

NOTICE OF MEETING

SHEBOYGAN COUNTY HEALTH AND HUMAN SERVICES COMMITTEE

Tuesday, June 4, 2013

8:15 A.M.

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

AMENDED AGENDA

Call to Order

Certification of Compliance with Open Meeting Law

Review and Approve Minutes: May 21, 2013 Health and Human Services Committee Meeting

Announcements and Correspondence

Consideration of Resolution No. 04 – Authorizing and Directing the Finance Committee and Finance Director to Transfer Fund Balance from Health and Human Services to Capital Project Fund Balance

Tuberculosis (TB) Update – Division of Public Health

Review and Approve Public Health Consolidated Vacant Position Analysis (VPA) for Limited Term Employees (LTE's) – TB Program – Dale Hippensteel

Review and Approve Vacant Position Analysis (VPA) for a Social Worker I, II, III, III MA/MS – Division of Social Services – Martin Bonk

Update on Wisconsin County Human Services Association (WCHSA) Planning for Human Services Redesign – Tom Eggebrecht

Review and Approve Vouchers

Approval of Attendance of Members at Other Meetings or Functions

Public Input on Agenda Items – There may be a time limit due to those present.

Public Input on Non-Agenda items – (Public Input on Non-Agenda matters will be received, but the Committee is not permitted to take action on any item that is not specifically listed on this agenda). There may be a time limit due to those present.

POSTED
05.31.13
4:30 PM

Request For Future Agenda Items

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

Adjournment

Drafted by: Julie Schaefer
Secretary

Approved by: Supervisor Kris Wheeler
Vice-Chair, Health and Human Services Committee

Tom Eggebrecht
Health and Human Services Department Director

Note: Persons with disabilities needing assistance to attend or participate are asked to notify Julie Schaefer, (920) 459-3176, prior to the meeting so that accommodations can be arranged.

A majority of the members of the County Board of Supervisors or of 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.

NOTES:

Thursday, June 6, 2013:

Leadership Forum

Thursday, June 6, 2013:

Wisconsin County Human Services Association Executive Committee Meeting – Stevens Point

Monday, June 10, 2013:

Legislative Breakfast

Tuesday, June 18, 2013:

Veterans Service Office Meeting with the Health and Human Services Committee – Health and Human Services Building – Room 413 – 8:15 a.m.

Tuesday, June 18, 2013:

Health and Human Services Committee Meeting – Health and Human Services Building – Room 413 – 8:30 a.m. or immediately following meeting with the Veterans Service Office

Tuesday, June 18, 2013:

County Board Meeting – 6:00 p.m.

Tuesday, July 2, 2013:

Health and Human Services Committee Meeting – Health and Human Services Building – Room 413 – 8:15 a.m.

SHEBOYGAN COUNTY HEALTH AND HUMAN SERVICES COMMITTEE MEETING

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

May 21, 2013 **Called To Order: 8:16 A.M.** **Adjourned: 10:10 A.M.**

MEMBERS PRESENT: Supervisor Kristine Wheeler – Vice Chair; Supervisor Vernon Koch – Secretary; Supervisor Jacob Van Dixhorn; Supervisor Brian Hoffmann, Supervisor Roger Otten, Mr. Curtiss Nyenhuis, and Ms. Barbara Dodge

MEMBERS ABSENT: Supervisor Peggy Feider – Chair and One Citizen Representative

ALSO PRESENT: Tom Eggebrecht, Martin Bonk, Dale Hippensteel, Elizabeth Mahloch, Carol Bukovic, Julie Schaefer, Mayor Michael Vandersteen, County Administrator Adam Payne, Division of Public Health Northeast Regional Director Dennis Hibray, and Northeast Region Health Nurse Consultant Karlyn Raddatz.

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

Supervisor Wheeler informed the Committee that Supervisor Feider is excused from today's 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 May 21, 2013 meeting of the Health and Human Services Committee was posted on May 16, 2013, at 10:30 a.m., in compliance with the Open Meeting Law.

REVIEW AND APPROVE MINUTES: May 2, 2013 Health and Human Services Committee Meeting

Ms. Dodge moved and Supervisor Koch seconded to approve the minutes of the May 2, 2013 Health and Human Services Committee Meeting. Motion carried unanimously.

ANNOUNCEMENTS AND CORRESPONDENCE

Tom Eggebrecht welcomed Mayor Vandersteen to today's Committee Meeting.

