

NOTICE OF MEETING

SHEBOYGAN COUNTY HEALTH & HUMAN SERVICES COMMITTEE

October 06, 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/85949525955?pwd=OGRJNFJlZXBKZit0TG03bkZlTmY5QT09>

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 15, 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.

Accounting Manager - Tara Duwe

Consideration of 2026 Budget Adjustments

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

Consideration of HHS Table of Organization Change

Child & Family Services Manager - Sarah Mueller

Consideration of 2026 Child & Family Services After Hours Compensation

Review and Approve Vouchers

Vouchers September 06 - September 19, 2026

Approval of Attendance of Members at Other Meetings or Functions

Reports on Meetings Attended

Adjournment

The next scheduled meeting will be October 20, 2026 at 8:30 AM.

Prepared by:

Cheryl Sohn
Recording Secretary

Bill Goehring
Committee Chairperson

Posted: October 02, 2026 at 4:00 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

**September 15,
2026**

Called to Order: 8:30 AM Adjourned: 9:00 AM

MEMBERS
PRESENT:
(in person)

Supervisor Bill Goehring, Supervisor Marilyn Montemayor, Supervisor Kurt Jensen, Supervisor Paul Gruber, Supervisor Joe Liebau Jr., Citizen Member Jeanne Kliejunas, Citizen Member Jean Beinemann

MEMBERS
PRESENT:
(via Zoom):

Secretary Wendy Schobert, Citizen Member Larry Samat

MEMBERS
EXCUSED:

ALSO PRESENT:
(in person)

Matthew Strittmater, Starrlene Grossman, Clarissa Roberts, Tara Duwe, Chris Xiong, Lindsay Rick, Cheryl Sohn, Jackie Moglowsky

ALSO PRESENT:
(via Zoom)

Supervisor Stephanie Arndt

Chairperson Bill Goehring called the meeting to order at 8:30 AM on September 15, 2026.

The Chairperson certified compliance with the open meeting law. The notice was posted at 3:45 PM on September 11, 2026.

Approval of Minutes for September 1, 2026

Supervisor Marilyn Montemayor moved to approve the minutes. Supervisor Paul Gruber seconded the motion. Motion carried with no nay votes.

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.

Assistant Behavioral Health Manager - Lindsay Rick
Consideration of Appointments to the Children's Community Options Program Advisory Committee

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

Accounting Manager - Tara Duwe
Consideration of 2026 Budget Adjustments

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

Accounting Manager - Tara Duwe
Presentation on Voucher Training

Review and Approve Vouchers
Vouchers August 23, 2026 - September 05, 2026

Supervisor Marilyn Montemayor moved to approve the vouchers. Supervisor Paul Gruber 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
Chairperson Bill Goehring moved to adjourn the meeting. Supervisor Marilyn Montemayor seconded the motion. Motion carried with no nay votes. Meeting adjourned at 9:00 AM on September 1, 2026.

The next scheduled meeting is Tuesday, October 6, 2026 at 8:30 AM.

Wendy Schobert, Committee Secretary

Cheryl Sohn
Recording Secretary



SHEBOYGAN COUNTY

Tara Duwe – Accounting Manager
Business & Administrative Services
Health & Human Services Department

To: Health & Human Services Committee

From: Tara Duwe, Accounting Manager

Date: 10/6/2026

RE: 2026 Budget Adjustments for Health & Human Services

2026 Budget Adjustment – Rural Health Transformation Grant

- Rural Health Transformation Grant
 - HHS has been awarded a new Rural Health Transformation Grant, with the grant period beginning October 1, 2026.
 - The 2026 budget will be adjusted to add the grant revenue and corresponding expenditures associated with the new grant.
 - The expenditure budget will be established to support the activities and allowable costs outlined in the grant agreement.
 - These adjustments will align the HHS budget with the newly awarded grant funding and anticipated 2026 activity.
 - The adjustment will maintain a balanced budget, as the additional expenditures are supported by the corresponding grant revenue and do not require an increase to the approved tax levy allocation.

