



WAUPACA COUNTY NOTICE OF MEETING AGENDA

GOVERNMENT BODY: Health and Human Services Department Board
DATE: Wednesday, June 6, 2018
TIME & PLACE: 5:00 pm, Room 1068, Waupaca County Courthouse



Committee members: Supervisors Murphy, Neumann, Craig, Johnson, Much, Lehrer. Citizen Members Goedderz, Muck.

OPEN SESSION: This meeting and all other meetings of this committee are open to the public. Proper notice has been posted and given to the press in accordance with Wis. Statutes so that the citizenry may be aware of the time, place and agenda of this meeting.

CALL TO ORDER AND OPEN MEETING STATEMENT ROLL CALL

PUBLIC HEARING

This meeting is the Annual Public Hearing of the Waupaca County Department of Health and Human Services, helping the people of Waupaca County to be safe and connected by providing support, services, and resources to help residents overcome various challenges in their daily lives. The Health and Human Services Board will accept public input of service expectation, concerns, and proposals for the development of the 2019 County Budget.

REVIEW AND APPROVE AGENDA MINUTES OF PREVIOUS MEETING: May 2, 2018

PRESENTATION: Opioid Harm Prevention Grant

1. Personnel
 - a. Employee Updates/Resignations/Retirements/Recruitments
 - b. CLTS Social Work Position Request/Resolution
2. Finance
 - a. Income Statement Overview
 - b. Payment Register/Approve Bills
3. Reports to the Board
 - a. Advisory Committee Reports
 - i. Recommend Dona Gabert be appointed citizen member to Committee on Aging
 - ii. Transportation Committee Meeting Minutes of March 15, 2018
 - iii. Comprehensive Community Services Meeting Minutes of April 27, 2018
 - iv. Coordinated Services Team Meeting Minutes of April 27, 2018
 - v. Advisory Committee Updates (information only)
 - b. Board Member Reports of Meetings Attended
 - c. Waupaca County Industries (WCI) Updates/Reports
4. Director's Report
 - a. Follow Up to Previous Month's Meeting, General Department Updates
 - b. Alternate Care Report
 - c. Mental Health Report
5. Adjourn – Next meeting is July 18

The Health and Human Services Department Board may conduct a roll call vote, a voice vote or otherwise decide to approve, reject or modify any item on this agenda. If you are unable to attend, call (715) 258-6364, and leave a message prior to 9:00 a.m. June 6, 2018, or e-mail ana.draeger@co.waupaca.wi.us. If you are a person who requires special accommodations for the meeting room, please contact Waupaca County Clerk at 715-258-6200, all requests are confidential. Posted and e-mailed: May 30, 2018



**HELPING THE PEOPLE OF WAUPACA COUNTY
TO BE SAFE AND CONNECTED BY PROVIDING
SUPPORT, SERVICES, AND RESOURCES TO
HELP RESIDENTS OVERCOME VARIOUS CHALLENGES
IN THEIR DAILY LIVES**

Waupaca County Department of Health and Human Service will hold a

PUBLIC HEARING

of service expectations, concerns, and proposals for the development of the
2019 HEALTH AND HUMAN SERVICES BUDGET

WEDNESDAY, JUNE 6, 2018 – 5:00 P.M.

AT

**WAUPACA COUNTY COURTHOUSE
811 HARDING STREET
COUNTY BOARD ROOM 1068
WAUPACA, WI 54981**

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If you are 60 years of age or older, or if you are disabled, and need transportation,
transportation can be arranged by calling Transportation Coordinator at (715) 258-6279
by June 1, 2018.

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If you cannot attend the hearing,
written or oral comments can be submitted
by 4:00 p.m., June 5, 2018, to:

Chuck Price, Director
Waupaca County Department of Health and Human Services
811 Harding Street
Waupaca, WI 54981
Telephone: (715) 258-6334
E-mail: wcdhhs@co.waupaca.wi.us

It is the policy of Waupaca County Department of Health and Human Services to not discriminate against applicants and/or clients in the delivery of services on the basis of age, color, handicap, sex, creed, national origin, ancestry, sexual orientation, arrest or conviction record, marital status, or religion.



**Welcome to Waupaca County Department
of Health and Human Services
Public Hearing for the 2019 Budget
Waupaca County Courthouse
Waupaca, Wisconsin
June 6, 2018**

The following format is used by the Board to receive community input on programs and services. The Board has **ONE** public hearing each year. However, the Board meets monthly, and at the beginning of each meeting, has a “Public Comment” opportunity. The Board receives and reviews correspondence throughout the year. The Board values your input as Waupaca County residents!

