

NOTICE OF MEETING

SHEBOYGAN COUNTY HEALTH AND HUMAN SERVICES COMMITTEE

Tuesday, July 16, 2013

8:15 A.M.

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

AGENDA

Call to Order

Certification of Compliance with Open Meeting Law

Review and Approve Minutes: June 18, 2013 Health and Human Services Committee Meeting

Announcements and Correspondence

Tuberculosis (TB) Update – Division of Public Health

Consideration of Resolution Requesting State Funding on Lake Michigan Beach Testing Programs – Division of Public Health

Approval of Fee Structure and Rate for Mobile Restaurants – David Roettger

Review and Approve Vacant Position Analysis (VPA) for a Public Health Nurse (PHN) II – Jean Beinemann

Review and Approve Health and Human Services Five-Year Capital Plan Request – Carol Bukovic

Review of Public Hearing Comments and Consideration of Additional Budget Direction for 2014 – Tom Eggebrecht

Review and Approve Request for Change in Departmental Table of Organization and Review and Approve Vacant Position Analysis (VPA) for an Economic Support Specialist – Division of Economic Support – Elizabeth Mahloch

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.

POSTED
07.11.13
10:30 AM

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.

Request For Future Agenda Items

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

Adjournment

Drafted by: Julie Schaefer
Secretary

Approved by: Supervisor Peggy Feider
Chair, Health and Human Services Committee

Tom Eggebrecht
Health and Human Services Department Director

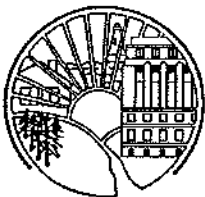
Note: Persons with disabilities needing assistance to attend or participate are asked to notify Julie Schaefer, (920) 459-3176, prior to the meeting so that accommodations can be arranged.

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:

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<u>Tuesday, July 16, 2013:</u>	County Board Meeting – 6:00 p.m.
<u>Wednesday, July 17, 2013:</u>	Senior Picnic – South High School – 10:00 a.m. to 3:00 p.m.
<u>Friday, July 19, 2013:</u>	Wisconsin County Human Services Association Eastern Region Meeting – Allouez
<u>Tuesday, July 23, 2013:</u>	Aging Unit Advisory Committee Meeting – 9:00 a.m. – Aging and Disability Resource Center – Conference Room 105
<u>Tuesday, July 23, 2013:</u>	Aging and Disability Resource Center Governing Committee Meeting – 10:00 a.m. – Aging and Disability Resource Center – Conference Room 105
<u>Tuesday, August 6, 2013:</u>	Health and Human Services Committee Meeting – 8:15 a.m. – Health and Human Services Building – Room 413
<u>Thursday, August 8, 2013:</u>	Wisconsin County Human Services Association Executive Committee Meeting – Portage County Library
<u>Thursday, August 8, 2013:</u>	Family Support/Birth to 3 Advisory Committee Meeting – 10:30 a.m. – Health and Human Services Building – Room 416



SHEBOYGAN COUNTY

Thomas D. Eggebrecht
Health and Human Services Director

July 11, 2013

TO: Health and Human Services Committee

FROM: Tom Eggebrecht

RE: July 16, 2013 Meeting

I had originally planned for our upcoming committee meeting to involve a presentation from one of our vendor agencies but for a variety of reasons that is not going to be possible. That said, we will be addressing a number of items that warrant a bit of background information in advance:

- To start out, we'll be introducing Shannon Otten who joins us as our new Manager of Business and Administrative Support Services. Shannon comes to us from Schenck Business Solutions where she worked as our lead auditor as well as that for several other county departments the past several years. As such, she is well familiar with our department and the many state and federal rules we work under and will be a valuable addition to our staff in the months and years ahead.
- Dale Hippensteel and staff will provide the latest update on our TB status and address other issues. Among them, Dave Roettger will be on hand to comment on our experience with the beach testing program addressed in the Manitowoc County resolution included on the agenda as well as to ask for your consideration of a revised fee structure for mobile food vendors. Jean Beinemann will be seeking replacement of Public Health Nurse, Marie Seger, who you may recall recently assumed supervisory duties at our Aging and Disability Resource Center.
- We'll be asking for your consideration of a Five-Year Capital Plan request for new operating software. After several months of planning, we are moving closer to selecting a new solution in replacement of our current CMHC operating system. A successful outcome will require a significant commitment of staff as well as financial resources and we will be seeking the Committee's support by way of approving our funding request. While it may prove possible to get a jump start on that initiative yet this year should our current year budget experience allow, approval of the request will be the best way to assure that necessary resources are available for project completion.
- We'll briefly review comments shared at our recent public hearing and offer the Committee an opportunity to share additional views as we pursue other budget planning for the new year and will be happy to receive any views you may have either at the meeting or in follow-up.
- Liz Mahloch will be presenting a request to change our Table of Organization to allow for the reassignment of an unused Social Services Aide position to that of Economic Support Specialist. This change will supplement the Committee's recent approval of our move to a 40 hour work week as well the addition of LTE staff in order to best respond to State budget direction related to the federal Affordable Care Act. Our continued planning in this area, much as with our TB incident, may best be termed as dynamic and will remain subject to additional change over time.

Lastly, while we won't be pursuing any formal consideration or action on our proposed building project at the meeting, we have included copies of the Five Year Plan request that Jim TeBeest prepared in order to provide contingency assurance for the project and the final resolution to be presented at the County Board meeting in your packets for your information.

We look forward to seeing you next week.

Telephone (920)-459-6400
or 1-(800)-596-1919
Facsimile (920) 459-4353
TTD (920) 459-3258

Health and Human Services Building
1011 North 8th Street
Sheboygan, WI 53081

humsvr@co.sheboygan.wi.us
www.co.sheboygan.wi.us

SHEBOYGAN COUNTY HEALTH AND HUMAN SERVICES COMMITTEE MEETING

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

June 18, 2013

Called To Order: 8:34 A.M.

Adjourned: 9:35 A.M.

MEMBERS PRESENT: Supervisor Peggy Feider – Chair; Supervisor Kristine Wheeler – Vice Chair; Supervisor Jacob Van Dixhorn; Supervisor Brian Hoffmann, Supervisor Roger Otten, and Mr. Curtiss Nyenhuis

MEMBERS ABSENT: Supervisor Vernon Koch – Secretary; Ms. Barbara Dodge, and One Citizen Representative

ALSO PRESENT: Tom Eggebrecht, Elizabeth Mahloch, Dale Hippensteel, Martin Bonk, Carol Bukovic, Jim TeBeest, Terri Boxrucker, and, Julie Schaefer

Supervisor Feider called the meeting to order at 8:34 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 18, 2013 meeting of the Health and Human Services Committee was posted on June 13, 2013, at 11:00 a.m., in compliance with the Open Meeting Law.

