

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

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

**October 5, 2010**

**Called To Order: 8:00 A.M.**

**Adjourned: 10:00 A.M.**

**MEMBERS PRESENT:** Supervisor Peggy Feider – Chair; Supervisor Vernon Koch – Secretary; Supervisor John Van Der Male, Supervisor Roger Otten, Supervisor Jacob Van Dixhorn, Mr. Curtiss Nyenhuis, and Mr. Eldon Burg

**MEMBERS ABSENT:** Supervisor Kris Wheeler – Vice Chair; and Dr. Philip Walker

**ALSO PRESENT:** Tom Eggebrecht, Joan Kettermann, Elizabeth Mahloch, Martin Bonk, Dale Hippensteel, Diane Liebenthal, Carol Bukovic, Kim Pagel, Supervisor Michael Vandersteen – County Board Chair; and Julie Schaefer

Supervisor Feider called the meeting to order at 8:00 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 October 5, 2010 meeting of the Health and Human Services Committee was posted on September 30, 2010, at 9:45 a.m., in compliance with the Open Meeting Law.

### **REVIEW AND APPROVE MINUTES: September 21, 2010**

Supervisor Van Der Male moved and Mr. Nyenhuis seconded to approve the minutes of the September 21, 2010 Health and Human Services Committee meeting. Motion carried.

### **ANNOUNCEMENTS AND CORRESPONDENCE**

Tom Eggebrecht informed the Committee that the next meeting of the Health and Human Services Committee will be held at Deland Receiving Home. The Veterans Service Office Meeting with the Health and Human Services Committee will be held at 8:15 a.m., and the Health and Human Services Committee Meeting will be held at 8:30 a.m. or immediately following the meeting with the Veterans Service Office. Deland Receiving Home is located at 824 Kentucky Avenue in Sheboygan.

Tom Eggebrecht informed the Committee he is anticipating that Noel Ryder from Lakeshore Community Action Program will be presenting to the Committee at a November meeting.

Tom Eggebrecht informed the Committee that he has been communicating with Michael Taubenheim regarding holding joint meetings with the Health and Human Services Committee and the Health Care Center Committee. After discussion, it was the consensus of the Committee to hold these joint meetings on the fifth Tuesday of months that have five Tuesdays. Tom will relay this request to Michael Taubenheim and will get back to the Committee with a final decision.

Tom Eggebrecht informed the Committee that the Wisconsin Counties Association will be putting on an educational seminar on November 15, 2010 in Stevens Point. Information on this seminar will be forwarded to the Committee.

Tom Eggebrecht informed the Committee that County Administrator Adam Payne asked the Health and Human Services Department, Rocky Knoll, and the Highway Department to adjust their budgets to meet a 2.65 percent tax levy target for 2011. Health and Human Services removed the allocation for Wisconsin Communities Services from their budget as the Sheriff's Department had this item already allocated in their 2011 budget.

Tom informed the Committee that in their packets is a set of minutes from the September 8, 2010 Sheboygan/Ozaukee Counties Family Care Advisory Committee Meeting for their review.

Martin Bonk passed out an article from the Milwaukee Journal Sentinel illustrating how complex the problem of ensuring children's well-being is when taken from their homes.

#### **CONSIDERATION OF MONROE COUNTY BOARD OF HEALTH RESOLUTION AUTHORIZING FINANCIAL SUPPORT OF LOCAL PUBLIC HEALTH BY THE STATE OF WISCONSIN**

Dale Hippensteel gave the background on the development of this Resolution. This Resolution was referred to the Health and Human Services Committee by the County Board. Dale informed the Committee that Sheboygan County does receive some funding to cover a portion of the costs of communicable disease prevention and control. After much discussion, Mr. Nyenhuis moved and Supervisor Otten seconded to file the Resolution. Motion carried.

Dale will follow up with Monroe County to explain why Sheboygan County is filing this Resolution.

#### **REPORT ON WOMEN, INFANTS, AND CHILDREN (WIC) PROGRAM, REMODELING PROJECT AND TOUR OF CURRENT WIC SPACE**

Diane Liebenthal gave an overview of the Women, Infants, and Children (WIC) Program. This program provides food and nutrition information to help keep pregnant and breastfeeding women, infants, and children under five years of age healthy and strong.

Diane Liebenthal indicated the Department has access to grant funds that could be applied to complete a remodel of the WIC Program area, including architectural design fees. These grant funds must be expended by December 31, 2010. An architect has looked at the area to come up with redesign ideas.

A tour of the WIC Program area will be given after adjournment of today's meeting.

#### **DISCUSSION OF JOINT MEETING WITH PROPERTY COMMITTEE TO ADDRESS ADDITIONAL HEALTH AND HUMAN SERVICES INFRASTRUCTURE NEEDS**

Tom Eggebrecht brought this issue back from the September 21, 2010 Health and Human Services Committee Meeting. Tom informed the Committee that he would like to see a replacement schedule set up for basic maintenance infrastructure of this building, i.e. carpet replacement, light replacement, and painting. Tom also would like to go ahead with an architect's study in preparation for a possible five year plan request to remodel the Department's lobby. In follow-up to a suggestion of holding a joint meeting with the Property Committee made at the Committee's last meeting, Tom informed the Committee that the Property Committee meets on the first and third Tuesdays at 4:30 p.m.

County Board Chair Supervisor Michael Vandersteen informed the Committee to move forward, the Health and Human Services Committee would need to approve funding and, if approved, this would then be forwarded to the Finance Committee for their approval. If the request is approved by the Finance Committee, then a joint meeting between the Health and Human Services Committee and the Property Committee could occur.

Tom informed the Committee that, at an upcoming meeting, he will present to the Committee estimates of the cost of the architect's study and infrastructure redesign plans. This item will be brought back to the Committee for future discussion.