1	Org	Object	Project	Account Name	Dr	Cr
	2334	511105	55014	Regular Wages	\$ 6,075.00	
	2334	512105	55014	Social Security	\$ 465.00	
	2334	512110	55014	Retirement (Employer)	\$ 419.00	
	2334	511192	55014	Admin Allocated Wages	\$ 490.00	
	2334	512192	55014	Admin Allocated Fringe	\$ 70.00	
	2334	551105	55014	Health Insurance	\$ 253.00	
	2334	551192	55014	Admin Allocated Emp Ins	\$ 15.00	
	2334	533455	55014	Licenses and Permits	\$ 2,000.00	
	2334	534105	55014	Rental of Building	\$ 600.00	
	2334	531505	55014	Client Service	\$ 250.00	
	2334	531840	55014	Telephone - Cellular	\$ 86.00	
	2334	533928	55014	Computer Sys Non-Capitalized	\$ 68.00	
	2334	531255	55014	Interpretation Services	\$ 200.00	
	2334	533205	55014	Mileage - Employee	\$ 250.00	
	2334	533110	55014	Printing	\$ 50.00	
	2334	533505	55014	General Supplies	\$ 250.00	
	2334	555120	55014	IT Allocation	\$ 245.00	
	2334	423525	55014	Rural Health Transform Grant		\$ 11,786.00
					\$ 11,786.00	\$ 11,786.00

REQUEST FOR CHANGE IN DEPARTMENTAL TABLE OF ORGANIZATION

Department: Health and Human Services	
Request Date: 9/22/2026	Effective Date: 12/1/2026

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
Community Outreach Specialist	2		2.0	3		3.0
TOTALS						

RATIONALE

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

The Rural Health Transformation Grant allows DPH to expand current service delivery for care coordination while providing funds to sustain current service delivery for the Community Health Worker Program. No property tax levy would be needed for this position.

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.)

Our program design emphasizes care coordination, case management and system navigation. The Position will help community members enroll in insurance, assist clients in navigating specialty care and coordinate preventative care opportunities such as immunization clinics and tuberculosis risk based screening events. Our Community Outreach Workers are trained to facilitate transportation, assist with basic needs, and navigate complex social service systems that often prevent rural and non-English-speaking residents from getting the care needed.

This position would be in the 120 Pay Grade

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.

Job Title	Cost- Rest of Year	Cost- Annual	Source of Funds
Community Outreach Specialist	\$5,926	\$71,113	Rural Health Transformation Funds

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.

The Rural Health Transformation Grant guarantees 5 years of funding for the Community Health Worker Program at approximately \$230,000 a year.

ACTION TAKEN

Department Head Signature Matt Phillips Date: 9-23-26

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.

Rev. 07/2023



SHEBOYGAN COUNTY

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

TO: Sheboygan County Human Resources Committee

FROM: Sarah Mueller, Child & Family Services Manager, Sheboygan County
Department of Health & Human Services

DATE: October 2, 2026

SUBJECT: Division of Child & Family Services After-Hours Compensation
Modification Approval Request

This memo is to request consideration of a modification to the current Child & Family Services After Hours compensation.

Our division is requesting permission to modify the compensation to pay double time for any time worked (not on-call time) on After Hours. This is how we currently compensate staff Friday at 4:30pm-Saturdays at 11:59pm. We are proposing we also do so for the remainder of the After Hours weekly schedule, Sundays at 12:00am-Fridays at 7:59am.

This would simplify the tracking, documenting, and approval of staff time both for the After Hours staff, supervisors and Finance staff.

We anticipate this change having little if any impact on our budget as the majority of the time we are already paying the time and a half for After Hours time worked and the extra half time on the back end of the work week when staff could use After Hours time worked with their regular work week which gave them the extra half time, equaling double time. Moving forward, staff will no longer be able to combine hours worked from After Hours time worked with their regular work week if they are paid double time Instead.

Thank you for your consideration of this request.



