

WCDHHS Board Meeting Minutes  
September 7, 2016  
Waupaca County Courthouse  
811 Harding Street  
Waupaca, WI 54981

Members Present: Carl Kietzmann, Jan Lehrer, Pat Craig, Dona Gabert, Dave Neumann, Jerry Murphy, Jody Muck, Michael Whitman

Members Excused: Dr. Steven Goedderz

Others Present: County Clerk Mary Robbins, Corporation Counsel Diane Meulemans, Chuck Price, Shannon Kelly, Lana Draeger, Erica Becker, Celeste Leider

The regular meeting of the Health and Human Services Board was called to order at 5:00 pm by Chair Jerry Murphy. Open session statement was read.

Motion by Lehrer, second by Whitman, to accept agenda. Motion carried without a negative vote.

Motion by Lehrer, second by Whitman, to approve minutes from August 3, 2016. Motion carried without a negative vote.

Public Comment: None

Board Member Training. Diane Meulemans, Corporation Counsel, and Mary Robbins, County Clerk, joined the Board meeting by presenting a Board Member Training, Successful Meetings. Diane and Mary did training for Department Heads and minute takers in the various Departments. Chuck requested them to do this training for the DHHS Board. The training is based on Roberts Rules of Order and County Ordinances. Anything not on an agenda cannot be talked about. Follow the agenda and discuss only relevant matters. Address the Chair to speak and wait to be recognized by the Chair before speaking. There should be no side bar conversations, and only one person should talk at one time.

1. Personnel

- a. Deputy Director Kelly reviewed resignations of Mary Anich and Sammi Jo Kirst. Jennifer Dzioba and Heather Hagen are new hires. Interviews were held today for Juvenile Justice vacancies. Interviews are Friday for Environmental Health. We have a recruitment going on for a Mental Health Case Manager, which was a new position approved in the 2016 budget.

2. Finance

- a. Fiscal Administrator Erica Becker reviewed the Income Statement. The books still show a deficit, as the tax levy has not yet been reflected in the budget. We should see that with next month's report. Our expenses are below budgeted figures through July.
- b. Payment Register was reviewed with the Board. Motion by Neumann, second by Lehrer, to approve bills. Motion carried without a negative vote.
- c. Fiscal Administrator Erica Becker and Deputy Director Shannon Kelly presented the Board with information relating to the 2017 Budget. Erica shared two documents comparing 2016 budget with 2017 projected. Motion by Neumann, second by Whitman, to approve the budget as presented. Motion carried without a negative vote.
- d. Gateway Stabilization Home is in need of driveway repairs. We are working with the Highway Department to make the repairs. The home's bathroom also needs repairs.

Chair Murphy called for a break at 6:40 pm. Meeting resumed at 6:48 pm.

3. Reports to the Board

- a. Advisory Committee Reports

- i. Dona Gabert is no longer able to represent the DHHS Board on the ADRC Advisory Committee. A County Board Supervisor is needed to replace Dona. Michael Whitman volunteered to be on the Committee. Motion by Lehrer, second by Muck, to recommend Michael to the Committee. He will be referred for appointment at the next County Board meeting. Motion carried without a negative vote.
    - ii. Transportation Committee Meeting Minutes of July 14, 2016, were shared with the Board.
    - iii. Shannon reviewed Leah Klein's memo regarding current Request for Proposals for Elderly Nutrition Catering.
  - b. Board Members shared Reports of Meetings Attended. Jan talked about the upcoming community meetings. This information was shared with the Board last month.
  - c. Director Price gave an overview of Waupaca County Industries' financial situation. Motion by Craig, second by Whitman, for Director Price and Deputy Director Kelly to explore three options: status quo and remain as is, RFP the property and services, or sell the property. Motion carried without a negative vote.
  - d. Lana Draeger reviewed Resolution No. 14 (2016-2017) for Exemption from State Mandate. Motion by Craig, second by Lehrer, to approve the resolution. Motion carried without a negative vote.
4. Director's Report
  - a. Follow-up to Previous Month's Meeting and General Updates.
    - i. Weyauwega Nutrition Site update – Chuck had a great meeting with the City Administrator in which it was agreed we will pay \$350/month for use of the facility for the Nutrition Site. Director Price would like to hold a Board meeting at the site.
    - ii. We are continuing discussion on the Behavioral Health certification and making recommendations for change. We are changing the on-call system by rearranging staff to have 4 staff participating in the on-call rotation, rather than all Unit staff. We are also working with the State to correct citations. Supervisor Whitman requested follow-up on the citations at the next meeting.
    - iii. We have established a dress code within the Department.
    - iv. Managers completed its 100 Vision and Values meetings in 100 days. Chuck had a positive meeting with Waupaca Schools, in which our staff were invited to a meeting with their staff.
    - v. Some local schools have been trained recently in trauma informed care. We are attempting to reach all schools in the County, including parochial schools.
  - b. Alternate Care Report was reviewed. We have less than 50 children in out-of-home care, which includes foster care and kinship care.
  - c. Mental Health report was reviewed. We are working closely with this budget, using recommendations from the state certification review.
  - d. Director Price wants to have the Board tour 2<sup>nd</sup> floor to see remodeling at a future meeting.
5. Motion by Lehrer, second by Muck, to adjourn at 7:42 pm. Motion carried without a negative vote. Next meeting is October 5.

Submitted by,

Lana Draeger  
Office Manager

Approved by,

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