

WCDHHS Board Meeting Minutes
September 5, 2018
Waupaca County Courthouse
Room 1068
Waupaca, WI 54981

Members Present: Jan Lehrer, David Johnson, Pat Craig, Dave Neumann, Jerry Murphy, Jody Muck, Lee Much, Dr. Steven Goedderz
Staff Present: Chuck Price, Shannon Kelly, Lana Draeger, Erica Becker, Melissa Anderson
Others Present: Judy Hein, Ken Groholski, Lowell Prellwitz, Geraldine Prellwitz, as well as a number of other Manawa community members.

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

Motion by Lehrer, second by Neumann, to accept agenda. Motion carried.
Motion by Johnson, second by Lehrer, to approve minutes from August 1, 2018, with one correction. Motion carried.

Public Comment: Judy Hein doesn't want to see the Manawa Site closed. She feels we could find a person to run the program. It has been in Manawa for many years. The site means a lot to the people that attend the site. Ken Groholski has been a volunteer at the site for a number of years and has delivered meals. He said the people enjoy the meals. To close the site would be a detriment to the area. He said we need to do whatever we can to keep the site there. Lowell Prellwitz was concerned if the closing is because of money. We need a person that can get along with all the people that eat there. He feels things can be corrected and we can get more people there. Geraldine Prellwitz spoke on behalf of supporting the site. She had done meals on wheels for years. There were a lot of people that used to eat at that time. We need to see what can be done to improve the site. Chair Murphy thanked the community members for speaking.

Presentation: 2019 DHHS Budget was presented to the Board members. A summary budget was sent to the Board with the agenda packet. The full budget was presented to the Board. This budget is more challenging than in the past. Concerns within the budget this year are the Nutrition Sites, Transportation, Out-of-home care for high-needs children, and how we can do things differently within programs. Director Chuck Price stated this is the first year in a long time we will be asking for tax levy to support the budget. Deputy Director Shannon Kelly and Fiscal Administrator Erica Becker reviewed the budget. Erica gave a summary of the status of some programs. She reviewed a document, Annual Budget by Account Classification Report. The budget has been budgeted at 2% salary increase as approved by the County Board. The budget is broken in to 4 groups – 27 = Public Health Programs; 30 = CLTS Programs; 32 = General Human Services Programs; and 35 = Aging Programs. Erica reviewed each program and reason for budget increases or decreases in both expenses and revenues. We will be requesting \$66,000 from the fund balance for high-cost, out-of-home costs for children. Transportation is one of the areas we are seeing an increase in expenses. We are writing a grant for approximately \$40,000 through 5310 to help with our transportation costs. All staff do 100% time reporting, which we use to accurately report staff in various program budgets. There was discussion on the Manawa Site. Lee Muck suggested there be a representative from Manawa to help with a location and way to draw more people to the site. Activities are run by volunteers. There is no money given to the program for activities. Chair Murphy wants more follow up. The age of participation is 60 and above. Jan suggested

a study group be formed to give suggestions from people that they want as they age. The budget is requesting a 5% increase in revenues; 6% increase in expenses; and \$214,902 levy increase. Erica reviewed three position reclassification requests; Children & Family Social Worker position; part-time Environmental Health Specialist; ADRC Social Worker; and Community Cultivator position. We were just notified we will be getting a 7% increase in federal nutrition site funding of over \$13,000. With adding the Manawa Nutrition Site back into the budget and realizing additional funding increases, we are looking at \$293,748 levy increase.

Chair Murphy called for a break at 7:04 pm. The meeting reconvened at 7:19 pm. We have been made aware Finance meets next week. Finance Committee will be looking at the budget and making a decision whether to forward the budget on to County Board. Motion by Pat Craig to approve the budget as presented, including the Manawa Nutrition Site Congregate Meals back into the budget, with a 2% levy increase, with the remaining funds needed to support the budget to come from the fund balance. Second by Lehrer. Discussion was held on budget items. Motion carried. Motion by Pat Craig to approve the reclassification requests and the new positions as presented and move onto Finance Committee for approval. Second by Lehrer. Motion carried.

1. Personnel

- a. Deputy Director Kelly gave the employee update. Resignations were received from Diane Basina, Jennifer Tenor, and Season Westphal. Motion by Johnson, second by Much, to approve resignations. Motion carried. We hired CSP Case Manager, Katie Schmidt; CSP RN, Patti Beilfuss; Foster Care/Kinship Care Social Worker, Dustin Koury; CST Social Worker, Regina Labby; Mentor, Amanda Aanstad; and Economic Support Specialist, Liz Wagner. There are interviews scheduled this week for various positions. We continue to recruit for two Social Workers and Season Westphal's Management position. Dr. Goedderz questioned about whether the County could have incentives to recruiting and keeping employees.

2. Finance

- a. Income Statement Overview was provided to the Board. Shannon stated she's comfortable where the budget is at this time. We are still waiting on two large revenue sources.
- b. Payment Register was reviewed. Motion by Lehrer, second by Muck, to approve bills and Payment Register. Motion carried.

3. Reports to the Board

- a. Judith Olson is being recommend as a Citizen Member to the DHHS Board. Motion by Johnson, second by Craig, to recommend Judith Olson to the Board as a Citizen Member. Motion carried.
- b. There were no Advisory Committee Reports.
- c. Board Member Reports – Jan will be going to Wisconsin Rapids for a Highway meeting. Jan also shared a meeting announcement she received on Suicide Awareness, being presented by Wes Zube, Waupaca Law Enforcement Officer. The meeting will be on September 10.
- d. Waupaca County Industries Updates – there are no updates at this time.

4. Director's Report

- a. Follow up to Previous Month's Meeting –
 - i. A few weeks ago, there was the Rise Together group presentation in Manawa.
 - ii. Report from Chuck was shared with the Board.
 - iii. We will have Community Café meetings next week for our staff. It was suggested we could invite Board members to observe our staff. If interested, let Lana know which one you would like to attend.
- b. Alternate Care Report was not available.
- c. Mental Health Report was reviewed.

5. Motion by Goedderz, second by Much, to adjourn at 8:12 pm. Motion carried. Next meeting is October 3, 2018.

Submitted by,

Lana Draeger
Office Manager

Approved by,
