

SHEBOYGAN COUNTY HEALTH AND HUMAN SERVICES COMMITTEE MEETING

Sheboygan County Health and Human Services Department
1011 North 8th Street
Sheboygan WI 53081
Room 413

February 4, 2014

Called To Order: 8:16 A.M.

Adjourned: 9:55 A.M.

MEMBERS PRESENT: Supervisor Peggy Feider – Chair; Supervisor Vernon Koch – Secretary; Supervisor Roger Otten, Supervisor Brian Hoffmann, Supervisor Jacob Van Dixhorn, and Mr. Curtiss Nyenhuis

MEMBERS ABSENT: Supervisor Kristine Wheeler – Vice Chair; Ms. Barbara Dodge, and One Citizen Representative

ALSO PRESENT: Tom Eggebrecht, Martin Bonk, Tim Gessler, Jean Beinemann, Shannon Otten, Kris Schmidt, and Carol Bukovic

Supervisor Feider called the meeting to order at 8:16 a.m.

Supervisor Feider informed the Committee that Ms. Dodge is excused from today's Health and Human Services Committee Meeting.

CERTIFICATION OF COMPLIANCE WITH OPEN MEETING LAW

The Health and Human Services Department received an e-mail noting that the agenda for the February 4, 2014 meeting of the Health and Human Services Committee was posted on January 30, 2014, at 11:15 a.m., in compliance with the Open Meeting Law.

REVIEW AND APPROVE MINUTES: January 21, 2014 Health and Human Services Committee Meeting

Mr. Nyenhuis moved and Supervisor Van Dixhorn seconded to approve the minutes of the January 21, 2014 Health and Human Services Committee Meeting. Motion carried unanimously.

ANNOUNCEMENTS AND CORRESPONDENCE

Tom Eggebrecht welcomed Jim TeBeest, Amy Culver, and Kris Schmidt to today's Health and Human Services Committee Meeting.

Martin Bonk introduced Patrick Leichtnam, Stacy Casper, Lydia Hanson, and Krysta Hoffmann to the Health and Human Services Committee. Patrick joins the Department as a Social Worker in the Child Protective Services Intake Unit. Stacy, Lydia, and Krysta join the Department as Social Workers in the Child Protective Services Ongoing Unit.

Supervisor Hoffmann arrived for today's meeting at 8:22 a.m.

Tom Eggebrecht informed the Committee that Dr. Carolyn Baxter informed Tom of her intent not to continue her services with the Department. Tom informed the Committee that he has been in contact with Dr. Knoedler who indicated he would be willing to come back on a limited term, part-time basis to see patients. Tom also indicated he will be inquiring of Dr. Grimm if she

would be willing to pick up some more hours as currently she is only here one day a week. In the meantime, recruitment of a psychiatrist is in process once again.

Tom Eggebrecht informed the Committee that last week was the kick-off meeting of our new software implementation. Tom informed the Committee that the software vendor will be onsite the week of February 17th for discovery purposes. Tom indicated significant preparation work will be involved in getting the new software program up and running and the plan is to have the new software program implemented by the end of 2014.

Jean Beinemann informed the Committee that there was an article in *The Sheboygan Press* regarding retailers selling tobacco to minors. There was a slight increase in sales to minors in 2013 compared to 2012. Jean informed the Committee that Public Health continues to educate retailers to not sell tobacco products to minors.

BUILDING RENOVATION UPDATE – Jim TeBeest

Jim TeBeest informed the Committee that bids for the building renovation are due on February 18, 2014, and will be on the Property Committee's March 4, 2014 meeting agenda to approve the contractor for the project.

Jim TeBeest and Tom Eggebrecht then showed a PowerPoint of historical views of the building and what the building will look like after the renovation is completed.

Jim TeBeest informed the Committee that construction will commence on March 11, 2014 but, ideally, he would like construction to wait until the frost is completely out of the ground. The first phase of the project should be completed sometime in August or September with the second phase completed by the end of December 2014. A possible extension may be requested to comply with the plans.

Jim TeBeest presented a brief update on the Aging and Disability Resource Center canopy project. State money was able to be carried over into 2014 to get the canopy done right. Also, if funding is available, the plan is to add a vestibule to the building to provide a thermal barrier between the entrance and offices.

CONSIDERATION OF SUPPORT FOR MENTAL HEALTH SUMMIT – Amy Culver

Amy Culver informed the Committee that she is on the planning committee for the Mental Health Summit that will be occurring on March 21, 2014 at Blue Harbor Resort. The Mental Health Summit is a community conversation on the gaps in mental health services. At this summit, the top five gaps will be identified and a plan developed for how they might be addressed. Amy informed the Committee that the United Way has already committed to focusing on one of the five gaps during 2014. Amy said the Mental Health Summit will help with planning our future plans and programs for our mentally ill clients. Three clients of this Department will be articulating their success stories with their mental illness.

Amy Culver then presented a budget summary for the Mental Health Summit. Currently, there is a \$2,700.00 shortfall. The United Way and Mental Health America have asked the Health and Human Services Department if they could help make up this shortfall. The money would come out of the Department's consulting budgeted amount. Tom Eggebrecht informed the Committee he felt comfortable offering \$2,500.00 to make up a portion of the shortfall, but does need Committee approval before moving forward.

After questions were answered and discussion, it was the consensus of the Committee to express their commitment to the project but to wait until the other organizations have firmed up their donations. Amy will keep Tom updated on the Mental Health Summit budget and this item will be brought back to the Committee for consideration.