1. The Board Chairperson will request the public gathered for tonight’s meeting to provide brief comments to the Board on issues of concern. The Board will be able to listen to your comments, but will not be able to respond tonight.
2. Public comment will continue until **ALL** persons wishing to present have had an opportunity. Persons wishing to present should stand and state their name, for the minutes, prior to giving comments.
3. Written comments or other information will be accepted during the hearing also.
4. **ALL** persons attending should sign the attendance log.
5. The Board Chairperson will close the Public Hearing.

The Board will continue with the rest of its meeting agenda upon closing the Public Hearing. The public is welcome to stay for the Board meeting or may leave at the close of the Public Hearing.

The public comments received will be reviewed by the administration. A brief summary report of any issue(s) will be provided at the next month’s Health and Human Services Board meeting.

Thank You so much for taking your time to attend this Public Hearing!

Chuck Price, Director

Gerald Murphy, Chair, Waupaca County Health and Human Services Board

These minutes are considered draft until approved by the DHHS Board.

WCDHHS Board Meeting Minutes
May 2, 2018
Waupaca County Courthouse
Room 1068
Waupaca, WI 54981

Members Present: Jan Lehrer, Dave Johnson, Pat Craig, Dave Neumann, Jerry Murphy, Lee Much, Jody Muck, Dr. Steven Goeddez

Staff Present: Chuck Price, Shannon Kelly, Lana Draeger, Cassie Schmitz, Jed Wohlt

Others Present: Chris Culotta, WI Department of Health Services, and Marian College Student Nurse

The meeting of the Health and Human Services Board was called to order at 5:00 pm by Director Chuck Price.

Supervisors Jan Lehrer and Lee Much were welcomed to the DHHS Board.

Motion by Lehrer, second by Muck, to approve agenda. Motion carried without a negative vote.

Motion by Johnson, second by Craig, to approve minutes from April 4, 2018. Motion carried without a negative vote.

Public Comment: None

Executive Board Elections

Chair – Jan Lehrer nominated Jerry Murphy as Chair, second by Jody Muck. Motion by Pat Craig to close nominations and cast a unanimous vote for Gerald Murphy as Chair, second by Lee Much. Motion carried.

Vice Chair – Dave Johnson nominated David Neumann as Vice Chair, second by Jan Lehrer. Motion by Pat Craig to close nominations and case a unanimous vote for David Neumann, second by Lee Much. Motion carried.

Secretary – Dave Neumann nominated Pat Craig for Secretary, second by Jody Muck. Motion by Jody Muck to close nominations and case a unanimous vote for Pat Craig, second by Lee Much. Motion carried.

Presentation: Chris Culotta, WI Department of Health Services, Division of Public Health, joined us tonight. In January Public Health Services had a 140 Review. Every 5 years, they do a minimum compliance audit. Chris thanked Waupaca County for the clear evidence reports. He said the write-up was phenomenal in telling Waupaca County's story. Chris highlighted the programs provided by Waupaca County Public Health, along with the collaboration with the five other counties. Chris presented a certificate of designation from WI Department of Health Services. Jed has all the write-ups from the review if any Board members would like a copy. Jed is hoping to have all the recommendations completed by the end of the summer. Jerry Murphy recognized Jed and the Public Health Services staff for their work. Pat also commented on how the meeting was positive. Chris stated Waupaca County has made great strides since the 2014 review. Jed thanked the Board members and Chris for the support.

2018 County Health Rankings came out about a month ago. These are produced by University of Wisconsin. Waupaca County ranked 43 of 72 counties. Our ranking was 42 last year. High School Graduation rate is our highest ranking at 95% or 7th in the state. Our two priority areas are alcohol and drug abuse, and mental health. Chronic disease is another area we will be identifying to address. Dave Neumann asked how the obesity rate is identified. Chris will follow up to see how it is identified in Waupaca County.

Jed is working on Chapter 10 revisions, updating the Administrative Code. He compared the "Current Version" of Chapter 10 with the "Draft" version of Chapter 10. They are looking to update the ordinance. Jed is looking to pull some nuisances out of the ordinance. He would like to identify one ordinance for Public Health, and pull out nuisances that cross other County Departments. Junk is being recommended to be added into Chapter 10, and Zoning Department would handle junk. Jed reviewed nuisance areas that he is recommending for change.

