

WCDHHS Board Meeting Minutes
December 6, 2017
Waupaca County Courthouse
Room 1068
Waupaca, WI 54981

Members Present: Dave Johnson, Jan Lehrer, Dave Neumann, Jody Muck, Jerry Murphy, Carl Kietzmann, Pat Craig, Dr. Steven Goedderz

Members Excused: Dona Gabert

Staff Present: Chuck Price, Shannon Kelly, Lana Draeger, Jed Wohlt, 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 Lehrer, to accept agenda. Motion carried without a negative vote.

Motion by Lehrer, second by Neumann, to approve minutes from November 1 and November 28, 2017, with change to add Dave Neumann as present at the November 1 meeting. Motion carried without a negative vote.

Public Comment: None

Public Health 140 Review – Jed Wohlt shared information that on Wednesday, December 13, at 1:00 pm, the Public Health Department will have a review by the State Department of Health. Board members are invited to attend. It will be held in Lower Level 43 of the Courthouse. They will review 7 programs – WIC, FIT Families, Seal-a-Smile, Healthy Beginnings, Healthy Connections, Environmental Health, and Public Health Emergency Preparedness. We will get feedback on how we're doing in the programs.

1. Personnel

- a. Deputy Director Shannon Kelly gave staffing updates. Sheri Fuhrmann, LTE Clerical at WCI, gave her notice of resignation, but rescinded today in order to stay on at WCI to help with WCI reporting into 2018. Interviewing for vacant positions has been on-going. Cristin Bauch, current Initial Assessment CPS Worker, has been promoted to the Family and Community Services Manager, effective January 2, 2018.

2. Finance

- a. Erica Becker reviewed the Income Statement. She was happy to report that our budget is close to \$200,000 to the good. We will be seeing a large payment to WIMCR in December. Our budget looks good at this time of year. A large piece of the positive budget is related to the mental health area in keeping people out of the hospital and still safe in the community. Staff are doing a really good job at billing. We continue to look for ways to bill smarter.
- b. Payment Register was reviewed. Motion by Neumann, second by Lehrer, to approve bills. There was one question relating to transportation. Situation was explained which is in the best interest of the person involved and is anticipated to be a short-term situation. Motion carried without a negative vote.
- c. We are requesting Out-of-State Travel for three staff – Alisha Haase, Sarena Jensen, and Heather Hagen. The cost would be \$1,400 each, plus \$1,000 for Alisha to attend the Alia Intensive Permanency Services in Minneapolis in January. Other staff have attended and found it the best trainings they have attended. Cost would be hotel plus mileage, approximately \$5,570 total.

Board questioned the cost of the training. This will help our employees to better work with permanence and healing to assist those they work with. Through training, if we can keep one child out of a high-end placement, the cost of the training is covered. Motion by Lehrer, second by Muck, to approve the training. Jan asked if workers could share a report back to the Board on what they learn at these trainings. The employees will also report back and train co-workers. Motion carried without a negative vote.

- d. Gateway House is in need of remodeling and updates. We were able to get furnishings from Lakeview Manor. We budgeted about \$16,000 in the 2017 budget for painting and flooring. We are also looking to make the bathtub handicapped accessible, which is not right now. Mackenzie Harness, staff person, reached out to different local businesses for quotes for the remodeling. Motion by Craig, second by Muck, to go with Flooring Express at the bid quoted for just the flooring at this time. Motion carried without a negative vote.
- e. Erica Becker reviewed 2018 Proposed Billing Rates. Motion by Craig, second by Lehrer, to approve rates as presented. Motion carried without a negative vote.