Tom Eggebrecht informed the Committee that Supervisor Feider is doing well after undergoing double knee replacement.

Tom Eggebrecht informed the Committee that Elizabeth Mahloch was honored with an Exemplary Service Award at the Wisconsin County Human Services Association Conference in Wisconsin Dells on May 8, 2013. Elizabeth's years of service and her contributions to the preservation of publically provided economic support services, not only for the benefit of Sheboygan County but for all county departments and service recipients across the State, were deservedly recognized by the association and its members.

Tom Eggebrecht expressed his thanks to Supervisor Otten and Supervisor Hoffmann for their attendance at the Property Committee Meeting on May 7, 2013. Tom felt the Property Committee was overall supportive of the proposed addition to the Health and Human Services Building. Supervisor Otten indicated that Tom gave an excellent presentation to the Property Committee on justifying the proposed addition.

Tom Eggebrecht informed the Committee, relative to Property Committee Meeting, the County has partnered with the Harbor Centre Business Improvement District to open the Health and Human Services Department's parking lot on Wednesday evenings for the Farmer's Market. This should not interfere with the Department's business operations.

Tom Eggebrecht welcomed Dennis Hibray and Karlyn Raddatz from the Division of Public Health's Northeast Regional Office to today's Committee Meeting.

Tom informed the Committee that Becki Weedman will be presenting later in the Committee Meeting on the Foster Care Program in correlation with May being Foster Care Month. In conjunction with Foster Care Month, on May 24, 2013, from 4:00 p.m. to 5:30 p.m., a human billboard event in Taylor Park will be occurring to generate awareness of the need for foster parents. There will also be an event at Odyssey Lanes on May 30, 2013 from 5:30 p.m. to 7:30 p.m. honoring Foster Parents and their families.

➤ **Strengthening Families Flyer**

Tom Eggebrecht informed the Committee that in their packets is a flyer for a program called Strengthening Families which will be occurring on Thursday evenings in June and July from 5:30 p.m. to 8:00 p.m. at First Congregational Church. This program is free for parents or caregivers and their youth ages 10 to 14. This program focuses on setting limits while supporting growth, what kids and parents need from one another, emotions and moods, what to do about bullying, challenges of friends, curfews, dating, and keeping family love alive. Tom thanked Ellen Cheney and Barbara Kultgen from this Department in spearheading this program.

Tom Eggebrecht informed the Committee that Carol Bukovic is going to discuss a change in this Department's fund balance later at today's meeting. Tom indicated our fund balance is slightly lower than was expected but the Department is still ending the year with a positive variance.

Tom Eggebrecht informed the Committee that Martin Bonk is going to discuss an agreement with the Corporation Counsel's office addressing the backlog on Termination of Parental Rights cases.

Tom Eggebrecht informed the Committee that Joan Ketterman is the interim director of the Generations Center in Plymouth.

TUBERCULOSIS (TB) UPDATE – Division of Public Health

Dale Hippensteel introduced Dennis Hibray and Karlyn Raddatz to the Committee. They have been assisting Public Health with the TB case management activities.

Jean Beinemann informed the Committee that the most important people involved are the families affected. There are efforts being undertaken to take the burden off these families. Many agencies are involved including the Sheboygan Area School District, Wisconsin Emergency Management, the Sheboygan Police Department and Sheboygan County Sheriff's

Department, and Corporation Counsel. The Centers for Disease Control and Prevention (CDC) will be on site next week. Public Health has also been working with the area hospitals.

Supervisor Hoffmann arrived at 8:28 a.m.

In terms of the cases, there are 11 active cases thus far but some may be ruled out. Further testing is still occurring and the numbers may change a bit from day to day. There are several individuals receiving intravenous (IV) medication therapy and some of these individuals are beginning to feel negative side effects from the medication. There may be a need to look at utilizing different medication. Overall, the individuals receiving treatment are feeling pretty good. The medications are most likely causing more discomfort than the TB infection. Public Health is waiting for final guidelines from Mayo Clinic and the State on getting the children of the affected families on preventative medication so they do not develop active TB. Manitowoc County Public Health is assisting Sheboygan County Public Health by working on cases that are not TB related. The Visiting Nurse Association is also assisting. Training of staff not familiar with TB is occurring. The Employee Assistance Program is coming in to assist staff with the stress. Work is being done on addressing if preventative treatment is needed on community individuals. Public Health has surged local providers. Dr. Poursina from Aurora Sheboygan Clinic is the primary physician for the adults and Pediatric Department at Aurora Sheboygan Clinic is assisting with the children. The issue of billing is being addressed and mechanisms are being put in place to get the costs covered.

