

NOTICE OF MEETING

SHEBOYGAN COUNTY HEALTH & HUMAN SERVICES COMMITTEE

May 7, 2024 8:30 AM

Health & Human Services Building
1011 North 8th Street
Sheboygan WI
Room 372

*Members of the Committee may be appearing remotely.
Persons wanting to observe the meeting are encouraged to listen remotely.
Everyone is welcome to wear a face mask in Sheboygan County Facilities.
To observe the meeting remotely dial (312).626.6799 or click on the following link:*
<https://us06web.zoom.us/j/85949525955?pwd=OGRJNF1eXBKZit0TGo3bkZ1TmY5QT09>

Meeting ID: 859 4952 5955

Passcode: 921939

*** AGENDA ***

Call to Order and Introductions – Newest Committee Member Paul Gruber
Certification of Compliance with Open Meeting Law

Announcements and Correspondence

Public Comment (Public may speak up to three minutes each on topics relevant to the agenda.)

Health & Human Services Director Report – Matt Strittmater

The Department Head Report is a summary of key activities. No action will be taken by the Health & Human Services Committee resulting from the report unless it is a specific item on the agenda.

Public Health Manager Report – Starrlene Grossman

The Public Health Manager Report is a summary of key activities. No action will be taken by the Health & Human Services Committee resulting from the report unless it is a specific item on the agenda.

Deputy Veterans Service Officer – Craig Stewart

Veterans Services Office 2024 First Quarter Report

Public Health Manager – Starrlene Grossman

Presentation on Public Health 2023 Annual Report

Health & Human Services Director – Matt Strittmater

Consideration of a Change in the Table of Organization

Review and Approve Vouchers

March 24, 2024 – April 6, 2024

April 7, 2024 – April 20, 2024

Approval of Attendance of Members at Other Meetings or Functions
Reports on Meetings Attended

Adjournment

Next Scheduled Meeting will be May 21, 2024 at 8:30 AM

Prepared by:

Wendy Gorges
Recording Secretary

Curt Brauer
Committee Chairperson

Posted: 5/3/24 2:00 PM

NOTE: Persons with disabilities needing assistance to attend or participate are asked to notify the Health & Human Services Department by calling (920)-459-4326 prior to the meeting so that accommodations may be arranged.

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

Health & Human Services Building
1011 North 8th Street
Sheboygan WI
Room 372

April 2, 2024

Called to Order: 8:30 AM

Adjourned: 9:35 AM

MEMBERS PRESENT: (in person) Supervisor Bill Goehring, Supervisor Marilyn Montemayor, Citizen Member Anne Sibinski

MEMBERS PRESENT: (via Zoom) Supervisor Wendy Schobert, Supervisor Rebecca Clarke

MEMBERS EXCUSED: Supervisor Curt Brauer, Citizen Members Jeanne Kliejunas, Larry Samet Supervisor James Coulson (unexcused)

ALSO PRESENT: (in person) Matthew Strittmater, Clarissa Roberts, Jackie Moglowsky, Michelle Acevedo, Tara Duwe, Starr Grossman, Sarah Mueller, Tim Swart, Wendy Gorges

Vice-Chairperson Goehring called the meeting to order at 8:30 AM.

The Chairperson certified compliance with the open meeting law. The notice was posted at 4:00 PM on March 28, 2024.

Approval of Minutes for March 19, 2024

Supervisor Montemayor moved to approve the minutes. Supervisor Schobert seconded. Motion carried with no nay votes.

Announcements and Correspondence

Public Comment – No public comment was made.

Health & Human Services Director Report – Matt Strittmater

The Department Head Report is a summary of key activities. No action will be taken by the Health & Human Services Committee resulting from the report unless it is a specific item on the agenda.

Public Health Manager Report – Starrlene Grossman

The Public Health Report is a summary of key activities. No action will be taken by the Health & Human Services Committee resulting from the report unless it is a specific item on the agenda.

Health & Human Services Director – Matt Strittmater

Consideration of a Change in the Table of Organization

Supervisor Montemayor moved to approve the request. Citizen Member Sibinski seconded. Motion approved with no nay votes.

Consideration of Promotion Request

Supervisor Montemayor moved to approve the request. Citizen Member Sibinski seconded. Motion approved with no nay votes.

Consideration of Vacant Position Request

Supervisor Montemayor moved to approve the request. Citizen Member Sibinski seconded. Motion approved with no nay votes.

Public Health Manager – Starrlene Grossman

Consideration of Out-of-State Travel – Environmental Health

Supervisor Montemayor moved to approve the request. Citizen Member Sibinski seconded. Motion approved with no nay votes.

Discussion of the Community Health Assessment Report

Review and Approve Vouchers

March 13, 2024 – March 23, 2024

Supervisor Montemayor moved to approve the vouchers. Supervisor Schobert seconded. Motion approved with no nay votes.

Approval of Attendance of Members at Other Meetings or Functions

Reports on Meetings Attended

No other meetings were attended by committee members.

Adjournment

Citizen Member Sibinski moved to adjourn the meeting. Supervisor Montemayor seconded. Motion carried with no nay votes. Meeting adjourned at 9:35 AM.

The next scheduled meeting is TBD.

