

NOTICE OF REMOTE MEETING

HEALTH & HUMAN SERVICES COMMITTEE AGENDA

May 18, 2021 – 8:30 A.M.

TO JOIN THE REMOTE MEETING: ACCESS WEB LINK OR DIAL PHONE NUMBER

<https://zoom.us/j/98621861113?pwd=ZnJoenJLTG1rSzR4Qm1FekJjdEZ5dz09>

Meeting ID: 986 2186 1113

Passcode: 886484

Call to Order and Introductions

Certification of Compliance with Open Meeting Law

Approval of Minutes

- Health and Human Services Committee Meeting – May 4, 2021

Announcements and Correspondence

Public Comment—Members of the public may speak up to three minutes each on topics relevant to the agenda.

Department Head Report(s)

Public Health Manager — Starr Grossman

- Covid Update

Presentation — Behavioral Health Manager Jackie Moglowsky (Deb Kehrberg and Libby Gilbertson presenting)

- Child and Family Resources Unit

Health and Human Services Director — Matt Strittmater

- Consideration of Change in Table of Organization
- Consideration of Vacant Position Request – Finance Analyst/Staff Accountant
- Consideration of Vacant Position Request – Senior Lead Public Health Professional (Lead Health Strategist)

Behavioral Health Manager — Jackie Moglowsky

- Consideration of Vacant Position Request – Social Worker - CLTS

Economic & Child Support Manager — Tim Gessler

- Consideration of Vacant Position Request – Human Services Specialist – Economic Support (2 openings)

Review and Approve Vouchers

- March 14, 2021 to March 27, 2021
- April 25, 2021 to May 8, 2021

Approval of Attendance at Other Meetings

Reports on Meetings Attended

Adjourn

Prepared by:

Wendy Gorges, Recording Secretary

Brian Hoffman, Committee Chairperson
Matt Strittmater, Health and Human Services Director

NOTE: 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.

SHEBOYGAN COUNTY HEALTH & HUMAN SERVICES COMMITTEE

MINUTES

May 4, 2021

Called to Order: 8:30 am

Adjourned: 9:32 am

MEMBERS PRESENT: Supervisors: Brian Hoffmann–Chair, Curt Brauer–Vice Chair, Bill Goehring–Secretary, Marilyn Montemayor, Wendy Schobert
Non-Supervisors: Ms. Jeanne Kliejunas, Mr. Larry Samet, Ms. Diane Oppeneer

MEMBERS ABSENT: Supervisor Vicky Schneider

STAFF PRESENT: Matthew Strittmater, Michelle Acevedo, Starr Grossman, Tim Gessler, Scott Shackelford, Jackie Moglowsky, Wendy Gorges

PUBLIC PRESENT: Suzanne Speltz, Judi Pool, Julie Scheibel, Jerry Jorgenson, Rebecca Clarke, Jennifer Borkenhagen

Certification of Compliance with Open Meeting Law

- The Health and Human Services Committee agenda was posted on April 30, 2021 at 2:05 p.m. in compliance with the Open Meeting Law.

Approval of Minutes – April 20, 2021

- Motion made by Supervisor Brauer, seconded by Supervisor Goehring to approve the minutes. Motion carried unanimously.

Announcements and Correspondence

- No announcements were made.

Public Comment

- Suzanne Speltz, 3917 Mendocino Lane, Sheboygan - spoke about COVID vaccinations
- Jennifer Borkenhagen, 608 State Avenue, Adell - spoke about COVID regulations

Department Head Report — Director Matt Strittmater

- The grant funding that Sheboygan County received from the State of Wisconsin has a new program made available for local Public Health whereas instead of choosing the funding, they will help you find staff to work in your location with special skill sets. Public Health is looking to hire an epidemiologist to help understand the numbers and help making decisions locally.
- Kudos to Public Health Manager Starr Grossman for being nominated for the Sheboygan County Chamber awards "Best Under 40" which is to be held next week. Congratulations as well to Kelli Sohn and Taylor Wilkens from Rocky Knoll on your well-deserved nominations.
- The volunteer drivers for the ADRC were nominated for "Group Volunteers of the Year" thru United Way. They did not win, but the nomination was well deserved for their committed service in helping the community.