Dale Hippensteel indicated that there is going to be an extensive expense working on this case. Carol Bukovic is putting together a budget summary for the State. Thus far, there are 11 cases of TB, but Public Health is forecasting 15 cases with active TB and another 225 with latent infections requiring treatment. The cost to the County is projected to be approximately \$4.3 million over the course of two years. The Department is looking at all avenues to help offset this cost. Up to 240 people are projected to require treatment. There are three different households currently involved.

County Administrator Payne indicated exceptional people are in place to step up to assist with this Public Health case. County Administrator Payne indicated he is proud of the team that is working on this. The Legislators have been contacted. The County has the predominant responsibility but the State is ready to get the Legislators involved to see what is available at the State level in regards to funding. Senators Liebham and LeMahieu are on board with providing any possible State funding, and they will be in contact with the Joint Finance Committee to see what can be done. The State could indicate that this is a County problem but ethically and politically that would be the wrong approach. The federal government is providing staff assistance in terms of the CDC.

County Administrator Payne also indicated this is a wonderful case study in that this shows all who are involved and the incredible efforts and resources that are being brought to the families in helping this family get back on their feet. Mayor Vandersteen indicated the city of Sheboygan is willing to assist in any way possible.

Dale Hippensteel thanked the Sheboygan Fire Department for allowing the utilization of the fire station for setting up the Emergency Operations Center. Dale indicated in case of an emergency, public service has to respond to that house but the Department has to ensure public service is properly covered to go into the house.

Ms. Dodge indicated finances are going to play out. She is impressed with the collaboration of the various agencies and Public Health Departments from other counties assisting with other cases so this Public Health department can focus on TB case activities.

Jean Beinemann informed the Committee that testing has occurred at South High School and Horace Mann Middle School. The initial round of testing showed no positive cases but they have to be tested again in 8-12 weeks as it is a slow growing germ. Testing starts with the closest contacts. If results turn out to be positive, then surveillance and testing takes place. There is also a chance that the germ could have been in their body before this outbreak occurred. Jean indicated the need to rely on the experts. Community members need to be informed that Public Health is being very systematic and taking it one step at a time. South High School has been very understanding and cooperative in getting the proper information out and in allowing any testing that needs to occur.

Dale Hippensteel informed the Committee that after the Committee Meeting, Public Health will be conducting a meeting with Steve Steinhardt and Terry Hanson as this could become more than a regional issue, and we need to make sure our local people are prepared. Positive Public Service Announcements need to be presented. Local schools and industries have provided positive and calming information so as not to alarm the community.

Questions were answered for the Committee as to the history of TB and the different methods of TB testing.

FOSTER CARE MONTH – Becki Weedman

Martin Bonk informed the Committee that May is designated as Foster Care Month. Martin introduced Becki Weedman to the Committee. Becki coordinates Kinship Care and facilitates licensing foster homes.

Becki introduced Sheboygan County Foster Parents Ben and Angel Davidson to the Committee. Ben and Angel were licensed two years ago through Sheboygan County. They reside in Howards Grove.

Ben and Angel provided to the Committee their foster care experience. In Fond du Lac, they were respite care providers. After they had children of their own, they decided to take in short-term care children. In 2008, they lost their home in a flood in Fond du Lac and subsequently moved to Howards Grove. Once relocated, they decided to become adoptive foster parents and recently adopted one child and hope to adopt the child's sibling. They have had 35 children in their care over their time span as licensed foster parents. They have been licensed to take children in from age 0-18. They have empathy for the children they take in which helps them deal with their foster children's behaviors. The social workers they have worked with were a tremendous help in assisting them deal with their foster children's behaviors. They treated the children with respect and empathy. They also emphasize having a good relationship with the biological parents and understand where they are at in their lives. Ben and Angel put themselves in the biological parents' shoes and this helps form good relationships with them. They treat the biological parents with respect. This experience has opened up to them and their children what family means. Their children have relationships with children they wouldn't have had if Ben and Angel were not foster parents.

Becki informed the Committee that we rely on other foster parents to recruit people to become foster parents.

Roger commended the Davidsons for opening their home to these children.

