

WCDHHS Board Meeting Minutes  
September 2, 2015  
Waupaca County Courthouse  
811 Harding Street  
Room 1068  
Waupaca, WI

Members Present: Dave Neumann, Carl Kietzmann, Jerry Murphy, Dona Gabert, Mary Kay Poehlman, Jan Lehrer, Don Aasen, Dr. Steven Goedderz

Members Excused: Jody Muck

Others Present: Chuck Price, Shannon Kelly, Lana Draeger, Erica Becker, Jed Wohlt, Celeste Leider

The Health and Human Services Board meeting was called to order at 6:00 pm by Chair Jerry Murphy.

Public Comment: Dave Milbrandt joined us to share his concerns with a prior foster care situation. Chair Murphy suggested he contact Director Price to discuss further.

Motion by Neumann, second by Poehlman, to accept agenda. Motion carried.

Motion by Lehrer, second by Goedderz, to approve minutes from August 5, 2015. Motion carried.

Neumann abstained due to not being at the meeting last month.

Jed Wohlt, Environmental Health Manager, joined us. He gave us an update on the Blastomycosis and Norovirus outbreaks. Investigations will be ongoing due to the length of time for Blastomycosis symptoms to show. The Norovirus was affected the one time, with no additional illnesses.

Jed shared information on fees and proposed fees for pre-inspection fees, with comparisons across local counties. He felt the \$25,000-\$1,000,000 fee was too wide a gap and not fair. He is proposing to split the fee for \$25,000-\$250,000; and \$250,000 and above. Pre-inspection fee is only with a new business or change of operator. It is a one-time fee. We initially had complaints on fee increases; however, Jed responded quickly and explained the fee schedule. Chair Murphy asked that we give establishments an advance notice of increases. Jed stated from the time we were approved to become an actual agent of the state and when renewals needed to be send out, our timeframe was very short. He will be more proactive in the future in explaining fees. He is asking for permission for the proposed fee split. Motion by Lehrer, second by Poehlman, to split fees as proposed by Jed. Motion carried.

#### Action Items

##### A. Personnel

- a. We received two resignations. Dana Strohm, Initial Assessment/Access/Foster Care Manager resigned effective September 4. Michelle Hellmich, Healthy Beginnings Case Manager, resigned effective September 4.
- b. Employee Update was reviewed. Sherrie Nichols as started as Behavioral Health Manager. We are recruiting for Public Health Officer, Initial Assessment/Access/Foster Care Manager, and Healthy Beginnings Case Manager. Second interview will be held for Behavioral Health Social Worker.
- c. We will be contracting with Waushara County for an Interim Health Officer. Patti Wohlfeil will be our Interim Health Officer until we will be able to fill the position. She will be meeting with us on September 17.

## B. Finance

- a. Erica Becker gave an Income Statement Overview. Our expenses are on target, despite overages primarily in Behavioral Health. Revenues are lower than expected at this time. We're looking to capture as much revenue as we possibly can. We are working to become preferred providers for HMO's to capture additional revenues.
- b. Payment Register was shared with Board members. Motion by Kietzmann, second by Gabert, to approve bills. Motion carried.
- c. The 2016 Budget was reviewed by Fiscal Manager Erica Becker and Deputy Director Shannon Kelly. Erica shared the 2016 DHHS Budget Analysis. The current budget projections list a surplus of \$121,509. Each Manager is provided a spreadsheet of past and current expenses, along with future projections. Erica and Shannon met with each manager to review each line item. 2015-2016 Family Care contribution will no longer decrease, so we don't have any additional funds to use toward the budget. Erica reviewed the major budget revenues and expenses for each program. There was marked improvement from 2014 to 2015 in out-of-home costs for Child Care Institutions. Youth Aids and Court Services expenses have also decreased. Erica reviewed new position requests that currently are not in the budget, but need to go through committees prior. She reviewed the budget impact of each position. We will bring a final budget back to the Board October 14 for approval, to move to the County Board on October 27. There are Finance Committee meetings scheduled throughout September to talk about various County Department budgets.

## Reports to the Board

### A. Follow-up to previous meeting

- a. Auto Purchase – auto is still at the shop getting ready.
- b. Public Health Updates were shared by Jed.
- c. Robert Woods Johnson Foundation Grant – we were notified we were not awarded the grant.

### B. Director's Report

- a. General Update and Discussion
  - i. Economic Development Summit was in August. Overall, the summit was well-received. East Central Planning Committee is looking to develop a transportation summit.
  - ii. Alternative Response began. We had a site visit and field observation by the State, by the person that oversees the program. Feedback was that our project is far ahead of other projects in the state.
  - iii. Last Thursday was a Foster Parent appreciation picnic to recognize foster parents. Bio parents and foster children were also present. It was well-received, so we hope to continue this event.
  - iv. Supervisors have started Reflective Supervision training.
  - v. Chuck met with DHS Secretary around organizational transformation on Trauma Informed Care.
- b. Alternate Care – in the last number of months, out-of-home care for children has been decreasing.
- c. Mental Health – continues to be an area of concern. We implemented mobile crisis, and staff have overall expressed their anxiety level has gone down with this new process. This gives the staff a more personal connection with people.

C. Announcements and Correspondence

- a. Backpacks for Kids to the Post Crescent letter was shared with the Board. Knights of Columbus came this week and donated winter coats for kids. St. Mary Magdalene Church donated backpacks.

Motion by Aasen, second by Lehrer, to adjourn at 8:00 pm. Motion carried.

Submitted by,

Lana Draeger  
Office Manager  
Approved by,

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