Origination 06/2006
Last N/A
Approved
Effective N/A
Last Revised N/A
Next Review N/A

Owner Corrie Wagner:
HHS
SUPERVISOR
- CFS
Area Child and Family Services
References 371-DSS

Child & Family Services After Hours Program

Purpose/Philosophy:

The Division of Child & Family Services (CFS) After Hours (AH) Program has been established to provide a system of After Hours coverage for referrals of alleged maltreatment of children, as well as custody intake coverage for youth requiring After Hours emergency secure or non-secure placements. Interventions are aimed at protecting children, and, whenever possible, promoting the integrity of the family as well as the protection of the community.

The After Hours Program is not intended to preclude a case manager already active with a case from intervening in a crisis situation, but rather to ensure that there is someone who can respond after regular business hours to the emergency call.

The After Hours Program typically operates through the use of volunteers from the Department, including both Child Protective Services (CPS) and Youth Justice (YJ) Case Managers who have worked at the agency for one year. Exceptions may be granted by CFS Administration around the required minimum experience with the agency.

If there are not enough volunteers to adequately support the After Hours Program, CFS Administration may consider alternative staffing options, including, but not limited to, requiring Case Managers within the CFS Division who live within a 30-minute radius of the Department to provide After Hours coverage on a rotating basis. Another alternative could be consideration given to allowing staff from other divisions who have prior CPS and/or YJ experience to participate in the CFS After Hours Program.

Goals and Objectives:

The primary goals and objectives of the CFS After Hours Program are as follows:

- To protect and control for the immediate safety of children alleged to be maltreated.
- To provide intervention in cases of alleged child maltreatment where safety is a primary concern.
- To determine whether there is probable cause to believe that a youth is within the jurisdiction of the court and whether it is necessary and legal to hold the youth in temporary physical custody.
- To determine where the youth should appropriately be held in custody if legal grounds exist and placement is necessary.

Overview of the System:

The CFS After Hours Program coverage relies primarily on the use of volunteer CPS and YJ Case Managers from the Department of Health and Human Services, Division of Child & Family Services. All hours other than 8:00 a.m. to 4:30 p.m., Monday through Friday (unless a holiday falls during that period) are broken down into 15.5 or 24-hour shifts, with one AH Case Manager assigned to be "on call" during each shift. Being "on call" is not part of the AH Case Manager's schedule for performing his or her regular work duties, but rather represents a formal commitment by the AH Case Manager to be available for child maltreatment crises and Youth Justice custody determinations during hours outside of his or her regular work schedule.

Annually, Case Managers interested in performing After Hours coverage shall review the After Hours policy and complete the After Hours sign-up form that is sent out to all CPS & YJ Case Managers between July–September each year indicating their desire to participate in the After Hours Program for the upcoming year. Staff interested in participating in After Hours are required to discuss their interest with their assigned supervisor prior to committing to After Hours. It should be noted that the After Hours schedule is established for the entire year. Case Managers choosing to participate in the After Hours Program commit to covering their scheduled days for the entirety of the following year, with exceptions being made for AH Case Managers who choose to end their employment with Sheboygan County, take a position outside the CFS Division, or with CFS Administration approval.

Program Components

Eligibility

A minimum of five (5) AH Case Managers are required to participate in the After Hours Program under the following conditions:

1. The Case Manager has been employed with Sheboygan County Health and Human Services for a minimum of 1 year (unless exceptions are granted by CFS Administration).
2. The Case Manager maintains satisfactory job performance with their regular daytime duties including, but not limited to, timely completion of all documentation, according to CFS Division Documentation Policy. Case Managers on any form of corrective action for documentation will not be allowed to participate in the After Hours Program until their supervisor and the Division Manager approve resuming After Hours duties.
3. The Case Manager attends all scheduled After Hours meetings, unless excused by a CFS Supervisor.

Assignment of Shifts

A schedule of After Hours duties is established covering a twelve (12) month period. CFS Administration will determine how After Hours scheduling occurs each year, as this depends on several factors including the number of staff participating in the After Hours program, their level of interest (full/part-time), etc.