Becki informed the Committee that in 2012, 37 children were in foster care with 72 children placed in Kinship Care relative placement homes. Becki informed the Committee that in 2010, the State implemented levels of care and relatives are now required to become foster parents. Potential foster parents are required to take 36 hours of training to become licensed foster parents. A foster home license is in effect for a period of two years, and within those two years, foster parents need an additional 20 hours of training in that timeframe. Currently, there are 33 regular foster homes with 13 licensed relative foster homes and 11 in the process of being licensed. There are six homes certified for respite only. Currently, the biggest need in Sheboygan County is homes that could take larger sibling groups. There is a need within the city of Sheboygan for foster parents as they would like to keep these children in their school of origin if at all possible, which provides continuity and stability. There is also an increased need for teenage children to be placed, along with an increased need for foster homes to take in drug-affected infants. To place drug-affected infants is difficult as one parent must be a stay-at-home parent as the care of these infants is a huge time commitment.

Becki informed the Committee that in honor of May being Foster Care Month, several fun activities and events will be occurring. On May 30, 2013, a bowling party will be taking place at Odyssey Lanes from 5:30 p.m. to 7:30 p.m. for foster parents and their families. Another event scheduled is a human billboard which will be occurring at Taylor Park from 4:00 p.m. to 5:00 p.m. on Friday, May 24, 2013, where those involved in this event will be carrying yellow umbrellas and wearing T-shirts to bring awareness for the need of Foster Parents. These items have been provided State Coalition of Foster Care's new campaign.

Becki informed the Committee in order to become a licensed foster parent, a person needs to be 21 years of age, successfully complete background checks, undergo home visits, home inspections, and medication examinations of all people living the home are required. Individual interviews of the family occur and three references are required. The licensing process is commonly a four to six month period of time.

Becki then showed a Public Service Announcement on the need for foster parents in honor of Foster Care Month.

REVIEW AND APPROVE MARCH 2013 FINANCIAL STATEMENT – Carol Bukovic

Carol Bukovic presented the financial statement for year-to-date March 2013.

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

2012 FUND BALANCE UPDATE – Carol Bukovic

Carol Bukovic informed the Committee that at the May 8, 2013 Finance Committee Meeting, the Finance Committee approved the resolution to move all except \$1,000,000 to the Capital Project Fund Balance. This will move approximately \$890,177. The resolution will go before the County Board on May 21, 2013.

AGREEMENT WITH CORPORATION COUNSEL TO ADDRESS BACKLOG OF TERMINATION OF PARENTAL RIGHTS CASES – Martin Bonk

Martin Bonk informed the Committee that, for some time now, the Division of Social Services has had a backlog of cases that are eligible for Termination of Parental Rights (TPR) hearings. According to the Adoptions and Safe Families Act (ASFA), any child who has been in out-of-

home care for 15 of the previous 22 months must be considered for possible TPR action, in order to provide that child with a sense of stability and permanence. According to State Statute, the interests of the public shall be represented in proceedings under The Children's Code by the District Attorney's Office or their Corporation Counsel to handle all such matters. In Sheboygan County, the District Attorney's Office handles all Juvenile Delinquency and Child in Need of Protection and Services (CHIPS) cases. According to the Sheboygan County District Attorney, in terms of caseload size, his office is understaffed by five (5) attorneys. Thus, the District Attorney's Office is only able to bring matters before the Courts with regard to TPR's as time allows, and now there is a backlog of eight (8) TPR cases and two (2) additional Guardianship cases involving 15 children. Some of these cases have been in out-of-home placements for 35 months, 29 months, 25 months, and 20 months. In these cases, all that is preventing these children from possibly having a permanent home and residence is the inability to get the matter brought to trial. In some cases, the parents have given an indication that they would be willing to voluntarily terminate their parental rights, but there is only so much that can be done until an attorney petitions the Courts to bring the matter to trial.