Public Health Manager — Starr Grossman

- Covid Update
There are approximately 23 new cases of COVID that came in over the weekend with 123 people actively ill. The current burden rate is 138.8 cases per 100,000 with a trajectory that has decreased by 55%. The southeastern region of Wisconsin is at 82% of hospital beds that are in use and 84% of ICU beds in use. Sheboygan County has nearly 42% of the population being vaccinated with one dose already and 81.6% of those folks are in the age 65+ category cases. Currently, 3 people are hospitalized in our community and there have been 140 deaths since last March.

- 2020 Public Health Annual Report – Starr’s presentation gave a program area review in Community Engagement, Clinical Services, Women/Infant/Children (WIC) and Environmental Health. She also discussed the challenges and opportunities ahead for the department.

Health and Human Services Director — Matt Strittmater

- Health and Human Services Budget – First Quarter Forecast – The Department completed an analysis of the first quarter of actual budget data, and used that analysis to forecast the remainder of the year. At this point the Department is forecasting coming in on or under budget in 2021. This forecast includes utilization of some state grants for pandemic staffing expenses, but does not yet include anticipated federal pandemic related funding to help offset pandemic related reduced revenue and/or increased expenses.

Review and Approve Vouchers

- April 11, 2021 to April 24, 2021
Motion made by Supervisor Brauer, seconded by Supervisor Montemayor to approve the vouchers. Motion carried unanimously.

Approval of Attendance at Other Meetings

- Supervisor Chair Hoffmann requested authorization for attending the following meetings:
Administrative Panel – 04/21, 05/03
Motion made by Supervisor Montemayor, seconded by Ms. Kliejunas to approve the attendance of the meetings for Supervisor Chair Hoffmann. Motion carried unanimously.

Adjourn

- At 9:32 a.m., Supervisor Brauer moved and Supervisor Schobert seconded to motion to adjourn the May 4, 2021 Health and Human Services Committee remote meeting. Motion carried unanimously.

REQUEST FOR CHANGE IN DEPARTMENTAL TABLE OF ORGANIZATION

Department: Health & Human Services	Date: 5/18/21
Effective Date of Change:	6/4/21

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
<i>Please see attached Table of Organization</i>						
Effect of Request on current Table of Organization						
1. Eliminate a 1.0 FTE Accounting Specialist from HHS TO once it becomes vacant (6/4/21)	6		6.0	5		5.0
2. Add a 1.0 FTE Finance Analyst to the HHS TO on 6/4/21	1		1.0	2		2.0
TOTALS	7		7.0	7		7.0

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.

Significant autonomy as position fulfills responsibilities related to grant reporting, account payables, annual expense reporting, single audit preparation, balance sheet reconciliation, grant reconciliations, monthly journal entries, and assistance preparing annual budget for Health & Human Services. Consulted with HR – C42 pay band.

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>
Finance Analyst	\$42,000 - \$56,761 (6-14-21 start date)	\$84,100 - \$113,523	Funding for current Accounting Specialist being eliminated via this request will be applied to the cost of the Finance Analyst position. The difference (additional cost of higher paid position) will be covered via a blend of state funding received to support the infrastructure for the Aging and Disability Resource Center and Economic Support, and county tax levy.