REVIEW AND APPROVE MINUTES: June 4, 2013 Health and Human Services Committee Meeting

Supervisor Van Dixhorn moved and Mr. Nyenhuis seconded to approve the minutes of the June 4, 2013 Health and Human Services Committee Meeting with the following change: replacing *Supervisor Wheeler called the meeting to order at 8:16 a.m. with Supervisor Feider called the meeting to order at 8:16 a.m.* Motion carried unanimously with the change as indicated.

ANNOUNCEMENTS AND CORRESPONDENCE

Tom Eggebrecht informed the Committee that the Employee Appreciation Luncheon is Wednesday, June 19, 2013. Tom passed around a Resolution for the Committee members to sign which acknowledges Health and Human Services employees for their high level of concern and dedication to meet the needs of Sheboygan County residents.

Tom Eggebrecht informed the Committee that the interviews for the Deputy Director position will be held on Friday, June 21, 2013. Supervisor Feider, Supervisor Otten, and Mr. Nyenhuis will be given an information packet in preparation for the interviews.

Tom Eggebrecht informed the Committee that the 2014 Budget Public Hearing for the Health and Human Services Department will be held on Monday, June 24, 2013, at 4:30 p.m., in Room 413, at the Health and Human Services Department.

Tom Eggebrecht inquired of the Committee that due to the number of commitments for the next two weeks if they would be willing to cancel the July 2, 2013 Health and Human Services

Committee Meeting. The Committee members indicated they would wait until the end of today's meeting to make a final decision.

Tom Eggebrecht informed the Committee that he is working on having Rehab Resources, one of the Health and Human Services Department's purchase of service vendors, present at the July 16, 2013 meeting.

Elizabeth Mahloch informed the Committee that Kris Schmidt has been hired to fill the vacant Economic Support Supervisor position. She was previously employed as an Economic Support Specialist.

Supervisor Feider informed the Committee that she received the first quarter variance report from the Finance Department if anyone is interested in reviewing the report.

Supervisor Feider informed the Committee that she received a letter of appreciation on behalf of the Health and Human Services Committee from Ann Wondergem on behalf of the United Way for the \$40,000 that was used towards the purchase of dental equipment for the Lakeshore Community Health Center.

TUBERCULOSIS (TB) UPDATE – Division of Public Health

Dale Hippensteel and Teresa Boxrucker updated the Committee on Sheboygan County's TB Incident.

Dale Hippensteel informed the Committee that one of the clients was having trouble adjusting to the new medication and has been switched to different medication, which is more costly.

Dale Hippensteel informed the Committee that there are no new cases and Sheboygan County is still at 8 active cases. Four cases have responded well to the medication and are out of isolation.

The index case is currently residing at Rocky Knoll Health Care Center. Sheboygan County Purchasing Agent Bernie Rammer has found an apartment for the index case to reside in which will enable the index case to leave Rocky Knoll and still be in isolation.

There are 18 family members who have latent TB. They have to be treated with medication but do not have active TB. Public Health will be conducting a conference call with Mayo Clinic and the State Health Department to reach a decision on what medications these 18 people should be treated with.

Dale Hippensteel informed the Committee that with the approval of the Vacant Position Analysis, some Limited Term Employees have been hired. A number of these Limited Term Employees will be conducting the Direct Observed Therapy.

Dale Hippensteel indicated that today clients will be interviewed once again. There is now an active case of TB in Alaska as the index case did have connections outside of Sheboygan County.

Terri Boxrucker informed the Committee that the second round of testing is currently underway and will occur through the first part of July.

Dale Hippensteel said Sheboygan County currently has the most number of TB cases at one time than any other county in the state. However, Wisconsin is considered a low-risk state for TB cases.

Dale explained the scope of expenses that will occur as a result of having this index case isolated, in addition to moving the index case toward getting back to self-sufficiency and keeping the family intact as much as possible.

Manitowoc County and the State Health Department have been very helpful with managing other Public Health cases so Sheboygan County Public Health can focus on the TB Incident.

Dale indicated the monies that the Joint Finance Committee approved for the Tuberculosis Incident in Sheboygan County will be sufficient to cover the majority of the costs.

DISCUSSION AND POTENTIAL CONSIDERATION OF RESOLUTION SUPPORTING HEALTH AND HUMAN SERVICES BUILDING LOBBY ADDITION – Tom Eggebrecht

Tom Eggebrecht informed the Committee that the County Board Supervisors were offered the presentation at the Leadership Forum and believes there may be support to move forward with this project.

The Resolution indicates that the Health and Human Services Department, in conjunction with the Building Services Department under the supervision of the Property Committee and with the input of the Health and Human Services Committee, is authorized and directed to implement the architectural recommendations for building renovation and expansion at a cost not to exceed \$1.6 million including furniture and furnishings and the addition of a negative pressure room suitable for tuberculosis examinations.

The Resolution also states that the Finance Department is authorized and directed to draw financing for the project from the County's Capital Projects Fund Balance in an amount equal to the sum transferred into said account with the remainder coming from the General Fund.

Jim TeBeest indicated that Tom did present this request at a Property Committee Meeting and support was shown for moving forward on this project. The Finance Committee is also believed to be in support of the project. That balance would be transferred from the General Fund. Jim also indicated County Administrator Adam Payne would rather use undesignated funding for a one-time expense such as this rather than for operational expenses.

After discussion and questions were answered, Supervisor Hoffmann moved and Supervisor Otten seconded to approve the Resolution but change Line 38 from *remainder coming from the General Fund* to *remainder transferred from the General Fund*, and forward the request to the County Board of Supervisors for consideration. Motion carried unanimously.

REVIEW AND APPROVE VACANT POSITION ANALYSIS (VPA) AN ECONOMIC SUPPORT SPECIALIST – Elizabeth Mahloch

Elizabeth Mahloch presented a Vacant Position Analysis (VPA) for an Economic Support Specialist and explained the necessity of filling this position.

Supervisor Hoffmann moved and Supervisor Van Dixhorn seconded to approve the Vacant Position Analysis (VPA) for an Economic Support Specialist and forward this request to the Human Resources Committee for their consideration. Motion carried unanimously.

WISCONSIN COUNTY HUMAN SERVICES ASSOCIATION (WCHSA) MEETING ON STATE BUDGET – Elizabeth Mahloch

Elizabeth Mahloch distributed a handout to the Committee from the Department of Health Services dated June 10, 2013 on items affecting County Human Services Programs as amended by the Joint Finance Committee in the proposed 2013-15 Biennial Budget

Elizabeth Mahloch informed the Committee that yesterday she attended a WCHSA meeting at which Department of Children and Families Secretary Eloise Anderson and Department of Health Services Deputy Secretary Kevin Moore highlighted items affecting County Human Service Programs being proposed in the proposed 2013-15 Biennial Budget.

Elizabeth focused on the following areas:

BadgerCare Plus Eligibility Changes: The proposed Budget establishes new BadgerCare Plus eligibility levels to provide coverage to all non-pregnant adults at or below 100% Federal Poverty Level beginning in January 2014. Currently, BadgerCare Plus covers parents and caretakers up to 200% Federal Poverty Level. The Joint Committee on Finance did approve the proposed new eligibility levels.