CONSIDERATION OF HEALTH AND HUMAN SERVICES TRAVEL POLICY – Shannon Otten

Shannon Otten distributed to the Committee an expenditure sheet comparing the cost of utilizing the county vehicles compared to utilizing leased vehicles and staff's personal vehicles. Based on 2013, the total cost of utilizing county vehicles was \$42,671.39 and the cost of utilizing personal vehicles for the same miles would be \$124,393.59. If vehicles were leased, the projected cost would be \$63,671.39.

Tom Eggebrecht indicated he was unable to connect with Corporation Counsel Carl Buesing on the issue of required use of county vehicles. Tom indicated he would be inclined to have the policy indicate that county vehicles are available and encouraged to be utilized, but not required. Tom also indicated he will still reach out to Corporation Counsel Buesing on the issue of utilizing a county vehicle for personal use such as picking a child up from daycare, etc., that may be taken home the evening before if there is a need to leave early the next morning. Tom then indicated that this policy will be revisited once current vehicles are recycled and new ones are received.

Supervisor Koch left the meeting at 9:20 a.m.

Supervisor Feider requested of Tom to share cost information with staff when encouraging county vehicle use.

Tom also informed the Committee that that he is asking the Committee's approval on having two of the five vehicles not contain the Sheboygan County logos on them as it technically violates confidentiality requirements when workers use vehicles for home visits. Tom indicated he has discussed this issue with County Administrator Adam Payne, and County Administrator Payne is on board with not having the logos on two vehicles.

After some discussion, Supervisor Hoffmann moved and Supervisor Otten seconded to approve the County Vehicle Policy with the change that county cars are available and are encouraged to be utilized instead of required to be utilized and that two county vehicles not have Sheboygan County logos on them. Motion carried unanimously.

CONSIDERATION OF NOVEMBER 2013 FINANCIAL STATEMENT – Carol Bukovic

Carol Bukovic presented the financial statement for year-to-date November 30, 2013.

After questions were answered, Mr. Nyenhuis moved and Supervisor Hoffmann seconded to approve the financial statement for year-to-date November 30, 2013. Motion carried unanimously.

REVIEW OF COMPENSATORY TIME POLICY FOR AFTERHOURS – Martin Bonk

Martin presented the Compensatory Time/Overtime Policy to the Committee. In November 2012, the Human Resources Committee originally granted approval for a Compensatory Time Policy for the Afterhours Coverage program of the Division of Social Services for a period of six months. This approval was extended by the Human Resources Committee for another six months on June 12, 2013. Martin is respectfully requesting of the Committee to approve this

Compensatory Time Policy for Afterhours be allowed to once again go before the Human Resources Committee so he can request another six-month extension.

After discussion, Supervisor Otten moved and Supervisor Van Dixhorn seconded to approve that Martin request the Human Resources Committee to extend the Compensatory Time Policy for Afterhours for another six months. Motion carried unanimously.

WHEAP UPDATE – SERVICES FOR PROPANE CUSTOMERS – Tim Gessler

Tim Gessler and Kris Schmidt updated the Committee on the Wisconsin Home Energy Assistance Program (WHEAP) services for propane customers. Kris informed the Committee that the Division of Energy Services has released additional funding to help support low-income Wisconsin residents who use propane to heat their homes.

Household with incomes at or below 60% of the state median income (\$47,485 annually for a family of four) may qualify for assistance under WHEAP. Keep Wisconsin Warm is providing assistance for families with incomes at or below 80% of the state median income. Economic Support sends payment directly to the propane vendor to get propane to these households. They are also suggesting that households call propane vendors when their tanks are 30% full for a refill of propane and to keep their heat turned down.

As of January 31, 2014, the cost of propane was \$3.99 per gallon compared to \$5.50 to 5.70 per gallon in previous months. As of September 1, 2013, Sheboygan County Economic Support serviced 82 propane households and they were able to utilize crisis benefits for 14 of those households.

If households are in a crisis due to the propane shortage and cost, they should call (920)459-3207 to schedule a same-day crisis appointment.

REVIEW AND APPROVE VOUCHERS

After questions were answered, Supervisor Otten moved and Supervisor Hoffmann seconded to approve the expense vouchers as presented. Motion carried unanimously.

APPROVAL OF ATTENDANCE OF MEMBERS AT OTHER MEETINGS OR FUNCTIONS

Supervisor Hoffmann moved and Supervisor Van Dixhorn seconded to approve the attendance of the following Committee members to the following meeting:

- **February 12, 2014**: Human Resources Committee Meeting – Any Health and Human Services Committee Member interested in attending

Motion carried unanimously.

PUBLIC INPUT ON AGENDA ITEMS

None.

PUBLIC INPUT ON NON-AGENDA ITEMS

Supervisor Hoffmann inquired of the result of the closed session at the January 21, 2014 Health and Human Services Committee Meeting. Tom informed the Committee that the current compensation Ordinance does not allow a variance for position grading. However, the Human Resources Department is in pursuit of recruiting a consultant to conduct another wage study which should be completed by July. Tom will revisit the issue at that time.

REQUESTS FOR FUTURE AGENDA ITEMS

- Purchase of Service Vendor Review
- Chapter 51/Chapter 55 Placements

ADJOURNMENT

At 9:55 a.m., Supervisor Hoffmann moved and Supervisor Van Dixhorn seconded to adjourn the February 4, 2014 Health and Human Services Committee Meeting. Motion carried unanimously.

Julie Schaefer
Recording Secretary

Vernon Koch
Committee Secretary