RATIONALE

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

Requesting to replace an existing Accounting Specialist position with a Finance Analyst position once the current employee retires (6/4/21). We reviewed with Human Resources how the position will be utilized when it is refilled, and the responsibilities and skill set needed will most appropriately align with Finance Analyst position/payband

ADDITIONAL INFORMATION

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

ACTION TAKEN

Department Head Determination:

Date: 5-13-21

X Approved Denied

Signature: 

Liaison Committee Action:

Date:

 Approved Denied

Committee Chair:

Human Resources Committee:

Date:

 Approved Denied

Committee Chair:

SHEBOYGAN COUNTY HEALTH & HUMAN SERVICES
TABLE OF ORGANIZATION PER CHAPTER 40 OF THE COUNTY CODE

	Current				Proposed			
Position	Not Used Recently	Budget FT	Budget PT	Budget FTE	Not Used Recently	Budget FT	Budget PT	Budget FTE
Accounting Assistant		2		2		2		2
Accounting Specialist	1	5		5	1	4		4
Administrative Assistant		1		1		1		1
Administrative Specialist	1	13		13	1	13		13
Department Head		1		1		1		1
Deputy Human Services Director		5		5		5		5
Finance Analyst		1		1		2		2
Human Services Assistant	1	13	2	14	1	13	2	14
Human Services Coordinator	1	4		4	1	4		4
Human Services Manager		17		17		17		17
Human Services Professional	5	51		51	5	51		51
Human Services Specialist	2	29		29	2	29		29
Human Services Supervisor	2	3		3	2	3		3
Lead Human Services Professional	1	4		4	1	4		4
Lead Human Services Specialist		4		4		4		4
Lead Public Health Professional		1		1		1		1
Public Health Professional	2	14	3	15.8	2	14	3	15.8
Senior Administrative Specialist		1		1		1		1
Senior Financial Analyst		2		2		2		2
Senior Human Services Assistant		2		2		2		2
Senior Human Services Professional	2	20		20	2	20		20
Senior Lead Human Services Professional		1		1		1		1
Senior Lead Public Health Professional	1				1			
Senior Public Health Professional	1	9		9	1	9		9
Total Positions	20	203	5	205.8	20	203	5	205.8

Table of Organization Positions currently vacant and not budgeted for 2021 (20)	Table of Organization Positions currently vacant and not budgeted for 2021 (20)
Accounting Specialist - 1 position	Accounting Specialist - 1 position
Administrative Specialist - 1 position	Administrative Specialist - 1 position
Human Services Assistant - 1 position	Human Services Assistant - 1 position
Human Services Coordinator - 1 position	Human Services Coordinator - 1 position
Human Services Professional - 5 positions	Human Services Professional - 5 positions
Human Services Specialist - 2 positions	Human Services Specialist - 2 positions
Human Services Supervisor - 2 positions	Human Services Supervisor - 2 positions
Lead Human Services Professional - 1 position	Lead Human Services Professional - 1 position
Senior Lead Public Health Professional - 1 position	Senior Lead Public Health Professional - 1 position
Public Health Professional - 2 positions (1 is .5)	Public Health Professional - 2 positions (1 is .5)
Senior Human Services Professional - 2 positions	Senior Human Services Professional - 2 positions
Senior Public Health Professional - 1 positions	Senior Public Health Professional - 1 positions
Total	20



Sheboygan County VACANT POSITION REQUEST

(To be completed for all vacant positions)

WISCONSIN

Date: 5/18/2021

To: Health & Human Services Committee Members

From: Matthew Strittmater

Position Request:

Position: Finance Analyst / Staff Accountant

Reason for Vacancy: Accounting Specialist retires 6-14-21; position reclassified to Finance Analyst

Justification:

The Staff Accountants are responsible for many functions: (1) Assistance with annual budget preparation; (2) Monthly financial reports/transactions and corresponding journal entries and accruals; (3) Participation in monthly budget program reviews; (4) Completion of provider audit confirmation and audit; (5) Assists the Sr. Accountant with grant reporting responsibilities as requested; (6) Monthly accruals, grant reconciliation, and budget forecasting. Permission is requested to backfill should this position be filled by an internal candidate.

Staffing Consideration:

Department has considered all alternate options as it relates to overall staff needs? Yes ☒ No ☐

Budget Consideration:

Is this position within the Department's annual operation budget? Yes ☐ No ☒

If not, please state the amount over budget as well as the proposed source of funds:

This newly created Finance Analyst could cost up to \$14,000 more than the Accounting Specialist depending on experience and skill set. Additional cost will be covered via a blend of state funding and county levy.

