed to be unsafe to transport, or the vehicle is assessed to be unsafe to operate, the authorized driver is prohibited from transporting the authorized passenger. The authorized driver should leave immediately and contact their supervisor or another member of the

management team, to state their concerns and develop a safety plan.

Driver Responsibilities:

- Ensure that all safety devices, including seat belts, are used by all vehicle occupants.
- Maintain a valid U.S. driver's license.
- Operate vehicles in accordance with federal, state and local regulations, traffic laws, and ordinances.
- Use safe driving practices at all times.
- Refrain from using cellular telephones, personal listening devices, and from conducting any other activities which may impede the ability to focus on safely operating the vehicle while it is in motion.
- Texting while operating a vehicle is illegal and specifically prohibited at all times.
- Report unsafe vehicle conditions or concerns promptly to the department's Administrative Assistant
- Report all accidents, license suspensions, and traffic violations (including parking violations) to supervisory personnel.
- Maintain the interior of the vehicle in a clean and orderly manner; do not leave trash, etc., in the vehicle. If bed bugs are of concern notify Building Services to coordinate with the pest control company.
- The use of alcohol or smoking in HHSD vehicles is strictly prohibited at all times.
- **Return vehicles with a full tank of fuel at all times.**
 - Vehicles should be filled using the Kwik Trip card located in a sleeve attached to the driver's side visor along with a PIN and instructions. If an exterior car wash is needed, one can be purchased with Kwik Trip card.
 - If the vehicle must be fueled out of town, and a Kwik Trip location is not nearby, the driver should pay for the fuel then, following the employee expense reimbursement policy, turn in the receipt with a monthly expense voucher for reimbursement.
- **It is essential that drivers enter use information on the Vehicle Log located in the car.** The log includes space to document the date, staff name, Business Unit, Sub Ledger (when applicable), Odometer start and stop, and dollar amount of gas purchased.



**Sheboygan County Health and Human Services
Vehicle Log**

Date	Staff Name	BU	Sub Ledger	Odometer Start	Odometer End	Gas purchased (enter \$ amt)

- **For drivers of non-HHSD specific cars,** forward receipts through interoffice mail to the Sheboygan County Purchasing Agent c/o Finance Department in the County Administration

Building.

- Drivers are responsible for the payment of any fines for traffic or parking violations associated with the use of any county-owned vehicles.

Appropriate Use of Vehicles:

- County-owned vehicles are to be used only to conduct official county business. Limited exceptions may be applicable for certain situations, such as if the vehicle is needed early in the morning for county business and the employee takes the car home the night before, or there's a visit late in the day and it's closer for the employee to go directly home afterwards rather than returning the vehicle first.
- Plan and combine all trips for maximum efficiency (e.g., within geographic areas) when their combination would result in fewer miles of travel as opposed to returning to the Department between each.
- All travel (local or out of county) is requested to be coordinated with others traveling to the same destinations as practical.
- Vehicles are not to be taken home or used for personal errands unless prior supervisory approval has been obtained.
- Damage/restoration costs resulting from unauthorized or illegal use of county vehicles will be the complete responsibility of the driver.

In Case of an Accident or Incident:

- If you are in an accident, a police report must be filed. Request that the attending officer file a written report, regardless of the extent of the damages. A copy of this report must be forwarded to the County Clerk's office as soon as possible with a copy to your supervisor.
- County insurance cards are located in the glove compartment of all vehicles
- Depending on the existence and severity of injuries, call 911. **Do not** move an injured person.
- Move the vehicle only when directed to do so or to avoid obstructing traffic when possible.
- Within 24 hours, report the accident to your supervisor.

In the event of an accident, do not debate or admit responsibility, and do not make statements to anyone except police/law enforcement, your supervisor, HHSD Management, Human Resources, or legal counsel.

In Case of a Break Down or Vehicle Maintenance Concern:

- If you experience mechanical failure, call the Sheboygan County Purchasing Agent at (920) 980-0043 for assistance.
- If after hours, or you cannot reach anyone, do what is necessary to rectify the problem. All associated costs will be reimbursed by the County. Turn any repair receipts in to your supervisor on your employee expense form.
- Bring any maintenance concerns to the attention of the County Purchasing Agent and HHS Operations Manager.

Article 4: Reservation Procedures

- Reservations are to be made through the Google calendar for any vehicle. Instructions for making reservations are located in Google training materials provided by IT, available here: Shared\SheboyganCounty\InformationSystems\Videos
- Make reservations at the earliest time possible in anticipation of required trips.
- Preference will be extended to staff traveling the furthest distance and may result in "bumping" of existing reservations. Bumps to reservations must involve direct notice to previously registered users and occur at least two business days before travel.
- Trips involving multiple staff may take priority if unavailability of a county vehicle would result in multiple individual mileage claims being made.
- Trips involving client's family and/or children take priority when reserving the van.
- If you require a vehicle and the county cars/vans are not available, send an e-mail to the Department's Administrative Assistant with the requested time/date/destination. The current reservations will be reviewed to determine if "bumping" should occur in accordance with the guidelines listed above.
- It is imperative to update previously made reservations if plans change to ensure maximum availability and efficient use of vehicles.