Staff Recognition – Director Price presented Cassie Schmitz, Environmental Health Specialist, with a certificate of recognition. Wisconsin DNR Specialist, David Bougie, complimented Cassie for her great work assisting their Department the past year.

1. Personnel

- a. Employee Updates – We received a resignation today from Brian Fischer, who has been a CST Case Manager for almost 5 years. Shannon Kelly reviewed the staff changes for April. Sandy Gallow had retired earlier this year, but came back to work with us as part-time Behavioral Health Therapist on April 30. We have an offer for Child Protective Services, 2nd interview for CPS I & A, and interviewing next week for Mentor and Behavioral Health Crisis positions. We have had a Behavioral Health Nurse vacancy since early this year.

2. Finance

- a. Income Statement – Overall percentages are on track at this time. We are coming up on the first quarter of the year. We will finalize 2017 by early June.
- b. Payment Register was shared with the Board. Motion by Lehrer, second by Johnson to approve bills. Motion carried without a negative vote.

3. Reports to the Board

- a. Advisory Committee Board Member Appointments.
 - i. B-3 EIP/C-COP – Dr. Goedderz volunteered to be on the committee.
 - ii. Transportation – Jerry Murphy will continue on this committee.
 - iii. Committee on Aging – Jan Lehrer and Mary Kay Poehlman were appointed by County Board.
 - iv. ADRC – Pat Craig will stay on the Committee until July, 2018.
 - v. Nutrition Advisory Council – Jan Lehrer volunteered to be on the Committee.
- b. Board Member Reports of Meetings Attended – Jan attended the Transportation meeting. Part of the meeting was to help get grants. She suggests visiting other counties to see how they address transportation, and look how to address transportation in rural areas, especially with our aging population.
- c. Waupaca County Industries (WCI) Updates – We are wrapping up auctions. The main production and equipment pieces have all been done. The school buses will be posted soon for sale. The building has been listed for sale. There was one offer and the County counter-offered, however, no response was received. The income statement has an ongoing budget line item with updates on sales. Last month we reported we thought some items were stolen, however, the purchaser picked the items up early.

4. Director's Report
 - a. Follow-up to previous meetings and general updates
 - i. We have continuing meetings with law enforcement throughout all jurisdictions in the County. At these meetings, there are discussions about cases and working together for the families. We are updating an MOU between our Department and all law enforcement agencies.
 - ii. Chuck is involved with Organizational Effectiveness with Wisconsin County Human Services Association.
 - iii. Chuck, Jed, and some staff attended the Waupaca Way follow-up meeting last week to go over goals.
 - iv. US Government Accountability Office contacted Chuck to talk about research in Trauma Informed Care. They are coming to talk with Chuck, Shannon, Alisha, Season, and Erica on May 9.
 - v. Chuck had his performance evaluation last week. He thanked the Committee for his support with the Department. Many goals he had in 2017 were accomplished, especially in the area of growth in mental health services; becoming a pilot in child welfare services; communications with schools and law enforcement. Chuck would like to bring the Drug Court position under our Department. We haven't had the capacity to bring the program under us in the past. Chuck, Shannon, and Sherrie are in talks with Aaron from the Drug Court to look at transition in 2019.
 - vi. May has been proclaimed as Trauma Informed Care Awareness Month. Chuck will pass that on to Jill to have on the County Board agenda.
 - b. WCDHHS Public Hearing will be next month.
 - c. We need to re-schedule the July Meeting due to the 1st Wednesday being July 4. Chuck is suggesting the meeting be July 18 with a light agenda, then have Trauma Informed Care and Board Member Training that night. Another option would be July 11, however, Shannon is off that week. The July meeting is tentatively set for July 18.
 - d. Alternate Care Report was shared. We have a few high level placements that we are trying to find options for placement. Alisha called 33 locations today to find a placement, with no luck.
 - e. Mental Health Report was shared. Winnebago continues to reimburse us from past placements. Last month was a heavy month for placements, but we are trending in the right direction with the Behavioral Health Crisis Team.
5. Motion by Much, second by Goedderz, to adjourn at 7:02 pm. Motion carried without a negative vote.

Submitted by,

Lana Draeger
Office Manager

Approved by,

Brian Fischer
341 18th ST N
WI Rapids, WI 54494
05-02-18

Cristin Bauch
Family & Community Service Manager
Waupaca County DHHS
811 Harding ST
Waupaca, WI 54981

Dear Cristin Bach:

It is with a heavy heart that I submit my resignation. After being employed with Waupaca County DHHS for almost the last five years, I have watched the organization grow and become a leader in the Human Service field. However, I no longer feel that Waupaca County DHHS is the place for me.