After Hours assignments will be made on the basis of 7 shifts per week as follows:

Monday 4:30 p.m. to Tuesday 8:00 a.m.	(15.5 hours)
Tuesday 4:30 p.m. to Wednesday 8:00 a.m.	(15.5 hours)
Wednesday 4:30 p.m. to Thursday 8:00 a.m.	(15.5 hours)
Thursday 4:30 p.m. to Friday 8:00 a.m.	(15.5 hours)
Friday 4:30 p.m. to Saturday 8:00 a.m.	(15.5 hours)
Saturday 8:00 a.m. to Sunday 8:00 a.m.	(24 hours)
Sunday 8:00 a.m. to Monday 8:00 a.m.	(24 hours)

After Hours Orientation

Prior to an AH Case Manager beginning After Hours duties, the AH Program Supervisor will provide an orientation of the After Hours Program as an initial means of preparing the AH Case Manager to assume After Hours duties. The AH Case Manager must complete the following steps:

- Complete the After Hours orientation with the AH Program Supervisor (this will be held annually prior to January 1st). During this time, the After Hours policy/program procedures will be reviewed.
- Ensure any items needed to perform After Hours duties (placement paperwork, County issued laptop, After Hours phone/charger, etc.) are accessible. It is important that AH Case Managers are as prepared as possible to manage a variety of situations they may encounter while performing After Hours duties, and respond to these situations as expediently as possible.

Coverage Responsibilities

The law enforcement agency or dispatch center will contact the AH Case Manager via the After Hours on-call cell phone. The cell phone must be turned on at all times during After Hours shifts. The AH Case Manager can opt to use the After Hours on-call cell phone or can choose to have the After Hours cell phone transferred to their County issued work cell phone. Should the AH Case Manager choose the latter, it is their responsibility to communicate with either the Access Worker or AH Case Manager that is working the shift prior to them that they will need the After Hours phone number transferred to them.

Law enforcement agencies and the dispatch center are provided with a monthly calendar outlining the CFS After Hours schedule. The schedule includes the name, work cell phone and personal cell phone number of each AH Case Manager scheduled for each shift for the current month as well as how to access CFS After Hours Supervisors. In the event of an After Hours referral, the law enforcement agency will first try to reach the AH Case Manager through the After Hours cell phone. If there is not a response to the call within 15 minutes, the law enforcement agency or dispatch center will telephone the scheduled AH Case Manager's personal cell phone. If unable to reach the AH Case Manager via their personal cell phone, the law enforcement agency or dispatch center will then call the one of the on-call AH Supervisor. The AH Supervisor will then make a decision regarding the need for an immediate response. If an immediate response is needed, the AH Supervisor will contact another AH Case Manager to handle the situation.

Individuals in the After Hours Program need to be aware of their commitment to **respond immediately** to referrals if called. It is expected that After Hours staff are able to respond to the scene when necessary within 30 minutes. When scheduled for After Hours duties, the AH Case Manager is expected to carry the After Hours cell phone and be available **at all times**.

Coverage Changes

It is the responsibility of the scheduled AH Case Manager to be committed to providing coverage for After Hours duties. If the scheduled AH Case Manager finds that he or she is unable to work the assigned shift due to an emergency (i.e., illness, injury, etc.) and is unable to find a substitute, the AH Program Supervisor must be contacted as soon as possible so that he or she can assist in making arrangements for coverage.

If the AH Case Manager desires a schedule change for non-emergency purposes, that individual will reach out to other AH Case Managers to find coverage for that shift. Changes in coverage must be emailed to both CPS Access workers so that they can update the After Hours calendar.