Martin informed the Committee that the Division of Social Services initially asked other counties in our region if they were aware of attorneys that had developed expertise in TPR matters and were available on a contracted basis. Discussions were held with the District Attorney's Office and Corporation Counsel to develop a solution to this dilemma. The District Attorney suggested that he could appoint another attorney or law office as "Special Prosecutor" per State Statute to handle TPR cases. In addition, the State of Wisconsin does have a procedure whereby a county can apply for Title IV-E reimbursement to help offset the legal services related to protecting the safety of children and achieving permanence in for children in out-of-home care. The Division of Social Services budgeted funds for 2013 for such legal services, knowing that this backlog existed and was likely to grow. A meeting was held on April 25, 2013 with Attorney Carl Buesing and Attorney Herb Humke to revisit this issue, and to make sure that they were still on board with the original proposal to take on this additional line of work. They agreed to participate in this effort at rates that are well below the going rate for legal services. Attorney Buesing stated he would be in touch with District Attorney DeCecco regarding the Special Prosecutor designation. Attorney Buesing also presented this issue to the Human Resources Committee on May 8, 2013 for their information, and the issue did not raise any concerns about the proposal.

This agreement is to address the backlog and once that backlog has been addressed, this agreement will be revisited to determine if assistance from the Corporation Counsel's Office is still needed to address TPR cases or if the District Attorney's Office can once again take over TPR cases.

UPDATE ON DEPUTY DIRECTOR POSITION – Tom Eggebrecht

Tom Eggebrecht informed the Committee an attempt to recruit a Deputy Director took place a little over a year ago, and a candidate was not able to be secured for this position.

The position was re-posted once again in April. There were 44 applicants who applied for the Deputy Director position and Tom indicated out of that number, he felt seven (7) or eight (8) were the most qualified. He would like to reduce that number down to five (5) to interview. Tom asked if any Committee members would be willing to sit on the interview panel and would like to keep the same interview panel for continuity purposes. Supervisor Otten, Mr. Nyenhuis, Supervisor Hoffmann, Supervisor Wheeler, and Ms. Dodge indicated interest in serving on the interview panel. Tom will decide on the number of members of the interview panel and will inform the Committee when interviews are set up.

REPORT ON THE WISCONSIN COUNTY HUMAN SERVICES ASSOCIATION (WCHSA) SPRING CONFERENCE – Tom Eggebrecht and Elizabeth Mahloch

Tom Eggebrecht informed the Committee that the vote on the statutory change intended to expand flexibility for collaborative Human Services operations passed at the WCHSA Spring Conference. Tom indicated he feels regionalization of human services delivery systems will become more common practice in the years to come.

Tom also informed the Committee that Health Care Reform was a major topic of discussion at the conference. The proposal in the upcoming State biennium budget is that the Medicaid eligible threshold will be set at 100% of federal poverty level, which translates to an annual income of \$11,000 to \$12,000. The premise that the Governor is using is that those individuals displaced from the Medicaid system will be able to access health care through the federal health care exchange though would require those individuals to pay a premium for health insurance. With those income guidelines, it is likely many individuals will go uninsured due to the inability to pay premiums. Community Affordable Care Act Advisory bodies are being formed to talk about impacts and how that is working. Tom feels this is a sound recommendation and more to come on that front.

Elizabeth Mahloch informed the Committee that Sarah Diedrick-Kasdorf indicated that she feels there will be no change on the Governor's proposal going forward in the State budget.

REVIEW AND APPROVE VOUCHERS

Supervisor Koch moved and Ms. Dodge seconded to approve the expense vouchers as presented. Motion carried.

APPROVAL OF ATTENDANCE OF MEMBERS AT OTHER MEETINGS OR FUNCTIONS

Supervisor Koch moved and Supervisor Otten seconded to approve the attendance of the following Committee member at the following meetings:

- May 7, 2013: SHEBOYGAN COUNTY PROPERTY COMMITTEE MEETING – Supervisor Otten
- May 14, 2013: SHEBOYGAN COUNTY AGING AND DISABILITY RESOURCE COMMITTEE MEETING – Mr. Nyenhuis

Motion carried.

PUBLIC INPUT ON AGENDA ITEMS

None.

PUBLIC INPUT ON NON-AGENDA ITEMS

Supervisor Van Dixhorn informed the committee that the Department's Volunteer Coordinator, Social Worker Pat Prigge, wrote a letter to the Elk's Lodge thanking them for their assistance to provide families with needed items.

REQUESTS FOR FUTURE AGENDA ITEMS

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

ADJOURNMENT

At 10:10 a.m., Supervisor Koch moved and Mr. Nyenhuis seconded to adjourn the May 21, 2013 Health and Human Services Committee Meeting. Motion carried unanimously.