Marilyn Montemayor, Committee Secretary

Wendy Gorges
Recording Secretary



WISCONSIN

Sheboygan County Veterans Service Office

Todd A Richter
Director

Craig Stewart
Deputy Director

Jonathan Belval
Veterans Benefit Specialist

1st Quarter 2024

Announcements/correspondence & events attended

- January
 - Sheboygan County Veterans Commission
 - WDVA Monthly Training
 - Sheboygan County Housing Coalition
 - Sheboygan Area Veterans Treatment Court
 - Veterans Open House at UW Green Bay, Sheboygan
- February
 - Sheboygan County Veterans Commission
 - Sheboygan County Housing Coalition
 - WDVA Monthly Training
 - Sheboygan Area Veterans Treatment Court
 - Memorial Day Parade Planning Committee
 - WICVSO SE regional meeting
 - Kettle Moraine Correctional Institution Veteran Claim Assistance
 - Sheboygan Police Department Veteran Training at Aquity
- March
 - Sheboygan County Veterans Commission
 - WDVA Monthly Training
 - Sheboygan County Housing Coalition
 - Sheboygan Area Veterans Treatment Court
 - Kettle Moraine Correctional Institution Veteran Claim Assistance
 - Meeting with Rebuilding Together Sheboygan
 - Outreach with USCG at Jackson Elementary School

Veterans Service Office Activity

- January, February, March
 - Walk-ins – 259
 - Appointments – 207

SERVING THOSE WHO SERVED SINCE 1935

Veterans Commission

- Applications received: 4
 - Approved: 3
 - Denied: 1

Sheboygan Area Veterans Treatment Court

- 5 veterans currently sentenced to SAVTC
- 1 Graduation

SERVING THOSE WHO SERVED SINCE 1935

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

Department: HHSD	Date: 5-7-24
Effective Date of Change: 5-13-24	

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
Human Services Manager (C51/C52)	22		22.0	21		21.0
IT Analyst	0		0	1		1.0
Human Services Professional	84		84.0	85		85.0
Finance Analyst	2		2.0	1		1.0
Public Health Professional	16	4	18.8	14	4	16.8
<i>Complete HHS TO attached.</i>						
TOTALS	124	4	126.8	122	4	124.8

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.

IT Analyst (C43) – Business Analyst that also supervises clerical and reception staff and is the lead for Electronic Health Record dynamics.

Human Services Professional (C42) – Contract Administrator.

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.

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

Position	Current Approved HHS 2024 TO				Change Request (if approved)			
	Approved, but Not	Budget FT	Budget PT	Budget FTE	Approved, but Not	Budget FT	Budget PT	Budget FTE
Accounting Specialist	1	5		5.0	1	5		5.0
Administrative Assistant	1	1		1.0	1	1		1.0
Administrative Specialist		14		14.0		14		14.0
Department Head		1		1.0		1		1.0
Deputy HHS Director (D63)		1		1.0		1		1.0
Deputy Human Services Director (D62)		4		4.00		4		4.00
Finance Analyst	1	2		2.0	1	1		1.0
Human Services Assistant	1	9	1	9.8	1	9	1	9.8
Human Services Coordinator		2		2.0		2		2.0
Human Services Manager (C51/C52)	1	22		22.0	1	21		21.0
Human Services Professional	6	84		84.0	6	85		85.0
Human Services Specialist	2	34		34.0	2	34		34.0
Human Services Supervisor	1	3		3.0	1	3		3.0
IT Analyst						1		1.0
Lead Human Services Professional	1	5		5.0	1	5		5.0
Lead Public Health Professional	1				1			
Public Health Professional		16	4	18.8		14	4	16.8
Senior Administrative Specialist		1		1.0		1		1.0
Senior Financial Analyst		3		3.0		3		3.0
Senior Human Services Assistant		5		5.0		5		5.0
Senior Human Services Professional	2	14		14.0	2	14		14.0
Senior Human Services Specialist		4		4.0		4		4.0
Senior Lead Human Services Professional		1		1.0		1		1.0
Senior Lead Public Health Professional		2		2.0		2		2.0
Senior Public Health Professional	2	10		10.0	2	10		10.0
Total Positions	20	243	5	246.6	20	241	5	244.6

Table of Organization Positions currently approved, but not budgeted	Table of Organization Positions currently approved, but not budgeted
Accounting Specialist - 1 position	Accounting Specialist - 1 position
Administrative Assistant - 1 position	Administrative Assistant - 1 position
Finance Analyst - 1 position	Finance Analyst - 1 position
Human Services Assistant - 1 position	Human Services Assistant - 1 position
Human Services Manager - 1 position	Human Services Manager - 1 position
Human Services Professional - 6 positions	Human Services Professional - 6 positions
Human Services Specialist - 2 positions	Human Services Specialist - 2 positions
Human Services Supervisor - 1 positions	Human Services Supervisor - 1 positions
Lead Human Services Professional - 1 position	Lead Human Services Professional - 1 position
Lead Public Health Professional - 1 position	Lead Public Health Professional - 1 position
Senior Human Services Professional - 2 positions	Senior Human Services Professional - 2 positions
Senior Public Health Professional - 2 positions	Senior Public Health Professional - 2 positions
Total	20