General After Hours Wrap-Up Duties (see additional expectations below under heading "After Hours Responsibilities Specific to CPS & YJ")

- THE AH CASE MANAGER MUST TRANSFER THE AFTER HOURS PHONE TO THE ASSIGNED WORKER COVERING THE MORNING SHIFT AT 8:00AM
- During weekends (and some holidays), it is expected that the AH Case Manager completing an After Hours shift will contact the AH Case Manager assuming the subsequent shift for the purpose of providing an update of any pending/ongoing cases that may need continued service throughout the weekend. This contact is part of the preparation for assuming/ completing After Hours duties and is not a response to a referral.
- If a paid holiday is not a legal holiday (i.e., the day after Thanksgiving, December 24th) and a temporary physical custody (tpc) hearing is necessary, the AH Case Manager on duty the day of the hearing shall attend and cover the hearing.
- AH Hours Case Managers are expected to attend **ALL** After Hours meetings as scheduled unless approved. These meetings will provide an opportunity to discuss how calls were managed, and work through any concerns as well as evaluate system effectiveness. After Hours meetings are held virtually Mondays at 8:30am.

Miscellaneous

- It should be noted that while an AH Case Manager is performing After Hours duties, the AH Case Manager is not able to do other work related to their normal job functions. After Hours time and regular work time cannot overlap as staff cannot be dually compensated. Rare exceptions may be made with supervisor approval.
- If concerns arise regarding an AH Case Manager's performance of After Hours duties, it will be the responsibility of the AH Program Supervisor and the AH Case Manager's Supervisor to provide supervision and direction to the worker.
- After Hours compensation pay guide is attached to this policy

Supervisory Consultation

One CFS Supervisor from each program area (CPS and YJ) will be assigned on-call coverage on a weekly basis. On-call coverage will rotate among CFS Supervisors in each program area in one-week increments. Supervisor on-call coverage begins Monday at 4:30 p.m. and ends the following Monday at 8:00 a.m.

Supervisory consultation is available to the AH Case Manager at all times, including when there is a situation where the AH Case Manager needs guidance/direction. In addition, as needed, individual supervision meetings will be scheduled, as needed, to provide opportunities for problem-solving and emotional support.

When any of the following situations exist, an AH CFS Supervisor **must** be consulted:

1. Anytime the AH Case Manager is writing up a Protective Services report.
2. Anytime there is a need for a custody decision related to secure detention for a youth.
3. When there are multiple referrals, prioritization is needed.
4. When the situation is such that additional AH Case Managers are needed to assist in the response to the referral.
5. When another agency/department requests the AH Case Manager to take action with which the worker disagrees and the worker is unable to resolve the conflict.
6. When the AH Case Manager needs or wants guidance or direction.

After Hours Responsibilities Specific to CPS & YJ

Response to CPS Referrals

One of the primary functions of the AH Case Manager is to provide access services for child maltreatment referrals. When a referral is received by the AH Case Manager, several tasks need to be accomplished:

1. Gather and organize the referral information. In order to accomplish this, the AH Case Manager must utilize the Access Report form in eWiSACWIS or the Google document that is provided to all AH Case Managers. Utilization of this document will allow the AH Case

Manager to efficiently gather the information needed in order to respond most appropriately to the referral.

2. If the reporter is making a report of child abuse or neglect, the AH Case Manager will gather the necessary information and **immediately** call the AH CPS on-call Supervisor and inform them of the information received. At that time, the AH CPS on-call Supervisor will analyze the information provided, consider the presence of negative influences (present and impending danger threats) that are associated with the need for an urgent response, and give direction to the AH Case Manager as to how to proceed. The AH CPS Supervisor may ask questions and request additional information be obtained by the AH Case Manager. The AH CPS Supervisor may make a screening decision at the time of the report, if appropriate.
3. The AH Case Manager will write up the report **at the time of the call**. If written using the Google document, it will be emailed to all CPS Supervisors who screen as well as to both Access workers and the Division of Child & Family Services inbox (DSS inbox) by 8:00 a.m. the next business day.

Wrap-up of CPS After Hours Duties

At the conclusion of the After Hours shift, the following tasks must be taken care of prior to 8:00 a.m. or as specified on the next working day:

- Email any needed temporary physical custody (tpc) forms to Corporation Counsel by 8:15am.
- Communicate with the CPS Supervisor screening for the day as to who the case will be assigned to.
- Provide the original copy of the tpc form to the CFS Case Manager assigned to the case.
- Communicate any additional information to the assigned CFS Case Manager, if needed.