My last day at Waupaca County DHHS will be 05-17-18. I would be happy to meet with you at your convenience to discuss the transition of my duties to my successor.

I wish the company and all its employees much success in coming years.

Sincerely,

A handwritten signature in black ink, appearing to read "Brian Fischer", with a long horizontal flourish extending to the right.

Brian Fischer

Case Manager

Thiago Souza
Economic Support Manager
Waupaca County
Department of Health & Human Services
811 Harding Street
Waupaca, WI 54981

May 17, 2018

Dear Thiago,

Please accept this letter as a notice of my resignation from my Economic Support Specialist position.

My last day of employment will be Friday, June 1.

It has been a pleasure working with you and the Economic Support team.

Thank you again for the opportunity to work for Waupaca County.

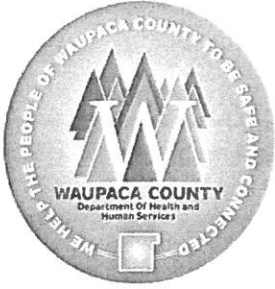
I wish you and the staff here all the best.

If you have any questions in the future, my personal email is april.sonnentag@gmail.com and I can be reached at 608-609-0994.

Sincerely,

A handwritten signature in cursive script that reads "April Sonnentag". The signature is written in black ink and is positioned above the printed name.

April Sonnentag



Waupaca County

Department of Health and Human Services

Chuck Price, Director

Sherrie Nichols, MS, LMFT
Behavioral Health Manager
Waupaca County DHHS

Thursday, May 17, 2018

Dear Sherrie:

With this letter I wish to inform you that I will be retiring from my position with Waupaca County Department of Health and Human Services as a Community Support Specialist as of Friday, August 31, 2018. I regret any inconvenience that this will cause, and will do my best to have my work up to date before my last day. Thank you for your support in this decision.

Sincerely,

(Colleen) Mink

Colleen Mink
Waupaca County DHHS
CSP Case Manager

2018 DHHS Staffing Changes

Unit	Name	Current Title	New Title	Reason	Effective Date
Family & Community Svc	Susan Younger	Family & Community Services Mgr			
Family & Community Svc	Cristin Bauch	CPS Initial Assessment SW	Family & Community Services Mgr	Promotion	1/1/2018
Children & Families	Gabby Van Gompel		CPS Initial Assessment SW	New Hire	5/31/2018
Economic Support	Brittany Kent	Account Technician			
Economic Support	Sonda Koplein	WCI Voc Skills Worker	Economic Support Specialist	WCI Closed/New Duties	1/8/2018
Public Health	Ian Wetzel	Environmental Health Specialist			
Public Health	Megan Winchell		Environmental Health Specialist	New Hire	1/22/2018
WCI	Sandra Bertram	Inventory Control			
					1/11/18 (Ret)
Behavioral Health	Sandy Gallow	Behavioral Health Therapist			
Behavioral Health	Kim Jerabek	Crisis Case Manager	Behavioral Health Therapist	Promotion	1/18/2018 (Ret)
Behavioral Health	Amber Meulemans		Crisis Case Manager	New Hire	1/8/2018
					1/23/2018
ADRU	Mona Golla-Kolosso	Manawa Nutrition Site Manager			
ADRU	Evaluating		Manawa Nutrition Site Manager		1/22/18 (Ret)
Behavioral Health	Trisha Taber	CSP/Psychiatric Nurse			
Behavioral Health	Recruiting/Interviews		CSP/Psychiatric Nurse		1/12/2018 (Res)
Behavioral Health	Christopher Lashock		Crisis Case Manager	New Hire	
					2/5/2018
Children & Families	Amie Good	Parent Aide, part-time	Access Worker, part-time	Promotion	
					2/5/2018
Children & Families	Brittany Shellenberger	Ongoing Social Worker	Kinship Care/Social Work Float	New Assignment	
Children & Families	Recruiting/Interviews		Ongoing Social Worker		3/5/2018
Fiscal Services	LaVada Torzewski		Account Clerk	New Hire	
					4/2/2018
Family & Communit Svc	Mackenzie Harness	CLTS Social Worker			
Family & Communit Svc	Sarah Vogel		CLTS Social Worker	New Hire	
					1/18/18 (Res)
					4/2/2018