Income Maintenance: The proposed Budget indicates continued funding for Income Maintenance. Elizabeth indicated the funding should be fairly adequate. However, the proposed Budget does not address how the Income Maintenance allocation should be distributed and increase in caseloads due to the changes in BadgerCare Plus and the Affordable Health Care Act.

Comprehensive Community Services: The proposed Budget requires the Department of Health Services to submit a report to the Joint Committee on Finance no later than March 1, 2014, that addresses the following issues related to the Governor's Comprehensive Community Services proposal: (a) a description of the criteria the Department of Health Services will apply in its Comprehensive Community Services model; (b) a description of how the regions will be established and the degree of county participation in that process; (c) an updated list of the counties which, by that date, have indicated they will offer Comprehensive Community Services on a regional basis according to the Department of Health established criteria; and (d) an evaluation of the estimated long-term costs of the proposed regional model.

Elizabeth indicated there needs to be more clarification on what consists of a region and what would be the role of the Counties.

Medical Assistance Purchase Plan (MAPP): The Governor's recommendations were deleted from the budget bill by the Joint Committee on Finance.

Family Care Expansion in Northeast Wisconsin: The Budget indicates no further expansion of Family Care.

Family Care Enrollees Admitted to the Mental Health Institute: The Budget provides \$500,000 General Purpose Revenue in one-time funding for the 2013-15 biennium and the Joint Committee on Finance's program supplements appropriation to fund a portion of additional costs counties would incur to support services provided by the State Mental Health Institutes to certain Family Care enrollees.

Child Welfare:

Children and Families Allocation:

The Division of Children and Families will maintain CY 2013 allocations and will have to explore other funding options for CY 2014 and 2015 allocations.

Child Care:

Shares Reimbursement Rate:

Approved funding for full implementation of Youngstar-tiered reimbursement, with an increase for 4-Star providers to up to 10% above the maximum rate from the current 5% increase.

Parent Pay Electronic Benefits:

Approved electronic benefit transfer for the Shares child care program, with the Federal Funding held in reserve until the Department of Children and Families submits a plan for implementation. The reasoning is that this makes parents responsible for real world situations.

Temporary Assistance for Needy Families (TANF):

Electronic Benefits:

Approved implementation of electronic benefit transfer for W-2 and child care as part of the Parent Pay initiative.

Child Support:

Child Support Agency Funding:

This funding was restored through the Joint Committee on Finance.

Elizabeth Mahloch informed the Committee that the State Assembly is taking the budget up this week, and if it is passed by the Assembly, it then moves to the State Senate where it could take a longer to pass as the State Senate is questioning such things as the school voucher proposal, the structural deficit, and the issue of 100% of the Federal Poverty Level.

REVIEW AND APPROVE VOUCHERS

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

APPROVAL OF ATTENDANCE OF MEMBERS AT OTHER MEETINGS OR FUNCTIONS

Supervisor Hoffmann and Supervisor Otten seconded to approve the attendance of the following Committee members at the following meetings:

- **June 24, 2013:** **SHEBOYGAN COUNTY HEALTH AND HUMAN SERVICES 2014 BUDGET PUBLIC HEARING - FINANCE MEETING** – Health and Human Services Committee Representatives to be determined.

Motion carried unanimously.

PUBLIC INPUT ON AGENDA ITEMS

None.

PUBLIC INPUT ON NON-AGENDA ITEMS

None.

REQUESTS FOR FUTURE AGENDA ITEMS

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

ADJOURNMENT

At 9:35 a.m., Supervisor Van Dixhorn moved and Supervisor Otten seconded to adjourn the June 18, 2013 Health and Human Services Committee Meeting. Motion carried unanimously.

After discussion, it was the consensus of the Committee to not hold their regularly scheduled July 2, 2013 meeting unless urgent circumstances would dictate.

Julie Schaefer
Recording Secretary

Vernon Koch
Committee Secretary

1 SHEBOYGAN COUNTY RESOLUTION NO. _____ (2013/14)

2
3 Re: **Approving Expenditures to Construct Addition to the Health and**
4 **Human Services Building**

5
6
7 **WHEREAS**, the 2006 operational study of the Health and Human Services Department
8 identified that the Health and Human Services Building design adversely impacted on the
9 efficiency and effectiveness of the Department's operations and diminished the quality of
10 services to the Department's clients, and

11
12 **WHEREAS**, in addition to the observations noted in the operational study, the
13 Department is aware that the current building design has security, confidentiality, and
14 accessibility limitations which also adversely impact the Department's operations and services
15 to its clients, and

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17 **WHEREAS**, an architectural design and evaluation conducted in 2012, a copy of which
18 is on file with the Clerk, recommended a lobby renovation and expansion at an estimated cost of
19 \$1.5 Million to address the Building limitations noted above, and

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21 **WHEREAS**, the Health and Human Services Committee, having reviewed the 2012
22 recommendations and having considered other options, believes that such a renovation and
23 expansion is in the best interests of the County, and

24
25 **WHEREAS**, the Health and Human Services Committee believes that this project needs
26 to be undertaken as soon as possible;

27
28 **NOW THEREFORE BE IT RESOLVED** that the Health and Human Services
29 Department, in conjunction with the Building Services Department under the supervision of the
30 Property Committee and with the input of the Health and Human Services Committee, is
31 authorized and directed to implement the architectural recommendations for building renovation
32 and expansion at a cost not to exceed \$1.6 Million including furniture and furnishings and the
33 addition of a negative pressure room suitable for tuberculosis examinations.

34
35 **BE AT FURTHER RESOLVED** that the Finance Department is authorized and directed
36 to draw financing for the project from the County's Capital Projects Fund Balance in an amount
37 equal to the sum transferred into said account pursuant to Resolution No. 4 (2013/14) with the
38 remainder transferred from the General Fund.

39
40
41 (The rest of this page intentionally left blank.)
42

43 **BE IT FURTHER RESOLVED** that the Finance Department be authorized and directed
44 to publish any Class I Notice which may be required pursuant to Wis. Stat. § 65.90(5) as a
45 result of this Resolution.
46

47
48 Respectfully submitted this 16th day of July, 2013.
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50
51 **HEALTH & HUMAN SERVICES COMMITTEE***
52

53 _____
54 Peggy Feider, Chairperson
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57 Kris Wheeler, Vice-Chairperson
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60 Vernon C. Koch, Secretary
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62 _____
63 Brian C. Hoffmann
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65 _____
66 Roger R. Otten
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68 _____
69 Jacob Van Dixhorn
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72 Opposed to Introduction:
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78 *County Board members signing only
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Sheboygan County Capital Project Funding Request

Project Name:	Health & Human Services Lobby Addition
Department:	Building Services
Project Manager(s):	Jim TeBeest / Tom Eggebrecht
Committee:	Property
Project Number	NEW

1 Project Case

1.1 Project Overview
Design, construct and furnish a lobby addition to the Health & Human Services Building funded through prior year operational funds surplus.
1.2 Project Purpose
Construct a 6,300 square foot, two-story addition to the Health & Human Services Building to include receptionist, wait and exam rooms, ADA restrooms, elevator and a large meeting space. Remodel existing 1,500 square foot lobby for intake and billing.