Julie Schaefer
Recording Secretary

Vernon Koch
Committee Secretary

SHEBOYGAN COUNTY RESOLUTION NO. 04 (2013/14)

Re: **Authorizing and Directing the Finance Committee and Finance Director to Transfer Fund Balance from Health & Human Services to Capital Project Fund Balance**

WHEREAS, through prudent management and oversight by the Health and Human Services Department and the Health and Human Services Committee, the County financial balance sheet reflects an accumulation in the Health and Human Services fund balance account of approximately \$2.1 Million by year-end 2012, and

WHEREAS, the Finance Committee of the Sheboygan County Board believes that the overall best interest of the County would be served by transferring all but \$1 Million of the Health and Human Services fund balance to the County's Capital project fund balance, and

WHEREAS, the transfer of such fund balance requires the approval of the full County Board rather than just the Finance Committee;

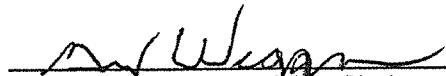
NOW, THEREFORE, BE IT RESOLVED that the Finance Committee and Finance Director are authorized and directed to make a one-time transfer of sums from the Health and Human Services fund balance to the County's Capital Project fund balance, leaving the sum of \$1 Million in the Health and Human Services fund balance after the transfer.

Respectfully submitted this 21st day of May, 2013.

FINANCE COMMITTEE




William C. Goehring, Chairperson



Gregory Weggeman, Vice-Chairperson



Thomas Wegner, Secretary



Devin LeMahieu

Opposed to Introduction:

FISCAL NOTE

Re: Authorizing and Directing the Finance Committee and Finance Director to Transfer Fund Balance from Health and Human Services to Capital Projects Fund Balance

The resolution authorizes and directs the Finance Committee and Finance Director to make a one-time transfer of unassigned fund balance from Health and Human Services to the Capital Projects Fund. After completion of the transfer \$1 million dollars will remain in the Health and Human Services undesignated fund balance.

Presented below is a 10-year history of the year-end unassigned fund balance and projected usage of fund balance for the department.

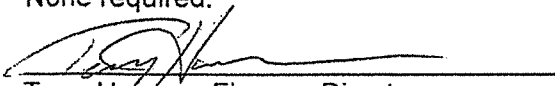
Year Ending December 31	Unassigned Fund Balance	Projected Fund Balance Usage	Tax Levy	Budgeted Expenditures
2011	\$ 1,095,549	\$ -	\$ 13,539,682	\$ 31,803,330
2010	\$ 3,434,161	\$ -	\$ 13,917,673	\$ 32,116,542
2009	\$ 1,150,489	\$ -	\$ 13,556,893	\$ 30,960,603
2008	\$ 499,632	\$ -	\$ 12,926,332	\$ 35,017,393
2007	\$ 625,785	\$ -	\$ 12,393,747	\$ 46,838,043
2006	\$ 445,626	\$ 1,390,234	\$ 11,403,552	\$ 41,015,973
2005	\$ -	\$ 1,684,559	\$ 10,855,457	\$ 39,675,876
2004	\$ 1,969,354	\$ 611,300	\$ 10,452,814	\$ 36,767,928
2003	\$ 3,809,380	\$ 530,250	\$ 11,123,851	\$ 35,897,618
2002	\$ 1,880,137	\$ 450,000	\$ 11,452,146	\$ 35,379,206

Note: In 2011 the fund balance was reduced and transferred to the General Fund due to a recommendation from our auditors and to supplement the unassigned General Fund balance.

The transfer, as a continuation of a recommendation by our auditors, would augment the Capital Projects Fund and providing available funds for future capital projects.

Funding:

None required.




 Terry Hanson, Finance Director
 May 21, 2013

**VACANT POSITION ANALYSIS
SHEBOYGAN COUNTY**

Department:	Health & Human Services
Position:	Social Worker I, II, III, III MA/MS

Vacancy Date:	June 6, 2013
Bargaining Unit:	Social Workers Local 437, AFSCME, AFLCIO
Pay Grade:	Social Worker I, II, III, III MA/MS
Pay Range:	\$19.98/hr. – starting SW II

Expected Fill Date:	August 1, 2013
Date VPA Done:	May 28, 2013
VPA Done By:	Martin J. Bonk
Signature:	

Why is this position vacant?