Costs:

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

Wages	Benefits	Total
\$52,130 - \$81,553	\$31,970	\$84,100 - \$113,523

(Note: Costs for health and dental benefits should be net costs, after subtracting revenue from employee contributions.)

County Administrator/Department Head Signature

Date: 5-13-21

Human Resources Director Signature

Date: 05/13/2021

Liaison Committee Signature

Date:

Human Resources Committee Signature

Date:

Form Process:

1. County Administrator/Department Head completes VPR.
2. County Administrator/Department Head refers to Human Resources Director for approval.
3. County Administrator/Department Head presents VPR to Liaison Committee for approval/signature.
4. County Administrator/Department Head forwards VPR to HR for Human Resources Committee approval/signature (Salaried Positions Only.)
5. HR begins recruitment process.

01/2021



Sheboygan County

VACANT POSITION REQUEST

(To be completed for all vacant positions)

WISCONSIN

Date: 5/11/2021
To: Health & Human Services Committee Members
From: Matt Strittmater

Position Request:

Position: Senior Lead Public Health Professional (Lead Health Strategist) C45
Reason for Vacancy: Staff resignation due to relocation

Justification:

The Health Strategist applies a multi-sector approach to strengthen department, community, and interagency partnerships in addressing identified health needs in Sheboygan County. The Health Strategist is an engaged change leader who promotes and builds collaborative relationships and initiatives that investigate and act to make meaningful progress on community health issues, providing coordination, facilitation and leadership within the agency and community to foster gains in knowledge, practice and capacity for complex change initiatives across disciplines and organizations.

Staffing Consideration:

Department has considered all alternate options as it relates to overall staff needs? Yes ☒ No ☐

Budget Consideration:

Is this position within the Department's annual operation budget? Yes ☒ No ☐

If not, please state the amount over budget as well as the proposed source of funds: Click here to enter text.

Costs:

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

Wages	Benefits	Total
68,000	27,000	95,000

(Note: Costs for health and dental benefits should be net costs, after subtracting revenue from employee contributions.)

County Administrator/Department Head Signature [Signature] Date: 5-11-21
Human Resources Director Signature [Signature] Date: 05/11/2021
Liaison Committee Signature _____ Date: _____
Human Resources Committee Signature _____ Date: _____

Form Process:

1. County Administrator/Department Head completes VPR.
2. County Administrator/Department Head refers to Human Resources Director for approval.
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4. County Administrator/Department Head forwards VPR to HR for Human Resources Committee approval/signature (Salaried Positions Only.)
5. HR begins recruitment process.

01/2021



Sheboygan County VACANT POSITION REQUEST

(To be completed for all vacant positions)

WISCONSIN

Date: 5/18/2021

To: Health & Human Services Committee Members

From: Jaclyn Moglowsky, Behavioral Health Manager

Position Request:

Position: Social Worker - CLTS

Reason for Vacancy: FMLA Leave

Justification:

This LTE position is being requested to cover for a staff member who will be on FMLA from late September through late December/early January. This position manages a caseload of 40-45 Children's Long Term Support families. Dispersing these cases among the existing staff would raise their loads to 60+, well above the state recommendations for caseloads of approximately 40.

Staffing Consideration:

Department has considered all alternate options as it relates to overall staff needs? Yes ☒ No ☐

Budget Consideration:

Is this position within the Department's annual operation budget? Yes ☐ No ☒

If not, please state the amount over budget as well as the proposed source of funds: 12 weeks of coverage at 25.06/hour = \$12,028.80. This expense will be covered with wages not used from open positions.

Costs:

The annual costs associated with the position (current year's wage & benefit rates): C42

Wages	Benefits	Total
\$52,130	0.00	52,130

(Note: Costs for health and dental benefits should be net costs, after subtracting revenue from employee contributions.)