2 Primary Project Objectives
<ul style="list-style-type: none">- Correct security, confidentiality and accessibility limitations of the current building.- Create an attractive and inviting entrance.- Create space to quickly and efficiently serve client short-term needs.- Create meeting room large enough for half of the Health & Human Services staff.

3 Project Identification and Alternatives
The 2006 and 2013 Operational studies indicated consolidation of all waiting areas would be more efficient. The lack of a large meeting space delays training and inhibits team building. Previously considered relocation to Sunny Ridge, the old Wal-Mart building or constructing an entirely new building.

4 Project Issues
Resolution to provide funding is working through the County Board process. Soils in the existing parking lot could be inadequate requiring fill or a basement. 2012 façade metals intended to be reused dependent on final spacing.

HHS Lobby Addition

5 Project Cost Worksheet

Funding	Expenditure	Other Funding	Bonding	Source(s) of Other Funding
Prior years	\$110,000	\$110,000	\$0	Internal funds
2014 - 1st quarter	\$43,000	\$1,490,000		Internal Funds
2014 - 2nd quarter	\$1,147,000			
2014 - 3rd quarter	\$300,000			
2014 - 4th Quarter				
2014 Total	\$1,490,000	\$1,490,000	\$0	
2015 - 1st quarter				
2015 - 2nd Quarter				
2015 - 3rd Quarter				
2015 - 4th Quarter				
2015 Total	\$0	\$0	\$0	
2016 - 1st Quarter				
2016 - 2nd quarter				
2016 - 3rd quarter				
2016 - 4th Quarter				
2016 Total	\$0	\$0	\$0	
2017 - 1st Quarter				
2017 - 2nd Quarter				
2017 - 3rd Quarter				
2017 - 4th Quarter				
2017 Total	\$0	\$0	\$0	
2018 - 1st Quarter				
2018 - 2nd Quarter				
2018 - 3rd Quarter				
2018 - 4th Quarter				
2018 Total	\$0	\$0	\$0	
SUB TOTAL 2014-2018	\$1,490,000	\$1,490,000	\$0	
Later Years			\$0	
TOTAL	\$1,600,000	\$1,600,000	\$0	
Check	\$0	\$0	\$0	

Additional details Other Funding
 Internal funds from \$900,000 capital projects fund balance if resolution approved. Expect to utilize \$110,000 in 2013 for design and specification. Previous façade project utilized \$15,714 to create design schematic as planned, but not shown in table.

HHS Lobby Addition

5 Project Cost Worksheet (continued)

Departmental cost	TOTAL	DEPARTMENT	DEPARTMENT	ASSET LIFE
		Building Services	Health & Human Services	YEARS
Land	\$ -			
Buildings	\$ 1,131,000	\$1,131,000		50
Infrastructure	\$ 55,000	\$55,000		20
Improvements	\$ 96,000	\$96,000		20
Equipment	\$ 75,000		\$75,000	15
Computer Hardware	\$ -			
Computer Software	\$ -			
Consulting	\$ 123,000	\$123,000		
Other	\$ 120,000	\$120,000		
TOTAL	\$1,600,000	\$1,525,000	\$75,000	
Check	\$0			

5 Project Cost Summary

Year	Total Cost	Other Funding	Bonding
Prior Years	\$110,000	\$110,000	\$0
2014	\$1,490,000	\$1,490,000	\$0
2015	\$0	\$0	\$0
2016	\$0	\$0	\$0
2017	\$0	\$0	\$0
2018	\$0	\$0	\$0
SUB Total	\$1,490,000	\$1,490,000	\$0
Later Years	\$0	\$0	\$0
TOTAL	\$1,600,000	\$1,600,000	\$0

6 Project Priority	Check all that Apply	Enter minimum amount required in Year 1 of project
1 Legally binding contract full sum payment in 1st year?		
2 A statutory or other requirement to spend all of Year 1 money?		
3 Legally binding contract but flexibility in 1st year payments?		\$
4 A statutory or other requirement with flexibility in 1st year payments?		\$
5 Operationally viewed essential-give reason:		\$
6 Other Priority reason: Please detail: Pending resolution	X	\$1,490,000
7 Project desirable, either improving service or efficiency		\$

HHS Lobby Addition

7 Project Critical Success Factors (Key Performance Indicators)

Project Critical Success Factors
<ul style="list-style-type: none"> - Pending County Board resolution approval by September, 2013. - Construction drawings and specification by February, 2014. - Construction to begin after frost out early 2014. - Alternate entrance during construction to serve clients safely.

8 Project Duration Estimates

Project Milestone	Date Estimate
Project Start Date - Design	September 1, 2013
Milestone 1 - Bid	February 1, 2014
Milestone 2 - Start Construction	April 1, 2014
Milestone 3 - Begin Remodel	September 1, 2014
Project End Date	October 15, 2014

9 Project Users	Impacts and Interface
External	
Health & Human Services Clients	Exposing to hazards, noise and dust during construction. Alternate entrance likely confusing.
Business/Residences on route	Existing parking used to stage materials and equipment could cause more on street parking.
Internal	Closing of entrance and lobby as well as noise and dust could disturb staff.

10 Project Tolerances	
TIME	Construction is weather dependent. Frost could delay start. Poor subsurface soils could delay completion.
COST	Potential cost impact from changes in final design, expansion of landscaping or parking lot grades and subsurface soils.
RISK	Risk of exposing hazards to HHS staff and clients during construction.
BENEFICIARIES	Attractive entrance and service areas should greatly improve the Health & Human Services clients experiences.
SCOPE	Subsurface soil conditions could require a basement. Prior schematic plan well thought through to finalize size.
QUALITY	Detailed design specification and review with close inspection by City, architect and director will result in quality product.

**RESOLUTION REQUESTING STATE FUNDING
OF LAKE MICHIGAN BEACH TESTING PROGRAMS**

TO THE MANITOWOC COUNTY BOARD OF SUPERVISORS:

1 WHEREAS, Great Lakes Beaches are a natural asset that helps to generate millions of tourist
2 dollars for Wisconsin; and
3

4 WHEREAS, communities along Lake Michigan, the Bay of Green Bay, and Lake Superior
5 have developed beach safety testing and public notification programs over the last twelve years using
6 federal grants; and
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8 WHEREAS, federal funding is no longer available to these communities to support the
9 programs that they have developed; and
10

11 WHEREAS, the State of Wisconsin receives revenue from tourists in the form of sales taxes;
12 and
13


14 WHEREAS, beach safety testing and public notification provides a benefit for all of
15 Wisconsin;
16

17 NOW, THEREFORE, BE IT RESOLVED by the Manitowoc County Board of Supervisors
18 that it urges the State of Wisconsin fund local health departments to continue the beach safety testing
19 and notification programs; and
20

21 BE IT FURTHER RESOLVED that the County Clerk is directed to send a copy of this
22 resolution to the Governor of the State of Wisconsin, the President of the Wisconsin Senate, the
23 Speaker of the Wisconsin Assembly, each legislator in the Wisconsin Senate and Assembly who
24 represents constituents from Manitowoc County, and to each county that borders Lake Michigan,
25 Lake Superior, and the Bay of Green Bay.

