

WCDHHS Board Meeting Minutes
July 5, 2017
Waupaca County Courthouse
Room 1068
Waupaca, WI 54981

Members Present: Dona Gabert, Dave Neumann, Jan Lehrer, Carl Kietzmann, Jerry Murphy, Mike Whitman, Pat Craig, Jody Muck, Dr. Steven Goedderz
Staff Present: Chuck Price, Shannon Kelly, Lana Draeger, Erica Becker

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

Motion by Craig, second by Whitman, to accept agenda. Motion carried without a negative vote.
Motion by Lehrer, second by Whitman, to approve minutes from June 7, 2017. Motion carried without a negative vote.

Public Comment: None

Citizen Board Members are reappointed every 3 years. Jody accepted the 3-year term. Motion by Lehrer, second by Whitman, to recommend appointment of Jody Muck to another 3-year term. Motion carried without a negative vote.

I. Personnel

- a. Deputy Director Kelly reviewed employee updates. We received resignations from Nancy Peters, Andrew Konkel, and Christy Nordin. Motion by Whitman, second by Neumann, to accept the resignations. Motion carried without a negative vote. We hired Kim Jerabek as Crisis Case Manager; Carrie Sawar was hired as part-time Economic Support Specialist and April Sonnentag was hired as full-time Economic Support Specialist; Erin Eller was hired as part-time CST Social Worker. Looking to do second interviews for ADRC Clerk.
- b. Erica Becker is requesting to attend a conference in Minnesota with Heidi Dombrowski on auditing and internal controls. Heidi requested Erica to have membership in the Government Finance Officers Association, which is sponsoring the conference. Motion by Lehrer, second by Neumann, to approve request as presented. Motion carried without a negative vote.
- c. Memo from Jed Wohlt was reviewed requesting not to refill the Healthy Beginnings Manager position, and to increase the hours of the three Healthy Beginnings Case Managers to 40 hours/week. The Trauma Informed Care Coordinator position is still being evaluated for refilling. Motion by Gabert, second by Whitman, to approve the request to increase hours for the three case managers to 40 hours/week. Motion carried without a negative vote.

II. Finance

- a. Erica Becker reviewed the Income Statement. We have been working to upload revenue through our programs, which has delayed receipts. Heidi will begin allocating tax revenue 1/12 per month instead of a one lump sum in the fall as in the past. Revenue numbers will increase. We ended 2016 with a positive balance of \$211,631. Last month, we reported we had gone over our CLTS allocation in 2016. Since last month, we received notice that we will be reimbursed for the Federal portion and C-COP will cover our costs.
- b. Payment Register was reviewed. Motion by Lehrer, second by Whitman, to approve bills. Pat commented on why we receive this when there isn't much information shared and the bills have already been paid. Even though these are shared after the fact, it's still a listing of bills paid reviewed by the oversight committee. Motion carried without a negative vote.

III. Reports to the Board

- a. Update was given on Weyauwega and Waupaca Nutrition Sites. Last month the Board approved ending the contract with Crossroads Care Center. Leah and Melissa were in contact with 8 providers for their interest in covering the nutrition sites. Only two, Schueller's in Waupaca and Canteen in the Valley, were interested. The Committee recommended Schueller's, even though they were substantially higher due to wanting to select a local provider, as well as their availability to still provide meals in the event of bad weather. Motion by Lehrer, second by Whitman, to go with Schueller's as the caterer. The meals include a full meal as required by guidelines. Mike commented that we heard what the participants were saying and we are being good stewards. Motion carried without a negative vote.
- b. B-3/C-COP Advisory Committee Meeting Minutes of May 23 were shared with the Board.
- c. Board member reports of meetings attended: Jan went to the ADRC meeting on Friday. Volunteer Banquet is September 15.
- d. Waupaca County Industries Updates – Nancy Leipzig from Community Care held two member and family member/guardian meetings on June 22. WCI members attended, along with many family members/guardians. Nancy did a good job leading the conversation, how we got where we are, and how to go forward. There were positive comments from family members. People were reassured WCI is not closing. All were informed that once the new service provider is chosen, there will be another meeting. The next meeting is July 13 is informational for Providers interested in applying to the RFP. Shortly after that meeting, the RFP will be put out with a 30-day response. They are hoping by the beginning of September to name a provider. More information will come to the Board for decisions on transition. Chuck will be meeting with HR Committee to talk about what is available to the employees. We want to keep staff on board to keep operations running. Jerry has been concerned about the perception of WCI to members, family, and the public. He was impressed on how the process has been going. He recognized and complimented Chuck and Shannon for the work they have done in this process. Chuck has a meeting tomorrow with Schenck to talk about the business valuation. The Highway Department will do an assessment on the fleet of buses. Anyone interested in the services has been encouraged to continue relationships with current business partners.

IV. Director's Report

- a. Follow-up
 - i. We have taken time with the Management Team to focus on where we are going and to look at the 2018 budget. Shannon and Erica are meeting with all managers on their budgets and needs for 2018. There is a lot of work that could be done with additional staff. We don't have enough AODA services; MH staff is booked in advance; there is need for additional supervision in programs. There is a Courthouse space study currently going on. Chuck and Shannon are meeting with the company chosen to do the study.
 - b. Alternate Care Report was shared with the Board. We have had 6 reunifications. We are working closely with Corporation Counsel on needs and services.
 - c. Mental Health Report was shared with the Board. The Behavioral Health staff continues to do great work.

- V. Motion by Whitman, second by Neumann, to adjourn at 5 55 pm. Motion carried without a negative vote. Next meeting is August 2, 2017.

Submitted by,

Lana Draeger
Office Manager

Approved by,