**REVIEW AND APPROVE VACANT POSITION ANALYSIS (VPA) FOR A COMMUNITY SUPPORT PROGRAM SPECIALIST AND ANY SUBSEQUENT VACANCIES THAT MAY OCCUR IN THE FILING OF THE POSITION – DIVISION OF COMMUNITY PROGRAMS AND ELDER SERVICES**

Joan Kettermann informed the Committee that Deb Wentz resigned her position as a Community Support Program Specialist effective September 30, 2010.

Joan presented to the Committee a Vacant Position Analysis (VPA) for a Community Support Program Specialist and explained the necessity of filling this position.

After discussion, Mr. Burg moved and Supervisor Otten moved to approve the Vacant Position Analysis (VPA) for a Community Support Program Specialist and forward this request to the Human Resources Committee. Motion carried.

Joan then presented another Vacant Position Analysis (VPA) for a Mental Health Specialist and explained the necessity of filling this position.

After discussion, Mr. Nyenhuis moved and Supervisor Van Der Male seconded to approve the Vacant Position Analysis (VPA) for a Mental Health Specialist, should the need arise, and forward this request to the Human Resources Committee. Motion carried.

**REVIEW AND APPROVE PROMOTION REQUEST OF A SOCIAL SERVICES I TO A SOCIAL SERVICES II – DIVISION OF SOCIAL SERVICES**

Martin Bonk informed the Committee that Greta Hemb has met the requirements to be promoted from a Social Services Aide I to a Social Services Aide II.

After discussion, Mr. Nyenhuis moved and Supervisor Koch seconded to approve the promotion of Greta Hemb from a Social Services Aide I to a Social Services II effective October 5, 2010 and forward this request to the Human Resources Committee. Motion carried.

**DISCUSSION OF REPLACEMENT OF COMMUNITY PROGRAMS MANAGER POSITION**

Tom Eggebrecht informed the Committee in light of Joan Kettermann's upcoming retirement, he is making preparations for her replacement. Tom informed the Committee that he would like to change the Division of Community Programs and Elder Services Manager position to a Deputy Director position. The Deputy Director would still manage the Division of Community Programs and Elder Services' programs but would, in addition, work towards creating efficiencies and improved integration between the divisions within Health and Human Services. Tom informed the Committee that this would involve a Table of Organization change. This item will be revisited for future discussion.

## **REVIEW AND APPROVE AUGUST FINANCIAL STATEMENT – CAROL BUKOVIC**

Carol presented the Financial Statement for year-to-date August 31, 2010.

After discussion, Mr. Burg moved and Supervisor Van Dixhorn seconded to approve the Financial Statement for year-to-date August 31, 2010.

## **REVIEW AND APPROVE HEALTH AND HUMAN SERVICES CONTRACT POLICY ON VENDOR PROFIT AND RESERVES – CAROL BUKOVIC**

Carol Bukovic presented a Provider Contract Reserve Clause to the Committee.

The Reserve clause refers to providers (For-Profit or Non-Profit) that contract to provide client services on the basis of a unit rate per client service. Rate-based service means a service or group of services, that is reimbursed through a prospectively set rate for specified services that funds are provided. The process of establishing rates for services is driven by two main items: (1) the estimated cost of providing services and (2) the estimated number of recipients of services. Per State Statutes, the maximum allowable for For-Profit agencies on an annual basis is determined by applying a percentage equal to 7 ½% of net allowable operating costs. All other profit is unallowable. For Non-Profit agencies, reserves may be retained, in accordance with Statutory provisions to accumulate funds not to exceed 10% of the amount of all current contracts for that rate-based service. The provider shall return to the purchaser the share of excess exceeding the limit and use any of the excess that is not returned to a purchaser to reduce the provider's unit rate per client for that rate-based service in the next contract period. Carol informed the Committee this Clause will be sent as a contract addendum to all purchase of services contract providers for 2011.

Carol also presented a comparison of reserve guidelines set by Brown, Manitowoc, Oconto, and Waupaca counties.

After discussion, Mr. Nyenhuis moved and Supervisor Van Der Male to set the Reserve Guideline rates for For-Profit agencies at 5% and Non-Profit agencies at 2% for 2011. Motion carried.

## **REVIEW AND APPROVE VOUCHERS**

Supervisor Koch moved and Supervisor Van Der Male seconded to approve the expense vouchers as presented. Motion carried.

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

Supervisor Van Der Male moved and Supervisor Otten seconded to approve the attendance of the following Committee members at the following meeting:

- **September 21, 2010 – SHEBOYGAN COUNTY FINANCE COMMITTEE MEETING –**  
Supervisor Feider, Supervisor Wheeler, Supervisor Koch, Supervisor Van Der Male, Supervisor Otten, Supervisor Van Dixhorn, and Mr. Nyenhuis.

Motion carried.

## **PUBLIC INPUT ON AGENDA ITEMS**

None.

## **PUBLIC INPUT ON NON-AGENDA ITEMS AND REQUESTS FOR FUTURE AGENDA ITEMS**

None.

### **REQUEST FOR FUTURE AGENDA ITEMS**

- Purchase of Service Vendor Review
- Revisit Virchow Krause Report
- Revisit 2010 Goals and Objectives for the Health and Human Services Department
- Report on the October 6, 2010 Transportation Coordinating Committee by Mr. Nyenhuis

### **ADJOURNMENT**

At 10:00 a.m., Supervisor Van Der Male moved and Supervisor Koch seconded to adjourn the Health and Human Services Committee Meeting. Motion carried.

A tour of the Women, Children, and Infants (WIC) Program took place.

Julie Schaefer  
Recording Secretary

Vernon Koch  
Committee Secretary

NOT FOR JOURNAL