Dated this 21st day of May 2013.

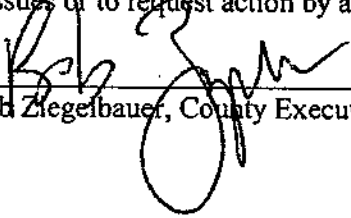
Respectfully submitted by the
Board of Health


Randy Vogel, Chair

LEGAL NOTE: Reviewed and approved as to form by Corporation Counsel. SR

LEGISLATIVE POLICY STATEMENT

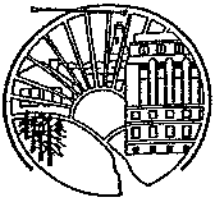
I respect the prerogative of the members of the Manitowoc County Board of Supervisors to voice their opinions on legislative issues. Therefore, it is my practice to neither approve nor veto a legislative policy resolution that has been enacted by the County Board in order to allow the County Board, acting as the legislative branch of county government, to freely express its sentiment on legislative and public policy issues or to request action by a governmental entity, or both.



Bob Ziegelbauer, County Executive

5/22/13

Date



SHEBOYGAN COUNTY

Dale Hippensteel - Manager
Division of Public Health
Health and Human Services Department

May 31, 2013

I am requesting a change in our current fee structure that reflects a code requirement of DHS 196 Restaurants; specifically Mobile Restaurants.

The current code defines the requirements as:

(53m) (a) Mobile food establishment means a restaurant or retail food establishment where food is served or sold from a movable vehicle, push cart, trailer or boat which periodically or continuously changes location and requires a service base to accommodate the unit for servicing, cleaning, inspection and maintenance or except as specified.

(84) Service Base means an operating base location to which a mobile food establishment or transportation vehicle returns regularly for such things as vehicle and equipment cleaning, discharging liquid or solid wastes, refilling water tanks and ice bins, and boarding food.

The county currently has the fee for a Mobile Service Base set as:

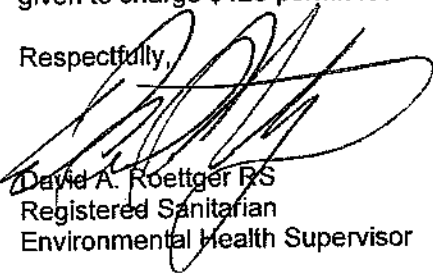
10L (low complexity) \$410.00
10M (medium complexity) \$446.00
10C (complex complexity) \$467.00

Each of the above fees is the same amount that is being charged for the mobile unit itself where food production is occurring. The above fees are also the same amount that is currently being charged for a restaurant permit.

We are receiving a number of calls regarding the requirements for starting this type of business. Most of these calls and including our currently licensed mobile units do not require a food location area where they are cooking food prior to loading it on the mobile unit and then cooking and/or warming it again. Therefore, what is needed is a permit which is called a Non-Cooking or Non-Production Service Base.

The state currently charges \$105 plus a one-time \$165 preinspection fee. I would ask that approval be given to charge \$120 permit fee and our current \$250 one-time preinspection fee.

Respectfully,

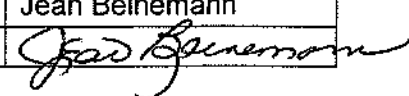

David A. Roettger RS
Registered Sanitarian
Environmental Health Supervisor

Attachments

**VACANT POSITION ANALYSIS
SHEBOYGAN COUNTY**

Department:	Health and Human Services, Division of Public Health
Position:	PHN II

Vacancy Date:	6/7/2013
Bargaining Unit:	n/a
Pay Grade:	10
Pay Range:	\$25.29-\$29.15

Expected Fill Date:	8/19/2013
Date VPA Done:	7/10/2013
VPA Done By:	Jean Beinemann
Signature:	

Why is this position vacant?

This position was vacated on 6/10/2013 when Marie Seger assumed Aging and Disability Director position.

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
Communicable Disease Control as required by law. Includes control of diseases such as TB, pertussis, measles, sexually transmitted diseases, etc.	75%	Mandatory	High
Generalized Public Health Nurse duties (nurse on call, information and referral)	25%	Mandatory	High

SECTION B – COSTS

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

Wages	Benefits	Other (non-payroll)	Total
\$49,765	\$27,863	\$	\$77,628

(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
\$18,208	\$10,197	\$	\$28,405

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:

Position costs included in the 2013 budget and plans to include costs for position in 2014 budget are in place.

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:

Medicaid billing and direct contract revenue from DHS will provide an estimated 30% reimbursement for the position.

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:

Communicable disease control and public health nursing services are essential services which are critical to the mission of the Sheboygan County Division of Public Health. These mandated services directly and indirectly affect the health and wellbeing of all Sheboygan County residents (mandate reference State Statutes HFS 140 and 252).

The PHN works with community partners to assure prompt reporting and follow-up of communicable diseases (CD). Reports received include notification of acute and communicable diseases including, but not limited to cases of tuberculosis, food borne or waterborne outbreaks, sexually transmitted diseases, and novel influenza subtypes such as H1N1 influenza. CD follow-up responsibilities include working in collaboration with affected individual(s) and appropriate community partners to mitigate further spread of the disease. Preventative measures include an array of interventions such as education regarding the disease and how it is spread, assuring access to appropriate treatment methods, isolation, quarantine, immunization and/or prophylactic treatment of close contacts, etc.

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?

Additional overtime costs would be incurred. Reduced revenues could occur if contract agreements would not be fulfilled and billing not completed.

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?

See below.

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.

Potential movement of a LTE TB Project Nurse to this permanent PHN II position.

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.

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.

Sheboygan County Capital Project Funding Request

Project Name:	Health and Human Services Software Upgrade
Department:	Health and Human Services and IT
Project Manager(s):	Tom Eggebrecht, Josh McDermott
Committee:	Health and Human Services and Finance
Project Number	TBD

1 Project Case

1.1 Project Overview

Replace the Health and Human Services Department's software operating system in response to the aging architecture and planned discontinuation of its further development by the current software vendor. The project scope will include software purchase, business process mapping, installation, and user training.

1.2 Project Purpose

The purpose of the project will be to equip the department to continue to adequately document activities and capture revenues in a rapidly changing regulatory environment, to maximize efficiencies available through continuously emerging mobile technologies, to assure flexibility and speed in analytics, to allow electronic records development, and to remain accountable to its constituencies in the years ahead.