Response to Youth Justice Referrals

Consideration should be given to the following factors in deciding whether a juvenile should be released or held:

1. Nature of crime/level of dangerousness.
2. Juvenile's attitude.
3. Juvenile's level of remorse.
4. Parental attitude.
5. Law enforcement input, including any available prior history.
6. Content of any available Case Manager log notes. However, the lack of a log note does not necessarily mean that the youth should be released—that needs to be decided based on the current circumstances.
7. Intensive Supervision Services Program input, if applicable.
8. Ability to control for individual and community safety (taking into account 1-7).

Wrap-up of YJ After Hours Duties

At the conclusion of the After Hours shift, the following tasks must be taken care of prior to 8:00 a.m. or as specified on the next working day:

- Email any needed tpc forms and Victim Information Form (if applicable) to the District

Attorney's office by 8:15am.

- Communicate with YJ Intake Supervisor as to who the case will be assigned to.
- Communicate any additional information to the assigned YJ Case Manager, if needed.
- Provide the original copy of the tpc form and Victim Information Form (if applicable) to the assigned YJ Case Manager.
- If an assigned worker is not available (or expected to be soon), the assigned worker's supervisor or the back-up supervisor should be notified of the After Hours information by the AH Case Manager.
- If the case is not already assigned, the AH Case Manager gives the materials to the Youth Justice Intake Supervisor or back-up Youth Justice Ongoing Supervisor for assignment.
- If neither Youth Justice Supervisor is available, the AH Case Manager should provide the information to the Youth Justice Intake Case Manager covering that day.
- If particular information that may not be easily known from reading the documentation already written, an effort should be made to speak directly to the worker or supervisor, as available.

Out of Home Placements

When children are removed from the home, the decision regarding placement is the responsibility of the Department and cannot be delegated to any other entity. If a placement is going to be made in a setting other than a licensed foster home or Deland Receiving Home, the AH Case Manager must determine the appropriateness of the placement. The information needed to make this decision can be gathered from several sources (i.e. law enforcement records, CCAP, eWiSACWIS, etc.). In addition, the appropriateness of the placement should be evaluated, which requires conversation with the prospective caretakers and, at times, a visit to the home. Exceptions to any of this must be approved by a Supervisor.

Upon receiving a referral, the AH Case Manager should first consult the After Hours log for specific directions, if available, on how to manage that client's situation. If a log note has been entered and insufficient information is available to make a decision, contact the CFS AH Supervisor on-call to obtain case-specific information that could be useful in dealing with the matter and for further guidance.

If the situation involves the removal of several children and additional assistance is needed, the CFS AH Supervisor should be contacted to facilitate the request for additional assistance.

If the situation involves a request by law enforcement for possible non-secure or secure placement of a youth who has committed a delinquent act or who may run from non-secure custody, the AH Case Manager should follow the criteria established by State Statute to determine grounds for taking and holding a child in custody, as well as the Juvenile Court Intake guidelines and professional judgment. Log notes should be routinely checked. Unless other factors exist, the general presumption is that youth should be returned home. In reaching a decision, the AH Case Manager should speak with the youth and the youth's parents, if available, by phone, if not in person. This **must** be done if a placement is made. If the custodial parent cannot be contacted, the AH Case Manager may ask law enforcement for assistance in delivering a message to the home, if reasonable. If they cannot be reached via telephone and the hour is late, the AH Case Manager should commence efforts to reach the parent upon waking and continue until someone is reached, or the matter is turned over to an assigned Case Manager the next working day. **All Secure Detention placements require CFS Supervisor approval as well as face-to-**

face contact with the juvenile at the time of custody, except for if a capias is issued for which the judge has already ordered secure custody.