One of our existing Social Workers in the Juvenile Court Ongoing Unit is retiring from the Department on June 6, 2013. The Division is already operating with a reduced number of employees due to current Department budget and State and County economic conditions. The workload in Child Protective Services Access/Intake has continued to increase, whereas the Juvenile Court Ongoing workload numbers have continued to drop. Another social worker in CPS Access/Intake will be on an FMLA later this summer, and yet another social worker is dealing with serious medical issues as well. The worker vacating this position will have left the agency long before a replacement can be hired. The vacancy created by this resignation further depletes an already depleted work force.

SECTION A – PROGRAMS

List the program or programs served by the position, along with the percentage of time the person in the position devotes to each program, whether the program is mandatory or discretionary, and what priority ranking has been given to the program:

Program	Percent of Time	Mandatory/Discretionary	Priority Rank
Division of Social Services – Child Protective Services Intake/Access Unit	100%	Mandatory	1

SECTION B – COSTS (2011 anticipated figures)

The annual costs associated with the position (at the current year's wage and benefit rates) are:

Wages	Benefits	Other (non-payroll)	Total
\$43,690.00	\$24,416.00	\$	\$68,106.00

(Note: costs for health and dental benefits should be net costs, after subtracting revenue from employee contributions. Do not subtract any other possible revenue from costs.)

The costs associated with the position from the anticipated fill date through the end of the current year are:

Wages	Benefits	Other (non-payroll)	Total
\$18,207.00	\$10,287.00	\$	\$28,494.00

Are sufficient amounts included in the current year's budget to cover the costs if the position is filled? If not, please state the amount needed and the proposed source of funds:

Yes, this position is budgeted for the remainder of 2013 and will likely be budgeted for again in 2014. It will be funded through a combination of Community Aids and county tax levy.

If a state or federal grant or other source of non-tax revenue is used to fund this position, please indicate the source of funds and for how long such funds are likely to be available:

The State's Basic County Allocation, otherwise known as Community Aids, is appropriated under s. 20.435(7)(b), (i) and (o), Stats., is used broadly to pay for local social services and will remain available under legislative authority.

SECTION C – IMPACT

Please describe the effect on services to the public (or to other county departments) that would result from keeping the position vacant either permanently or temporarily:

Child Protective Services (CPS) are critical to the mission of the Sheboygan County Health and Human Services Department. The philosophy of the Division of Social Services is that providing effective service to families and children at the CPS Access and Ongoing stage will help reduce referrals of additional child maltreatment, or even juvenile delinquency, later in life. This philosophy is supported by research that has demonstrated the positive effects of early intervention. This position is critical to the provision of services to the citizens of Sheboygan County. The primary duties of a CPS Access Worker are to assess the safety of children, and the risk of maltreatment in the future. The duties of a CPS Access Worker are guided by Chapter 48 of the Wisconsin Statutes, along with CPS Access Standards as promulgated by the Department of Children and Families. By law, the Department is mandated to initiate a diligent investigation within 24 hours of receiving a CPS referral. Access Standards dictate the protocol for conducting an investigation, including the order in which people must be interviewed, in what timeframes, what information is to be elicited and documented, and what needs to occur before the investigation can be considered closed. Each investigation must be fully completed within 60 days of the receipt of the referral information. The investigation, interviews, and assessment require a skilled Social Worker in order to assure child safety. Depending upon the nature of the referral information, investigations can range from parent-child relationship and behavioral issues, to severe forms of abuse and neglect, such as physical or sexual abuse, emotional abuse, malnourishment, failure to thrive, or living in unsafe conditions. Of major concern to the Department at this time is the dramatic increase we are seeing in young parents, especially mothers, who are addicted to drugs such as heroin and opiates. As a result of this drug activity, we've also seen an increase in drug-affected newborns that spend months hospitalized until they detox, and then likely end up in foster care or the home of an appropriate relative. In 2012, 1,196 referrals were received by the Division related to child maltreatment. Of this number, 529 were assigned for investigation, involving 847 child victims. If this position is not approved, there could be several anticipated consequences:

- First and foremost, child safety could be jeopardized or compromised. The ability of this Division to respond as required by State Statute and Administrative Rule in a timely manner to allegations of child maltreatment is put at risk. If we do not do so, the Division, County, Supervisor, and Worker could face State reviews, legal action such as lawsuits, or even sanctions on their Social Work Certification.

- CPS Access is a high stress and high burnout position. The nature of this job makes it a position in which workers have traditionally transferred to other units, if the opportunity arises. Like every unit, CPS Access has worked with a reduced number of social workers since 2009. Current workload demands require the addition of a worker to meet client needs, as well as to reduce the stress on the other workers performing child maltreatment assessments.
- With increased caseloads, increased hours, and increased stress, the likelihood of errors, "cutting corners," and potentially missing dangerous situations for children could be expected to increase as well. We do not want to endanger the lives of children.