2 Primary Project Objectives

A successful installation will achieve the following objectives:

1. Improved user experience
2. Elimination of redundancy and use of shadow systems
3. Increased efficiency
4. Flexibility and scalability
5. Analytical capability
6. Comprehensive electronic records format
7. Positive return on investment
8. Better services

In addition to the above high level solution capabilities, the HHS is looking for a solution which can provide the following capabilities:

1. Customization of various features and workflows to adapt to the workings of HHS processes
2. Integration capabilities with third party systems and custom developed system
3. Role based security for user access to the system, modules and features
4. Customized alert system for various workflows and ongoing activities
5. Highly configurable interface using business rules, and custom forms and screens
6. "Smart" data entry features
7. User friendliness, ease of use and navigation

3 Project Identification and Alternatives

The department's notice of the planned sunseting of its current installation served to contraindicate further development of that system. Several months of engagement and planning with county IT staff and a consultant culminating in the release of a request for proposals, the receipt of replacement proposals, and recent vendor demonstrations have equipped the department to move forward on this initiative pending funding approval.

4 Project Issues

Health and Human Services supports multiple programs and workflows to achieve its work and is required to interface with multiple state and federal systems to document that work. A successful replacement will be required to achieve integration capability with many of them combined with flexibility for future applications.

5 Project Cost Worksheet

Funding	Expenditure	Other Funding	Bonding	Source(s) of Other Funding
Prior years			\$0	
2014 - 1st quarter	\$420,430			
2014 - 2nd quarter	\$210,215			
2014 - 3rd quarter	\$210,215			
2014 - 4th Quarter	\$220,051			
2014 Total	\$1,060,911	\$0	\$1,060,911	
2015 - 1st quarter				
2015 - 2nd Quarter				
2015 - 3rd Quarter				
2015 - 4th Quarter				
2015 Total	\$0	\$0	\$0	
2016 - 1st Quarter				
2016 - 2nd quarter				
2016 - 3rd quarter				
2016 - 4th Quarter				
2016 Total	\$0	\$0	\$0	
2017 - 1st Quarter				
2017 - 2nd Quarter				
2017 - 3rd Quarter				
2017 - 4th Quarter				
2017 Total	\$0	\$0	\$0	
2018 - 1st Quarter				
2018 - 2nd Quarter				
2018 - 3rd Quarter				
2018 - 4th Quarter				
2018 Total	\$0	\$0	\$0	
SUB TOTAL 2014-2018	\$1,060,911	\$0	\$1,060,911	
Later Years			\$0	
TOTAL	\$1,060,911	\$0	\$1,060,911	
Check	\$0	\$0	\$0	
Additional details Other Funding				

5 Project Cost Worksheet (continued)

Departmental cost	DEPARTMENT	DEPARTMENT	ASSET LIFE
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	TOTAL		YEARS
Land	\$ -		
Buildings	\$ -		
Infrastructure	\$ -		
Improvements	\$ -		
Equipment	\$ -		
Computer Hardware	\$ 50,000		\$50,000
Computer Software	\$695,768		\$695,768
Consulting	\$ 175,000		\$175,000
Other	\$ 140,143		\$140,143
TOTAL	\$1,060,911	\$0	\$1,060,911
Check	\$0		

5 Project Cost Summary

Year	Total Cost	Other Funding	Bonding
Prior Years	\$ -	\$ -	\$ -
2014	\$ 1,060,911	\$ -	\$ 1,060,911
2015	\$ -	\$ -	\$ -
2016	\$ -	\$ -	\$ -
2017	\$ -	\$ -	\$ -
2018	\$ -	\$ -	\$ -
SUB Total	\$ 1,060,911	\$ -	\$ 1,060,911
Later Years	\$ -	\$ -	\$ -
TOTAL	\$ 1,060,911	\$ -	\$ 1,060,911

6 Project Priority	Check all that Apply	Enter minimum amount required in Year 1 of project
1 Legally binding contract full sum payment in 1st year?		
2 A statutory or other requirement to spend all of Year 1 money?		
3 Legally binding contract but flexibility in 1st year payments?	<input checked="" type="checkbox"/>	\$
4 A statutory or other requirement with flexibility in 1st year payments?		\$
5 Operationally viewed essential-give reason:	<input checked="" type="checkbox"/> - refer to section 1.2	\$1,060,911
6 Other Priority reason: Please detail		\$
7 Project desirable, either improving service or efficiency		\$

7 Project Critical Success Factors (Key Performance Indicators)

Project Critical Success Factors
Finalization of replacement vendor selection and contract prior to 12/31/13 and achievement of milestones as detailed in Section 8.

8 Project Duration Estimates

Project Milestone	Date Estimate
Project Start Date-	1/2/2014
Milestone 1- Business Process Mapping	3/31/2014
Milestone 2- Implementation	9/30/2014
Milestone 3 - Users Trained	12/31/2014
Project End Date	12/31/2014

9: Project Users	Impacts and Interface
HHS Staff	Need to participate in process mapping, data conversion and user training
IT Staff	Need to assist through installation, training and maintenance.
Finance Staff	Need to assist with JD Edwards interface
State and Federal Payors	Need to successfully receive and transmit information and remit payments

10 Project Tolerances	
TIME	Project startup is contingent on successful negotiation of a purchase agreement prior to 1/1/14.
COST	Costs are based on preliminary proposals received plus 20 percent contingency and will depend on final process mapping, scope and installation complexities.
RISK	Risk of loss of future reporting capabilities and revenues should installation prove delayed or unsuccessful.
BENEFICIARIES	Department staff, consumers, elected representatives and constituents.
SCOPE	Project scope has been previously detailed through RFP release and is believed to be comprehensive at this stage.
QUALITY	Quality will be assured through continued engagement with IT personnel and third party consultant.

PUBLIC HEARING
2014 Health and Human Services Department Budget
June 24, 2013 – 4:30 P.M.
Human Services Building
Sheboygan, WI

PRESENT: Supervisor Kris Wheeler, Supervisor Jacob VanDixhorn, Supervisor Peggy Feider, Supervisor Brian Hoffmann, Supervisor Edward Procek, Curt Nyenhuis, Citizen Member, Mr. Tom Eggebrecht, Elizabeth Schaffenburg, Shirley Skarzynski, Mary VanEss, Denise Dreifuerst, Sherri Daus, Peter Weber, Deb Weber, Jon Rose, Lynda Laun.

Mr. Tom Eggebrecht, Health and Human Services Department Director, introduced the members of the Health and Human Services Committee and County Board. Persons attending the session were asked to sign in, indicating their name, address and/or affiliation.

Mr. Eggebrecht thanked everyone for coming and stated that while this opportunity is required by state statute, the agency looks forward to stakeholder feedback as it plans for its services. He reported that Health and Human Services currently has a \$28.9 million budget. A power point presentation highlighting the current budget, its distribution of resources, and planning initiatives was shared.