Keys for the vehicles at the main building are located in the north employee entrance hallway. Drivers are requested to document their use of vehicles on the user log hanging with the keys. **Keys** for the vehicle at the ADRC are located in the cabinet behind the receptionist desk. As there is a steady demand for vehicles, it is important that they are returned on time, as scheduled. If any return conflicts should arise, communication is crucial for those who hold future reservations.

Article 5: Vehicle Options

Pursuant to the approval of the Executive Committee, two vehicles in the Department's fleet will be made available without county logo identification. Their use is to be prioritized for circumstances requiring the protection of consumer privacy (e.g., when transporting consumers or making consumer home visits).

RELATES TO (POLICY/ STATUTE/ORDINANCE)

County Code of Ordinances Chapter 58

HR Policy 608

HR Policy 614

AGENCY MISSION, VISION, AND VALUES ASSESSMENT

All Sheboygan County Health and Human Services policies are written and reviewed in observance of Sheboygan County Health and Human Services Mission, Vision, and Values by the Policy Owner. Click this link to access the folder with the Assessment Tools: [Policy Assessment Tool Folder](#).

Approval Signatures

Step Description	Approver	Date
Policy Committee Review	Starrlene Grossman: Deputy Director - Hhs	05/2026
Policy Committee Review	Britney Damkot: Public Health Aide	05/2026
Annual Policy Review	Michelle Acevedo: Hhs Manager - Adrc	05/2026

COPY

Asset Number	Unit Number	Description	Date Acquired	Serial Number	License Number	Asset Cost
	ADRC	2025 Chrysler Voyager	12/1/2024			\$40,261.50
1017430	SLM-446	Bus ADRC (2015)	12/31/2015	1GB6GVBL9G1262599		\$ 78,841.00
1017365	447-1017365	Bus - ADRC (City \$\$) 2017	12/31/2017	1FDES8PVOHKB02781		\$ 60,795.50
1017689	448-1017689	Bus - ADRC (City \$\$) 2017	12/31/2017	1FDES8PVOHKB02782		\$ 60,795.50
1017720	449-1017720	Bus - ADRC 2017 (City)	12/31/2017	1FDE58PVOJKA16846		\$ 59,233.90
1017824	1017824	2019 Dodge Grand Caravan	12/21/2018	2C7WDGBG8KR538510		\$ 42,821.50
1017825	1017825	2019 Dodge Grand Caravan	12/21/2018	2C7WDGBGXKR538508		\$ 43,121.50
1017818	ADRC	2019 Ford Interceptor Utility	3/26/2016	1FM5K8AR7KGB45179		\$ 34,461.00

Asset Number	Unit Number	Description	Date Acquired	Serial Number	License Number	Asset Cost
		2025 Chrysler Voyager	12/1/2024			\$40,261.50
1017881	HHS4	Utility Interceptor HHS	9/26/2019	1FM5K8AB5LGA71328		\$ 38,953.00
1017882	1017882	Squad 2	2/21/2020	1FM5K8ABXLGA95303		\$ 38,953.00
1017883	1017883	Squad 3	2/21/2020	1FM5K8AB1LGA95304		\$ 38,953.00
1017947	1017947	Squad 3	4/1/2020	1FM5K8AB2LGB85612		\$ 39,328.00



*Division of Public Health
Health and Human Services Department*



May 19, 2026

TO: Health and Human Services Committee

FROM: Starrlene Grossman, Health Officer-HHS Deputy Director.

RE: Consideration of out of state travel for Chase Simonson

Dear Health and Human Services Committee:

The Division of Public Health, Environmental Health Program, has received funding through the Wisconsin Childhood Lead Poisoning Prevention Program (CLPPP) to attend a Lead Risk Assessor Initial training in White Bear Lake, MN on July 9 -10, 2026. The total amount of funding will cover the cost of the initial course (\$495.00) plus lodging for two nights.

The request for out of state training is in response to a recent change in Wisconsin. Wisconsin currently does not offer the initial Lead Risk Assessor training. In order to complete lead risk assessments for children with elevated blood lead levels, proper certification must be obtained. Sheboygan County DPH currently has two individuals who are properly certified, however, with a pending retirement, and increased lead work, an additional certified individual is needed.

I am requesting approval for Chase Simonson to attend the initial lead risk assessors training in MN. All expenses, with the exception of travel (county vehicle), will be paid by the Wisconsin Childhood Lead Poisoning Prevention Program.

Your consideration for approval of this request is greatly appreciated.

Respectfully,

Starrlene Grossman

Telephone (920)-459-3207
or 1-(800)-596-1919
Facsimile (920) 459-0529
TTD (920) 459-3258

Health and Human Services Building
1011 North 8th Street
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