3. Reports to the Board

- a. Advisory Committees Reports.
 - i. Mike Whitman was Board Representative on two Advisory Committees.
 - 1. Birth-3/Children's Community Options Program – Motion by Lehrer, second by Muck, to table the appointment until after Spring County Board elections. Motion carried without a negative vote.
 - 2. ADRC Advisory Committee – The committee meets on the 2nd Thursday every other month, rather than quarterly. Pat Craig volunteered to be on the committee until after Spring County Board elections, at which time it is suggested another member be appointed. Motion carried without a negative vote.
 - ii. Transportation Coordinating Committee meeting minutes were reviewed for July 13 and September 14, along with the 2018 Project Budget Summary.
 - iii. B-3 EIP/C-COP Advisory Committee meeting minutes of November 14 were reviewed.
 - 1. Shannon Kelly reviewed the C-COP Annual Plan Update. The Advisory Committee approved the plan at its last meeting. Motion by Craig, second by Muck, to approve the C-COP Plan Update. Motion carried without a negative vote.
 - 2. Motion by Lehrer, second by Craig, to recommend appointment of Thiago and Felicia Souza to the committee. Motion carried without a negative vote.
 - iv. Motion by Kietzmann, second by Lehrer, to recommend appointment of Dave Steffens to the Nutrition Advisory Council. Motion carried without a negative vote.
 - v. Committee on Aging Meeting minutes of November 21 were reviewed.
 - 1. Pat Craig volunteered to be the representative to the ADRC Regional Committee, rather than Mary Kay Poehlman.
 - 2. Listening Session Schedule for 2018 was shared. Agenda incorrectly listed 2017 Listening Session Schedule. Board members may attend any of the sessions.
- b. Board Member Reports of Meetings Attended – Jan thanked Chuck, Shannon, and Lana for helping with the WCHSA conference last week and allowing her to attend. She found the sessions very meaningful and interesting. Jerry and Pat also attended and felt there was good information shared. Pat questioned if there could possibly be split choices for County Board Supervisors in future conferences.
- c. Waupaca County Industries Updates – There was a special county board meeting on Monday to talk about WCI. Shannon and Chuck met with staff on the afternoon of November 28 to let them know about decisions. Mandy Welch went to WCI the morning of November 29 to talk with staff and answer questions. Chuck had contact by the media, and Channel 2 news did a

report. Letters have gone out to members and guardians, as well as to contracting agencies. Community Care also sent letters out to the members. Chuck has only had one call from a parent. Bob Cloud from Waupaca County Post put out an article today. Shannon has been meeting with Celeste and some WCI staff to stay on to help with closing out programs in 2018. She continues to have conversations with contract providers. Creative Converting has notified us of ending services with us as of December 15. Valley Packaging has transition plans for employment opportunities for about 20 members and is hiring some contract employees. Shannon met with Jack Gunderson, WCI Maintenance, on building needs into 2018. Chuck will be going to Public Property meeting on Friday to talk about the building and furnishings. They will be checking internal needs before offering out on the market.

Chair Murphy called a 5-minute recess at 6:39 pm. Meeting resumed at 6:44 pm.

4. Director's Report

- a. Follow-up to previous month's meeting, general updates
 - i. Chuck has been spending a lot of time on WCI.
 - ii. WCHSA Fall conference has taken a lot of his time as well. Chuck is the President of WCHSA and the WCHSA Director resigned earlier this year. They have been recruiting for WCHSA Director and held interviews last week. At the conference, all participants were asked to complete a self-care assessment. The results will be used to help plan the Spring conference, working with leadership and self-care.
 - iii. We received the final "Waupaca Story" from Alia. Copies were shared with the Board. Within the first four hours of release, they had over 1,500 hits of people looking at the story.
 - iv. We have been working with a company, Keyhubs, out of Minneapolis, to look at key influencers, connectors, and organizational networks within the Department. On Monday and Tuesday, Vikas, the founder of Keyhubs, will be in our Department, with an all staff meeting on Tuesday afternoon. From that, there is a Keyhubs Voice where we can get real time, continuous feedback from staff and give feedback gratitude to staff.
 - v. 2018 Budget was passed. Chuck thanked the Board for support.
- b. 2016 Annual Report was shared with the Board.
- c. Alternate Care Report was reviewed.
- d. Mental Health Report was reviewed.

5. Motion by Neumann, second by Lehrer, to adjourn at 7:07 pm. Motion carried without a negative vote. Next meeting is January 3, 2018.

Submitted by,

Lana Draeger
Office Manager

Approved by,