Public Health	Terry Harrington	Preparedness Program Specialist	Position changed to Community Health Educator	1/19/2018 (Ret)
Public Health	Margo Dieck		Community Health Educator	New Hire 4/9/2018
Behavioral Health	Jane Doolan		Behavioral Health Therapist	New Hire 4/30/2018
ADRU	Evaluating Duties		Volunteer/Prevention Coordinator	
WCI	Celeste Leider		WCI Operations Manager	WCI Closed 4/20/2018
Family & Community Svc	Brian Fischer	CST Case Manager		5/17/2018 (Res)
Family & Community Svc	Erin Eller	CST Case Manager Part-time	CST Case Manager Full-time	Promotion 5/7/2018
Family & Community Svc	Recruiting		CST Case Manager Part-time	
Behavioral Health	Sandy Gallow		Behavioral Health Therapist - PT	New Hire/Growth Position 4/30/2018
Economic Support	April Sonnentag	Economic Support Specialist		6/1/18 (Res)
Economic Support	Recruiting			
Behavioral Health	Colleen Mink	CSP Specialist		8/31/18 (Ret.)
Behavioral Health	Recruiting			

**WAUPACA COUNTY
DEPARTMENT OF HEALTH AND HUMAN SERVICES
EMPLOYEE UPDATE
May 1, 2018, through May 31, 2018**

FAMILY & COMMUNITY SERVICES

Brian Fischer, CST Case Manager, resigned effective May 17, 2018.

Erin Eller, Part-time CST Case Manager, promoted to Full-time CST Case Manager, effective May 7, 2018.



Waupaca County DHHS
811 Harding Street
Waupaca, WI 54981

"We help the people of Waupaca County to be Safe and Connected"

Memo

To: DHHS Committee
From: Shannon Kelly, Deputy Director
Date: May 29, 2018
Re: Children's Long-Term Support (CLTS) Position request

DHHS is requesting the addition of one full-time (40 hours/week) Children's Long-Term Support (CLTS) social work/case manager for the budget year 2018. This position will report to the Family Community Services Manager and will join the current CLTS team made up of 3.8 FTE's making the team 4.8 FTE's.

The Wisconsin Department of Health Services has given County Waiver Agencies the direction to eliminate all CLTS waitlists by December 31, 2018. This direction to eliminate the waitlist was given in early 2017, however final adjustments to the 2018 allocation were not received until late March 2018. This allocation increase was needed to allow the CLTS program to provide goods and services needed to meet the needs of children and youth with special health care needs who would be enrolled in the CLTS program.

Currently there are 23 children on Waupaca County's CLTS waitlist. In order to serve these children an additional full time social worker/case manager will be needed; in addition to the above mentioned staff carrying full caseloads.

The CLTS program operates on two main revenue sources. The primary revenue is through billing case management for services provided. Additionally, the total allocation is subject to an administrative allocation based on total dollars spent. On average a case manager who has a full case load brings in more revenue than the cost of their position and benefits.

Thank you in advance for your consideration

Shannon Kelly, Deputy Director
DHHS

RESOLUTION NO. 11 (2018-19)

SUBJECT: The Health and Human Services Department requests a Full-Time CLTS (Children's Long Term Support) Case Manager to eliminate a waitlist for children.

WHEREAS, the Wisconsin Department of Health Services has given County Waiver Agencies the direction to eliminate all CLTS Waitlists by December 31, 2018; and,

WHEREAS, this direction to eliminate the waitlist was given in early 2017, however final adjustments to the 2018 allocation were not received until late March 2018; and,

WHEREAS, this allocation increase was needed to allow the CLTS program to provide goods and services needed to meet the needs of children and youth with special health care needs who would be enrolled in the CLTS Program; and,

WHEREAS, the State of Wisconsin has significantly increased the allocation to Counties to provide additional CLTS services and eliminate waitlists, which will allow WCDHHS to provide services to the 23 children currently Waupaca County's waitlist; and,

WHEREAS, the CLTS program operates on two main revenue sources. The primary revenue is through billing case management for services provided. Additionally, the total allocation is subject to an administrative allocation based on total dollars spent; and,

WHEREAS, our CLTS Case Managers are at a maximum caseload capacity and unable to accept more case assignments without a new Case Manager position.