Runaways/Apprehensions from Group Homes: The AH Case Manager, not the facility staff, is responsible for immediately notifying the parent/guardian when a child or youth runs away from a group home. The AH Case Manager is also responsible for notifying the parent/guardian if and when the child or youth returns to the group home.

RELATES TO (POLICY/ STATUTE/ORDINANCE)

48.067 (1); 938.067 (1)

AGENCY MISSION, VISION, AND VALUES ASSESSMENTCopy Link

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](#).

Attachments

[Copy of After Hours Pay Guide \(double time\) \(1\).pdf](#)

Approval Signatures

Step Description	Approver	Date
Manager Approval	Sarah Mueller: HHS MANAGER - CFS	Pending
Annual Policy Review	Corrie Wagner: HHS SUPERVISOR - CFS	09/2026

After Hours Pay Guide (DRAFT)

- All hours worked for After Hours (not on call) duties are compensated at double time.
- All designated After Hours on-call carrying time (not worked) is compensated at staff's regular hourly wage, as outlined below

Sunday

*3 hours carrying time 8:00am Sunday-7:59am Monday

*double time for any time worked

Monday-Friday

*2 hours carrying time from 5:00pm the weekday-7:59am the following day

*double time for any time worked

Saturday

*3 hours carrying time 8:00am Saturday-7:59am Sunday

*double time for any time worked

HOLIDAYS:

- All hours worked on an actual holiday or observed holiday are paid at double time. Carrying time for an actual holiday and an observed holiday is 3 hours.

TIME WORKED:

- When an employee receives a call their working/productive time starts at the beginning of the call and extends through the end of the call. Time should be captured using the 7/8 rule in which you round to the nearest quarter hour. For example, a call lasting 22 minutes would be compensated for 15 minutes and a call lasting 23 minutes would be compensated for 30 minutes.
- If a call results in the employee needing to travel, the employee will be compensated for all time from the start of the call through the completion of work inclusive of travel to and from the call. Travel should be by the most direct route to and back.

MILEAGE REIMBURSEMENT:

- All After Hours time (carrying & time worked) and mileage should be billed to the After Hours business org which is 2503.

TIMESHEET COMPLETION/EXAMPLES:

*All After Hours time worked is compensated at double time and should be coded as 462 SS HSS- AFTER HOURS X2 with activity code 25000-2503-CFS AFTER HOURS

*For weeks where a holiday falls or a worker utilizes benefit time (sick/vaca), After Hours time worked will be compensated at double time and should be coded as 462 SS HHS-AFTER HOURS X2" with activity code 25000-2503-CFS AFTER HOURS.

Example #1: An AH Case Manager is on call Sunday and works 4 hours. The AH Case Manager is paid double time for the 4 hours worked on Sunday. The AH Case Manager then works their normally scheduled work week Monday through Friday.

	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Activity Code
Actual Worked Hours (between reg work week & AH)	4	8	8	8	8	8	0	
REGULAR - 100		8	8	8	8	8		VARIES BASED ON WORK TASK
OVERTIME - 200								HOME BUSINESS UNIT
SOCIAL WORKER ON CALL WEEKEND - 414	3							2500-2503-CFS AFTER HOURS
SOCIAL WORKER ON CALL HOLIDAY - 415								2500-2503-CFS AFTER HOURS
SOCIAL WORKER ONCALL WEEKDAY - 416								2500-2503-CFS AFTER HOURS
SS HHS- AFTER HOURS X2 - 462	4							2500-2503-CFS AFTER HOURS

Example #2: An AH Case Manager is on call on Tuesday. The AH Case Manager is called upon at 11:00pm and works a total of 30 minutes. The AH Case Manager receives 2 hours of carrying time. The AH Case Manager then utilizes 8 hours of vacation benefits on Friday.

