

## **SHEBOYGAN COUNTY HEALTH AND HUMAN SERVICES COMMITTEE MEETING**

Sheboygan County Health and Human Services Department  
1011 North 8<sup>th</sup> Street  
Sheboygan, WI 53081  
Room 413

**June 19, 2018**

**Called To Order: 8:30 a.m.**

**Adjourned: 9:40 a.m.**

**MEMBERS PRESENT:** Supervisor Brian Hoffmann – Chair, Supervisor Roger Otten – Vice Chair, Supervisor Curt Brauer – Secretary, Supervisor Thomas Epping, Supervisor Jim Baumgart, Supervisor Dawn Brulla, Ms. Jeanne Kliejunas, and Mr. Larry Samet

**ABSENT:** Mr. Craig Schicker

**ALSO PRESENT:** Tom Eggebrecht, Shannon Otten, Scott Shackelford, Tim Gessler, Diane Liebenthal, Jackie Moglowsky, and Diane Yass

Supervisor Hoffmann called the June 19, 2018 Health and Human Services Committee meeting to order at 8:30 a.m.

### **CERTIFICATION OF COMPLIANCE WITH OPEN MEETING LAW**

The Health and Human Services Department received an e-mail noting that the agenda for the June 19, 2018 meeting of the Health and Human Services Committee was posted on June 15, 2018 at 11:23 a.m., in compliance with the Open Meeting Law.

### **REVIEW AND APPROVE MINUTES: June 5, 2018 Health and Human Services Committee Meeting**

Supervisor Epping moved and Supervisor Otten seconded to approve the minutes of the June 5, 2018 Health and Human Services Committee. Motion carried unanimously.

### **ANNOUNCEMENTS AND CORRESPONDENCE**

Tom Eggebrecht thanked the committee members who were in attendance at the June 12<sup>th</sup> Health & Human Services Public Hearing – including Brian Hoffmann, Jeanne Kliejunas, Jim Baumgart, and Roger Otten. Tom also gave an overview of the meeting agenda, including a discussion from Scott Shackelford on efforts for a local CASA program, a vacant position request from Jackie Moglowsky, and a few items from Shannon Otten, including a request to change the table of organization, salary equity requests, and a new vacant position request.

### **PUBLIC INPUT**

None.

### **REPORT ON HEALTH & HUMAN SERVICES 2019 BUDGET HEARING**

Tom Eggebrecht presented an overview of issues raised at the Health & Human Services Public Hearing, held on June 12, 2018. Among the top themes were: caregiver wages and ability to attract and retain qualified staff, rural transportation needs for the elderly, expanding treatment efforts and alternatives to incarceration versus expanding jail facilities, and sexual offender supervised release. Discussion ensued and questions were answered.

**REPORT ON COURT APPOINTED SPECIAL ADVOCATES (CASA) FOR CHILDREN – Child & Family Services Manager Scott Shackelford**

Scott Shackelford provided some printed materials and a discussion on possible local expansion of Court Appointed Special Advocates (CASA) for Children. Due to recent efforts from Representative Katsma to secure funding to expand this program, Sheboygan County is among the areas being considered for program expansion.

The CASA agency works by training volunteers who are then appointed by a judge on behalf of children who are going through the court system. These volunteers meet on a weekly basis and offer separate reports on the child's wellbeing to the judges, intended to offer an unbiased perspective and additional support to children in need. A meeting in July has been scheduled with the County Administrator and local judges to move forward in the discussion.

**CONSIDERATION OF VACANT POSITION REQUEST – HUMAN SERVICES PROFESSIONAL – CHILD PROTECTION INTAKE – Child & Family Services Manager Scott Shackelford**

Scott Shackelford presented to the Committee a Vacant Position Request for a Human Services Professional – Child Protection Intake and explained the necessity of filling this position.

Supervisor Epping moved and Mr. Samet seconded to approve the Vacant Position Request for a Human Services Professional – Child Protection Intake. Motion carried unanimously.

**CONSIDERATION OF VACANT POSITION REQUEST — HUMAN SERVICES PROFESSIONAL – BEHAVIORAL HEALTH CASE MANAGER – Behavioral Health Manager Jackie Moglowsky**

Jackie Moglowsky presented to the Committee a Vacant Position Request for a Human Services Professional – Behavioral Health Case Manager and explained the necessity of filling this position.

Supervisor Epping moved and Supervisor Brauer seconded to approve the Vacant Position Request for a Human Services Professional – Behavioral Health Case Manager. Motion carried unanimously.

**CONSIDERATION OF REQUEST FOR CHANGE IN DEPARTMENTAL TABLE OF ORGANIZATION – Operations Manager Shannon Otten**

Shannon Otten presented to the Committee a Request for Change in Departmental Table of Organization, replacing the role of the Administrative Support Supervisor position with an HHSD Software Administrator Role.

Ms. Kliejunas moved and Supervisor Brauer seconded to approve the Request for Change in Departmental Table of Organization. Discussion ensued and questions were answered. Motion carried unanimously.

**CONSIDERATION OF VACANT POSITION REQUEST – HHSD Software Administrator – Operations Manager Shannon Otten**

Shannon Otten presented to the Committee a Vacant Position Request for an HHSD Software Administrator and explained the necessity of filling this position.

Ms. Kliejunas moved and Supervisor Baumgart seconded to approve the Vacant Position Request for an HHSD Software Administrator. Motion carried unanimously.

**CONSIDERATION OF SALARY/EQUITY ADJUSTMENT REQUEST – BUSINESS ANALYST  
– Operations Manager Shannon Otten**

Shannon Otten presented to the Committee a Salary/Equity Adjustment Request for the Business Analyst role and explained the additional responsibilities to support this pay increase.

Supervisor Brauer moved and Supervisor Otten seconded to approve the Salary/Equity Adjustment Request for the Business Analyst role. Motion carried unanimously.

**CONSIDERATION OF SALARY/EQUITY ADJUSTMENT REQUEST – SENIOR FINANCIAL  
ANALYST – Operations Manager Shannon Otten**

Shannon Otten presented to the Committee a Salary/Equity Adjustment Request for the Senior Financial Analyst role and explained the additional responsibilities to support this pay increase.

Mr. Samet moved and Supervisor Brauer seconded to approve the Salary/Equity Adjustment Request for the Senior Financial Analyst role. Ms. Kliejunas abstained from the vote, as she is a personal friend of this staff member receiving the pay adjustment. Motion carried unanimously.

**FINANCIAL STATEMENTS FOR YEAR-TO-DATE August 30, 2018 – Operations Manager  
Shannon Otten**

Shannon Otten presented to the Committee the financial statements for year-to-date April 30, 2018.

**REVIEW AND APPROVE VOUCHERS**

Supervisor Epping moved and Supervisor Otten seconded to approve the Health and Human Services vouchers as presented. Motion carried unanimously.

**APPROVAL OF ATTENDANCE OF MEMBERS AT OTHER MEETINGS OR FUNCTIONS**

The next Human Resources Committee meeting will take place on Thursday, June 28<sup>th</sup> at 3:30 PM in the Administration Building, Room 302. Ms. Kliejunas moved and Supervisor Baumgart seconded to approve attendance, if desired, at this meeting.

**ADJOURNMENT**

At 9:40 a.m., Supervisor Epping moved and Ms. Kliejunas seconded to adjourn the June 19, 2018 Health and Human Services Committee Meeting. Motion carried unanimously.

Victoria Deterding  
Recording Secretary

Curt Brauer  
Committee Secretary