County Administrator/Department Head Signature

Date:

5-10-21

Human Resources Director Signature

Date:

05/11/2021

Liaison Committee Signature

Date:

Human Resources Committee Signature

Date:

Form Process:

1. County Administrator/Department Head completes VPR.
2. County Administrator/Department Head refers to Human Resources Director for approval.
3. County Administrator/Department Head presents VPR to Liaison Committee for approval/signature.
4. County Administrator/Department Head forwards VPR to HR for Human Resources Committee approval/signature (Salaried Positions Only.)
5. HR begins recruitment process.

01/2021



Sheboygan County

VACANT POSITION REQUEST

(To be completed for all vacant positions)

WISCONSIN

Date: 5/7/2021
To: Health & Human Services Committee Members
From: Tim Gessler, Economic & Child Support Manager

Position Request:

Position: Human Services Specialist - Economic Support
Reason for Vacancy: Promotion

Justification:

The Human Services Specialist - Economic Support position provides the BadgerCare, Medicaid, FoodShare, and Wisconsin Shares services and benefits that we provide to our consumers. The new hire will require four to six months of training and additional months of experience prior to being given a full workload. During the time of the hiring process, and training period, the remaining team members will have to cover the workload and Capital IM Consortium Call/Change Center responsibilities. It is important that this position be filled as soon as possible so the new hire can begin training in preparation for the ongoing work associated with this vacancy. This position is 76% funded by State and Federal grants. The department requests permission to backfill if a scenario occurs where this position is filled with an internal candidate.

Staffing Consideration:

Department has considered all alternate options as it relates to overall staff needs? Yes ☒ No ☐

Budget Consideration:

Is this position within the Department's annual operation budget? Yes ☒ No ☐

If not, please state the amount over budget as well as the proposed source of funds: Click here to enter text.

Costs:

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

Wages	Benefits	Total
\$42,801 - \$62,494	\$28,311	\$71,112 - \$90,805

(Note: Costs for health and dental benefits should be net costs, after subtracting revenue from employee contributions.)

County Administrator/Department Head Signature _____

Date: 5-10-21

Human Resources Director Signature _____

Date: 05/11/2021

Liaison Committee Signature _____

Date: _____

Human Resources Committee Signature _____

Date: _____

Form Process:

1. County Administrator/Department Head completes VPR.
2. County Administrator/Department Head refers to Human Resources Director for approval.



Sheboygan County VACANT POSITION REQUEST

(To be completed for all vacant positions)

WISCONSIN

Date: 5/7/2021

To: Health & Human Services Committee Members

From: Tim Gessler, Economic & Child Support Manager

Position Request:

Position: Human Services Specialist - Economic Support

Reason for Vacancy: Resignation

Justification:

The Human Services Specialist - Economic Support position provides the BadgerCare, Medicaid, FoodShare, and Wisconsin Shares services and benefits that we provide to our consumers. The new hire will require four to six months of training and additional months of experience prior to being given a full workload. During the time of the hiring process, and training period, the remaining team members will have to cover the workload and Capital IM Consortium Call/Change Center responsibilities. It is important that this position be filled as soon as possible so the new hire can begin training in preparation for the ongoing work associated with this vacancy. This position is 76% funded by State and Federal grants. The department requests permission to backfill if a scenario occurs where this position is filled with an internal candidate.

Staffing Consideration:

Department has considered all alternate options as it relates to overall staff needs? Yes ☒ No ☐

Budget Consideration:

Is this position within the Department's annual operation budget? Yes ☒ No ☐

If not, please state the amount over budget as well as the proposed source of funds: Click here to enter text.

Costs:

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

Wages	Benefits	Total
\$42,801 - \$62,494	\$28,311	\$71,112 - \$90,805

(Note: Costs for health and dental benefits should be net costs, after subtracting revenue from employee contributions.)

County Administrator/Department Head Signature

Date: 5-10-21

Human Resources Director Signature

Date: 05/11/2021

Liaison Committee Signature

Date:

Human Resources Committee Signature

Date:

Form Process:

1. County Administrator/Department Head completes VPR.
2. County Administrator/Department Head refers to Human Resources Director for approval.