Not preventing or intervening at an early stage could result in increased costs in the future. Statistics clearly show there is a very high correlation between child abuse and neglect, and future criminal activity. These costs are not only financial, but emotional and societal. Placements in juvenile correctional institutions are currently \$289 per child per day. Placements in a residential care center (formerly child caring institutions) currently average over \$306 per child per day (or \$9,308 per child per month).

In addition to conducting child maltreatment assessments, we hope to be able to use this employee to conduct Child Placement Specialist duties. Our recently completed Quality Service Review (QSR) emphasized the need for our workers to enhance their "teaming" skills in addressing the needs of client families. In that capacity, the worker would facilitate teams related to out-of-home placements by holding meetings within 2 weeks of the placement date between the natural parents, their self-identified support persons, the foster parents, and any other individuals felt important to the success of the team. That Specialist would also help the placing worker with the myriad of placement forms and paperwork, thus allowing the primary worker to concentrate on the main needs of the child and family. Ideally, we would like this new social worker to fill roles beyond just CPS Access, but that will largely be determined by the existing workload at the time.

To what extent, if any, would revenues in the current budget or in the future (excluding revenue from employee contributions to health or dental coverage) be affected by keeping the position vacant?

This position is funded through our Community Aids Allocation from the State of Wisconsin. If this position were not filled, we would not lose revenue. The funding would be put to use elsewhere as allowable under Community Aids guidelines. Under the Federal Child Welfare Review and State Program Enhancement Plan (PEP), it is unclear if there could be fiscal penalties for failing to comply with Child Welfare Standards and Practices.

SECTION D – OTHER

Is it possible to fill this position by transferring an employee from another position that serves lower-priority programs, or which might be left vacant for any reason in the foreseeable future?

As part of the Division's cost-cutting considerations in the past several years' budgets, the Division has opted to not fill positions on the social worker as well as supervisory level. In essence, this request is taking a worker from another unit and transferring those "work hours" to where our current workload is. Due to the cuts in positions that have been made, there are no other units that have the luxury of losing an employee while still being able to meet client demands.

Would filling this position be likely to create a vacancy in another position and, if so, what position or positions? Please note that a separate VPA must be submitted for each position, but that VPA's for anticipated openings that may be caused by filling this position may be submitted for approval at the same time.

According to the current county policies, the Division has the option to post the position internally for 5 working days, or the Division can accept internal applications for the position while at the same time advertising the position to the general public. Historically, members of the existing Social Work staff have not opted to transfer into the CPS Access Unit. However, if this were to occur, it is anticipated that a request would be made to fill the vacated position. I would respectfully request that should anyone post in to this position internally, that the Division/Department be allowed to fill subsequent vacancies in the interest of time and to assure safety for our children.

Is there any other information that the liaison committee or Human Resources Committee ought to have when considering this request? You may attach additional documentation if you wish.

Obviously, the worst case scenario would be a child death as a result of our inability to respond in a timely fashion. More likely, the abuse or neglect of a child would continue to go on for long periods of time before being adequately addressed. Unfortunately, severe emotional, mental, and physical trauma and child deaths due to maltreatment have become all too prevalent in State and national news accounts. The correlation between child abuse/neglect and future juvenile delinquency is very high. Effective intervention at the CPS Access stage sets the stage for future case management and treatment planning, and could prevent the need for high cost placements down the road. It typically takes about 3 years of training, skill building, and experience for CPS Social Workers to feel fully proficient and competent in their jobs. We can't easily find workers who are ready to step in to these jobs, so the other workers in the Unit carry an increased caseload until the new social worker comes up to speed. Carrying extra cases in the short-term is manageable, but if the situation were permanent, there would be an impact upon the clients we serve and upon our own staff.

ACTION TAKEN

Department Head Determination: Fill Not Fill
Date: _____ Signature: _____

Liaison Committee Action: Approve Disapprove
Date: _____ Committee Chair: _____

Human Resources Committee: Approve Disapprove
Date: _____ Committee Chair: _____

Distribution: After department head determination, distribute to liaison committee with copies to County Administrator and Human Resources Director. After liaison committee approval, submit signed original to Human Resources Director.