Following the presentation, Mr. Eggebrecht informed those present at the hearing that Committee members and staff were at the meeting to listen to comments and concerns and receive feedback regarding maintaining present services, any services requiring change, and any priorities that must be considered should changes be made. Input received at the hearing will be taken into consideration as decisions for 2014 are planned.

WAIT LIST 2013

PROGRAM	DISABILITY GROUP
Children's Waivers	22
Intensive Autism	12

Mr. Eggebrecht reported that letters and notes regarding the 2014 Budget may additionally be sent to the attention of Kim Pagel at 1011 North Eighth Street, Sheboygan, Wisconsin -- 53081, e-mail to kim.pagel@SheboyganCounty.com or fax to (920) 459-4353.

The hearing began at 4:30 P.M. and concluded at 5:33 P.M. Comments made by persons in attendance follow on the attached page.

Respectfully Submitted,

Dawn Blok

**PUBLIC HEARING FOR 2014
Health and Human Services Department Budget
June 24, 2013**

Page 2

Deb and Peter Weber stated they were happy to see planning initiatives with behavioral health as their 30-year-old son has been diagnosed with schizophrenia and shared some of the struggles they have faced with getting him the help he needs. They expressed need for improved crisis response and support for the expansion of extended care stabilization facilities.

Denise Drierferst had questions about inpatient mental health admissions and wanted to express gratitude for outpatient DBT groups. She expressed hope that the therapy would be continued as it is believed to provide positive benefit. She would also like to see a facility available for individuals to be stabilized on their meds, veterans with PTSD, and for other persons who need a longer stay than a traditional hospitalization but shorter than extended group home care.

Mary Vaness had concerns about transportation for supported employment for her son, indicating that costs for it are now being factored into his residential placement. Tom explained that this is an issue that falls under the umbrella of Family Care and stated that the challenge of service provision overall is that everything has a cost connected to it. Pressure to try to sustain services and supports that people have come to appreciate over the years is becoming more difficult as we grow older and health care costs continue to climb. Government in general is less able and at times less interested in supporting that expense. He advised that the agency is not currently providing long term care except for children, the rest currently falls to Family Care and recommended contacting the ADRC to talk with a benefit specialist there for specific questions.

Elizabeth Schaffenburg from the board at Deland Receiving Home wanted to express appreciation for the agency's support of Deland and hopes that things will continue to go forward.

Jon Rost, President of Hearthstone of Wisconsin read a prepared written statement -- thanking the Committee and County Board at large for continued support and partnership.

Edward Procek thanked the County for continued support of public transportation which is contracted through Metro Connection and requested continued vigilance by the County. The program was cut back 10% 2 years ago by the State, and feels funding should be restored.

**REQUEST FOR CHANGE IN
DEPARTMENTAL TABLE OF ORGANIZATION**

Department: Health & Human Services	Date: 07/16/13
Effective Date of Change: Upon Approval	

It is strongly suggested that you consult with the Human Resources Department before submitting any request for change in the table of organization to your liaison committee.

TABLE OF ORGANIZATION CHANGE REQUESTED

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. Each job title should be listed on a separate line. For each job title, list *either* the number of full-time and part-time positions, *or* the authorized FTE, 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
Economic Support Specialists	19			20		
Social Service Aides	8			7		
<i>See attached for full listing of HHS Table of Organization</i>						
TOTALS	27			27		

NEW POSITIONS CREATED

If any new positions are requested, please describe very briefly (one or two sentences) the essential work to be performed by each new position, and give a proposed pay grade (union or non-union) for the position. Consult with HR Director regarding pay grades for any new classifications.

NA

BUDGET

Identify the specific source of funding for any new or additional positions being requested. Deletion of other positions may be used as a source of funding only if the positions being deleted are specifically identified in your department's budget spreadsheet as submitted to the County Administrator during the budget process.

<i>Job Title</i>	<i>Cost-Rest of Year</i>	<i>Cost-Annual</i>	<i>Source of Funds</i>
Economic Support Specialist	\$22,842.66	\$53,991.74	Income Maintenance Administration, Wisconsin Home Energy Program, FoodShare Employment and Training, and Child Care Administration Allocations

RATIONALE

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

The Department of Health Services (DHS) has been working with all Income Maintenance consortia/counties in projecting the upcoming impacts to the BadgerCare (Medicaid) workload with the implementation of the Affordable care Act (ACA). This workload will substantially increase beginning in October 2013 and peak into the second quarter of 2014. A leveling off will occur at that point. Their projections in both increased individuals and caseload served, as well as Call Center inquiries and volume, indicate that a substantial increase of Economic Support Specialists across the state will be necessary to meet the workload demand. The Economic Support Division has already implemented an initial plan of increasing staff hours to 40 per week, utilization of two limited term employees in the Energy Assistance program this season, and filling a vacant Supervisor's position. Since our initial plan was formulated, DHS has provided updated additional information regarding the workload increase. Our projections of an overall increase in caseload by mid-2015, is approximately 2000 cases. This indicates that there is need for another Economic Support Specialist to meet the demand. DHS will be providing additional funding to the Income Maintenance consortia beginning in the second half of 2013. There are additional allocations in 2014 and 2015. DHS will re-examine base Income Maintenance Funding for the 2015-2017 State biennial budget. The additional funding projected will cover the position costs of for the remainder of the year and the annual costs of \$53,991.74 (wages and benefits). In addition the funding will cover the costs of the initial staffing plan described above.

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.

--

ACTION TAKEN

Department Head Determination:

___ Approved

___ Denied

Date: _____

Signature: _____

Liaison Committee Action:

___ Approved

___ Denied

Date: _____

Committee Chair: _____

Human Resources Committee:

___ Approved

___ Denied

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.

Health & Human Services Table of Organization Recap per Chapter 40
 Detail by Position Type

Change	Position	Table of Org	
		FT	PT
	Director	1	
	Deputy Director	1	
	Manager	4	
	Senior Accountant	1	
	Staff Accountant	1	
	Office Supervisor	1	
	Account Clerk	7	
	Secretary	19	
	Clerk Typist	2	
	Social Work Supervisor	7	
	Social Worker	53	
	Volunteer Coordinator/Social Worker	1	
	Home Consultant	1	
-1	Social Services Aide	8	
	Supervisor - Clinical Treatment/Intake Assessment	1	
	Director/Clinical Coordinator, CSP	1	
	Supervisor - Long Term Support/Developmental Disability	1	
	Supervisor - TASC & Contract Svs for MH/AODA	1	
	Long Term Support Nurse - Case Manager	3	
	Alcohol/Drug Abuse Counselor	4	
	Community Services Specialist	3	
	Community Support Specialist	5	
	Developmental Disability Specialist	4	
	Mental Health Specialist	2	
	Psychiatric Nurse	2	
	Psychologist	1	
	Psychotherapist	5	
	Residential Services Specialist	1	
	Mental Health Counselor	2	
	Supervisor - ADRC	1	
	Benefits Specialist	1	
	Outreach Worker	1	
	Disability Benefits Specialist	1	
	Protective Services Specialist	2	
	Supervisor - Economic Support	3	
+ 1	Economic Support Specialist	19	
	Program Supervisor Public Health	3	
	Public Health Nurse - FT	13	
	Public Health Nurse - PT	0	3
	Public Health Sanitarian	2	
	Registered Nurse - PT	0	1
	Nutritionist WIC - FT	1	
	Nutritionist WIC - PT	0	2
	Public Health Technician	3	
	WIC Assistant	1	
	Public Health Tech - Bilingual	1	
	Public Health Aide	2	
	Service Coordinator	1	
	Site Manager	5	
	Social Work Supervisor - Child & Family Resource	1	
0	Total Positions	204	6