	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Activity Code
Actual Worked Hours (between reg work week & AH)		8	8.5	8	8	0	0	
REGULAR - 100		8	8	8	8			VARIES BASED ON WORK TASK
OVERTIME - 200								HOME BUSINESS UNIT
VACATION - 300						8		NO ACTIVITY CODE NEEDED
SOCIAL WORKER ON CALL WEEKEND - 414								2500-2503-CFS AFTER HOURS
SOCIAL WORKER ON CALL HOLIDAY - 415								2500-2503-CFS AFTER HOURS
SOCIAL WORKER ONCALL WEEDKAY - 416			2					2500-2503-CFS AFTER HOURS
SS HHS- AFTER HOURS X2 - 462			.5					2500-2503-CFS AFTER HOURS

Example #3 An AH Case Manager is on call on Saturday. The AH Case Manager is called upon at 10PM and work until 1AM. The AH Case Manager receives 3 hours of carrying time. The AH Case Manager is paid double time for time worked during After Hours. The AH Case Manager then works their regular schedule the following Monday Through Friday.

Week #1 of example	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Activity Code
Actual Worked Hours (between reg work week & AH)	0	8	8	8	8	8	2	
REGULAR - 100		8	8	8	8	8		VARIES BASED ON WORK TASK
OVERTIME - 200								HOME BUSINESS UNIT
SOCIAL WORKER ON CALL WEEKEND - 414							3	2500-2503-CFS AFTER HOURS
SOCIAL WORKER ON CALL HOLIDAY - 415								2500-2503-CFS AFTER HOURS
SOCIAL WORKER ONCALL WEEKDAY - 416								2500-2503-CFS AFTER HOURS
SS HHS- AFTER HOURS X2 - 462							2	2500-2503-CFS AFTER HOURS

Week #2 of example	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Activity Code
Actual Worked Hours	1	8	8	8	8	8	0	
REGULAR - 100		8	8	8	8	8	0	VARIES BASED ON WORK TASK
OVERTIME - 200								HOME BUSINESS UNIT
SS HHS- AFTER HOURS X2 - 462	1							2500-2503-CFS AFTER HOURS

Example #4 An AH Case Manager is on call on Thursday. The AH Case Manager is called upon at 7:00pm, working a total of 1 hour. The AH Case Manager receives 2 hours of carrying time. The AH Case Manager opts to earn 1 hour of comp time for time worked during After Hours. The AH Case Manager works their regular schedule during the week.

	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Activity Code
Actual Worked Hours (between reg work week & AH)	0	8	8	8	9	8	0	
REGULAR - 100		8	8	8	8	8		VARIES BASED ON WORK TASK
OVERTIME - 200								HOME BUSINESS UNIT
SOCIAL WORKER ON CALL WEEKEND - 414								2500-2503-CFS AFTER HOURS
SOCIAL WORKER ON CALL HOLIDAY - 415								2500-2503-CFS AFTER HOURS
SOCIAL WORKER ONCALL WEEDKAY - 416					2			2500-2503-CFS AFTER HOURS
SS HHS- AFTER HOURS X2 - 462								2500-2503-CFS AFTER HOURS
DOUBLE TIME COMPENSATION EARN - 221					1			2500-2503-CFS AFTER HOURS

Example #5: An AH Case Manager is on call but does not receive any calls therefore no time is worked beyond carrying time. During their regular work schedule, they work 8.5 hours on Monday and 8 hours Tuesday-Friday. The additional 0.5 hour actually worked during the employee's regular work week would result in 0.5 hour of overtime on Friday.

	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Activity Code
Actual Worked Hours (between reg work week & AH)	0	8.5	8	8	8	8	0	
REGULAR - 100		8.5	8	8	8	8		VARIES BASED ON WORK TASK
OVERTIME - 200						.5		HOME BUSINESS UNIT

SOCIAL WORKER ON CALL WEEKEND - 414	3							2500-2503-CFS AFTER HOURS
SOCIAL WORKER ON CALL HOLIDAY - 415								2500-2503-CFS AFTER HOURS
SOCIAL WORKER ONCALL WEEDKAY - 416								2500-2503-CFS AFTER HOURS
SS HHS- AFTER HOURS X2 - 462								2500-2503-CFS AFTER HOURS

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