

WCDHHS Board Meeting Minutes
August 2, 2017
Waupaca County Courthouse
Room 1068
Waupaca, WI 54981

Members Present: Michael Whitman, Carl Kietzmann, Dona Gabert, Jan Lehrer, Dave Neumann, Pat Craig, Jerry Murphy, 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 July 5, 2017. Motion carried without a negative vote.

Public Comment: None

1. Personnel

- a. Deputy Director Shannon Kelly reviewed employee updates. We received resignations from Valerie Dixon and Nicole VanHulle. We have received notice of a resignation from Robin Austreng, but no date yet. Pat Huber was hired as ADRC Clerk; Kim Jerabek joined the Crisis Team; Sarah Wolf was hired as Public Health Nurse Supervisor; April Sonnentag and Carrie Sawar were hired in Economic Support. Second interviews are scheduled for CLTS and Economic Support positions. Interview is scheduled next week for Clintonville Nutrition Site Manager. We will post Behavioral Health Crisis Worker and Account Clerk positions. We currently have an LTE ADRC Support position posted, as a casual floater, and to help with any gaps in the transportation program and home delivered meals. Motion by Craig, second by Whitman, to accept resignations. Motion carried without a negative vote.
- b. Deputy Director Shannon Kelly reviewed a request for a new CCS Technician Position for this year to support the CCS Program. This would be a support position, looking at fiscal, clerical support, billing, and quality assurance for the program. The CCS Program is 100% reimbursable, so the position should not affect the budget. Motion by Lehrer, second by Whitman, to approve the CCS Technician Position as presented. Craig questioned when the position would start. We would like to bring the position on board in 2017. It was not budgeted for 2017. We had planned to add the position in 2018, but with the rollout of the program, we are looking to add the position now to assist staff in the program. The position has been reviewed with Mandy Welch. Motion carried without a negative vote.
- c. 2018 Position Requests were reviewed by Director Chuck Price. Chuck is trying to be more proactive in letting the Board know of next year's budget needs. These requests are heavily centered around the behavioral health area. There will be 13 requests, with 10 of them in Behavioral Health. There are 3 clerks being requested to be reclassified, along with the Fiscal Administrator position and ADRU Assistant. Dave Neumann asked that the acronyms be spelled out, rather than using letters. It will be more beneficial to the County Board members that are not on this Committee. Shannon Kelly reviewed the position requests and where funding will come from. Chair Murphy requested the Board to have a copy of a different report that he has seen that gives a better explanation of the positions and costs. Craig requested a 5-minute

break to allow Erica to make copies of that report for the Board. Meeting resumed with the Board reviewing the 2018 Position Projections. Shannon reviewed the positions with budget impacts. Comments shared on where the new staff will be housed and what are additional fiscal impacts with office and equipment needs. Motion by Whitman, second by Lehrer, to accept the positions. Whitman applauded Chuck, Shannon, and Erica for their work on these positions. The majority of the new positions (10) will be under Behavioral Health; with 2 under Children & Families; and one with Family & Community Services. Neumann questioned any office space availability in the lower level of the Courthouse. Motion approved without a negative vote.

2. Finance

- a. Fiscal Administrator Erica Becker reviewed the current Income Statement Overview. With this report, we should be at 42% for expenses and revenues. Expenses are under 42% and revenues are over.
- b. Payment Register was reviewed. Motion by Craig, second by Whitman, to approve bills. We have an individual at Rawhide. Motion carried without a negative vote.
- c. Erica reviewed the 2016 Income Statement and 2016 Financial Operating Summary. We are putting \$211,631 into our dedicated fund balance. There was a finding in the recent County audit. It was a process that had been done for many years in how we allocate AMSO funds. Whitman questioned if we could pick specific programs and do a review of the program to make sure we don't get caught in the future. Chuck explained we do ask auditors to review processes and give us any suggestions. Erica stated the Board allowing her to attend the recent conference on internal audits will help to better report in the future.

3. Reports to the Board

a. Advisory Committee Reports

- i. CCS Meeting Minutes of June 23, 2017, were shared with the Board. Dona questioned information in the minutes. They will be reviewed and corrected.
- ii. CST Meeting Minutes of June 23, 2017, were shared with the Board.
- iii. Transportation Committee Meeting Minutes of July 11, 2017, were shared with the Board.
- iv. B3-C-COP Meeting Minutes of July 18, 2017 were shared with the Board.
- v. Committee on Aging Meeting Minutes of July 25, 2017, were shared with the Board.

b. Board Member Reports of Meetings Attended – there were no reports.

c. Waupaca County Industries (WCI) Updates/Reports – There was a joint meeting with Community Care and potential providers on July 13. There were many agencies represented. Tour was given afterwards. The RFP is ready to go out. Agencies interested will have 30 days to respond to the RFP. Chuck worked with Mandy Welch on a resolution for a severance package for WCI employees. HR Committee will review the resolution next week, with County Board to receive the information at the next meeting. The plan is for staff to have information shortly after County Board. We are working on a building appraisal, along with vehicle and equipment appraisals. Highway Department has done a good job for us in appraising vehicles.

4. Director's Report

a. Follow Up to Previous Month's Meeting

- i. On July 26, Chuck attended Central WI Partnership Committee, looking to pool resources for contracted Psychiatry services through the residency program at the Medical Society of Wisconsin.
- ii. On July 27, Chuck was able to testify at the Foster Care Task Force on behalf of WCHSA. Chuck is WCHSA President. They are looking how to support Foster Care Coordinators and Foster Parents and to provide additional reimbursement.

- iii. Chuck has been asked to participate in a webinar for the National Resource Center on Diligent Recruitment.
 - iv. Our Economic Support area received a Child Care Performance Award.
 - b. Alternate Care Report – placement location year to date, we have served 41 children. There was a great teaming effort recently in children’s area. There were law enforcement officers in our office today talking about truancy. We are looking to pilot a program.
 - c. Mental Health Report – we continue to do well and be under budget in mental health hospitalizations.
5. Next meeting is September 6. Supervisor Whitman notified the Board that he will be resigning from County Board to relocate to the Rhinelander area. Jan wanted to recognize Chuck, Shannon, and Erica for their work on the budget. Motion by Whitman, second by Lehrer, to adjourn at 6:50. Motion carried without a negative vote.

Submitted by,

Lana Draeger
Office Manager

Approved by,