Change requested July, 2013

**VACANT POSITION ANALYSIS
SHEBOYGAN COUNTY**

Department:	Health and Human Services- Economic Support Division
Position:	Economic Support Specialist

Vacancy Date:	Table of Organization Change
Bargaining Unit:	AFSCME 110
Pay Grade:	13
Pay Range:	\$15.00 -\$18.22 per hour

Expected Fill Date:	July 29, 2013
Date VPA Done:	July 16, 2013
VPA Done By:	Elizabeth Mahloch
Signature:	

Why is this position vacant?

This position is a Table of Organization change transferring a Social Service Aide position to an Economic Support Specialist position.

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
Income Maintenance (Food Stamps and Medical Assistance)	84%	Discretionary beginning in 2012. County Board resolution to join consortium to provide services.	1
Wisconsin Home Energy Assistance	10%	Mandatory Administration	2
Child Care Eligibility	5%	Mandatory	3
FoodShare Employment and Training (FSET)	1%	Mandatory Administration	4

SECTION B – COSTS

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

Wages	Benefits	Other (non-payroll)	Total
\$31,492.30	\$22,499.44		\$53,991.74

(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
\$13,323.67	\$9,518.99		\$22,842.66

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

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:

Income Maintenance: The annual Income Maintenance allocation is designated for eligibility determinations in the FoodShare and Medicaid/Badgercare Programs. This funding source is an annual contract and has been in existence for over 30 years. In 2012, it began to be allocated to the county through an Income Maintenance consortium. Sheboygan County is the lead for the East Central Income Maintenance Partnership

Food Share Employment and Training (FSET). This is the employment and training component of the FoodShare program and is funded through a separate allocation that is adequate at this point and does not require additional tax levy to maintain funding and services.

Wisconsin Home Energy Assistance: Wisconsin Home Energy Assistance Funds are available on an annual basis and have been in existence for years. Allocations are based on the federal fiscal year of October through September.

Child Care Eligibility: This funding source is an annual contract with the Department of Children and Families. Currently, this program is operating without tax levy.

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:

Sheboygan County residents applying for benefits through these public assistance programs will wait longer for application processing resulting in a delay in receipt of benefits. For some low income families this may result in any number of hardships including but not limited to: difficulty in obtaining medical care or child care services, difficulty in paying the rent or utility bills, an inability to supplement their food budget through FoodShare benefits and a delay in eligibility to participate in employment search programming. All of these services assist individuals and families in maintaining employment and working toward self-sufficiency.

There also could be program or fiscal sanctions from the State when the Economic Support Division is not in compliance in meeting deadlines or processing requirements. Public Health and Community Programs within the Health and Human Services Department may need to delay services until eligibility for one or more of the benefit programs is determined. In cases of service provision their capacity to bill Medicaid would not be available. The Medicaid Program is a source of revenue for both of these divisions. The Child Support Enforcement Department receives referrals from Economic Support to establish paternity or child support orders. Delays in this process may cause financial hardship for custodial parents.

Delays in eligibility determinations may also impact on the Health Care Center and Veterans Department. Community agencies and organizations would also be impacted as individuals and families would require more services through the food pantries, homeless shelters, churches, etc.

In 2012, Sheboygan County entered into a consortia relationship with nine other counties to deliver Income Maintenance services as the East Central Income Maintenance Partnership (ECIMP). This method of service delivery has changed some functions that Economic Support Specialists perform and spreads some workload over the consortium. Most notably this occurs in the Call/Change Center that the ECIMP operates. This position will participate in being a call/change center agent and is part of Sheboygan County's responsibility in the partnership. Without this position, the other Sheboygan Economic Support Specialists would need to maintain additional call center shifts and this would decrease our ability to maintain performance standards on the average speed of call answer time and percentages of calls answered. This makes it very important that this position be filled as soon as possible and the initial Economic Support training be started immediately upon filling the position.

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?

Revenues in Economic Support are primarily from State grants. In order to capture the Income Maintenance (IM) revenue, Economic Support staff must perform the eligibility determination functions. There will be a substantial increase added to the base IM allocation for the 2013-2015 biennium. Expenditures beyond the base IM allocation capture a 50% federal reimbursement. There is no tax levy budgeted for the Child Care eligibility program or the FoodShare Employment and Training Program.

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?

This is actually a conversion of a Social Service Aide position that has remained vacant for some time, to an Economic Support Specialist position. There are no other filled positions that would meet this need. All Economic Support Specialists work in all of our program areas and the current staffing level is insufficient to meet the demand for services. As there is no high school, technical school or college/university program that trains individuals to be Economic Support Specialists, the person hired, if not from another county Economic Support agency, must complete approximately four months of extensive training with intensive supervision and gain approximately one year of experience prior to managing a full caseload.

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.

Historically, current staff in the ES Social Service Aide or Secretary positions have not opted to post into a vacant Economic Support Specialist position. Based upon the current workload in the Division of Economic Support, if the Social Service Aide or a Secretary did choose to and was chosen to fill the Economic Support position, we are requesting that the subsequent vacant position also be filled.

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.

Prior to this request to convert a Social Service Aide to an Economic Support position, the Economic Support Division also has one vacant position that we are also requesting to fill. The division has two Economic Support Specialists who were hired in October 2012 and January 2013. They have completed the initial training process. They processed many of our energy program applications for this season and are presently maintaining approximately a 50% and 25% Economic Support caseload respectively. They will be building up to a full caseload by the end of 2013.

The State Department of Health Services is projecting a substantial increase in workload for the Economic Support Division, due to changes in the Medicaid Badger Care program and National Health Care Reform, over the next 2013-2015 biennial budget period. The approved biennial budget includes a substantial amount of additional Income Maintenance revenue to be provided to counties/consortia agencies. The bulk of the workload is projected to occur from October 2013 through March 2014. A leveling off will occur, with the end result being a projected caseload increase of approximately 2000. In order for the Economic Support Division to position itself for this additional demand, it is necessary to train the additional staff as soon as possible to allow the person to assist with case processing and call center duties. Costs for the position will be captured in the additional IM funding that will become available as soon as August 2013.

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 Administrative Coordinator and Human Resources Director. After liaison committee approval, submit signed original to Human Resources Director.