NOW, THEREFORE, LET IT BE RESOLVED that the Waupaca County Board of Supervisors authorizes the Health and Human Services Department to hire a full-time CLTS Social Worker at Waupaca County Grade 8 or 9, effective with passage of this resolution.

LET IT FURTHER BE RESOLVED that funding for this position will come through billing case management for services provided. Additionally, the total allocation is subject to an administrative allocation based on total dollars spent. On average a case manager who has a full case load brings in more revenue than the cost of their position and benefits.

Passed this _____ day of _____, 2018.

_____ Ayes _____ Nays

ATTEST:

Jill Lodewegen
Waupaca County Clerk

APPROVED AS TO FORM:

Diane L. Meulemans
Corporate Counsel



Waupaca County Department of Health and Human Services

Chuck Price, Director

Monday May 14, 2018

To: Department of Health and Human Services Board
From: Leah Klein, Aging & Disability Resource Unit Manager
Re: Committee on Aging Appointment Requests

Dear Board Member,

I am requesting that Dona Gabert be recommended for appointment to the Waupaca County Committee on Aging as a citizen member. Dona has served as a County Board Supervisor Member since June of 2016. Dona brings such an invaluable wealth of knowledge and expertise. We are hoping to secure her Committee membership for the next two years. Thank you in advance for your consideration of this matter.

Sincerely,

Leah Klein

Leah Klein

Aging & Disability Resource Unit Manager
Waupaca County Department of Health and Human Services
811 Harding Street
Waupaca, WI 54981
(715) 258-6274
Leah.Klein@co.waupaca.wi.us

WAUPACA COUNTY DEPARTMENT OF HEALTH AND HUMAN SERVICES
Transportation Coordinating Committee Minutes
March 15, 2018

This meeting and all other meetings of this committee are open to the public. Proper notice has been posted and given to the press in accordance with Wisconsin statutes so that the citizenry may be aware of the time, place, and agenda of this meeting.

Meeting called to order by Chairman Gerald Murphy at the Waupaca County Courthouse, Waupaca, WI, LL43 at 10:32 a.m.

MEMBERS PRESENT: Gerald Murphy, Jesse Cuff, Carl Kietzmann, Dave Lowe, Bob Thompson, Janna Taylor

MEMBERS EXCUSED: Kim Ebert, Ron Johnston, Karl Schulte

MEMBERS ABSENT:

OTHERS PRESENT: Shannon Kelly, Leah Klein, Valerie Dixon, Cali Nelson, Patrick Wallner

- I. **ADOPTION OF AMENDED AGENDA:** *Motion by Carl Kietzmann, seconded by Dave Lowe to approve the amended agenda. Motion carried.*
- II. **ADOPTION OF THE MINUTES of January 11, 2018:** *Motion made by Bob Thompson, seconded by Carl Kietzmann to accept minutes from January 11, 2018. Motion carried.*

PUBLIC COMMENT: No public comment.

III. **116, 122, 123, 124 Bus Disposal Approval:**

Leah advised members that the WCI busses are eligible for disposal. Waupaca County Health & Human Services doesn't have a need for them. Waupaca County owns these 3 school busses and 1 mini-bus. Waupaca County would like to put the busses up for public sale. *Motion to move forward with the disposal and public sale of 5310 Grant vehicles: 116, 122, 123, 124. Motion made by Dave Lowe, seconded by Jesse Cuff to approve public sales of busses. Motion carried.*

IV. **WCI BUS 125 TRANSFER to WVH:**

Leah updated the members that WCI mini-bus 125 was be transferred to Wisconsin Veterans Home. The Veterans Home will be responsible for the vehicle maintenance, repair and reporting going forward.

V. **85.21 TRUST APPROPRIATE EXPENDITURES CLARIFICATION:**

Leah advised members that she has received clarification from DOT in regard to what expenditures can come out of the 85.21 trust and what the statutes are for capital purchases. Committee members provided with letter from WisDOT that clarifies appropriate 85.21 Trust expenditures.

VI. **2019 -2023 TRANSPORTATION COORDINATION PLAN – ECWRPC:**

Leah mentioned that an ad was put in the ADRC newsletter in regard to the meeting that takes place on April 24th from 4:30 PM – 6:30 PM at the Waupaca Courthouse. Individuals on this Committee encouraged to attend as well as any public interested.

VII. **TRANSPORTATION COORDINATION COMMITTEE BYLAWS:**

Leah advised the members that the bylaws are out of date and were last updated in 2000. Leah is researching the bylaw requirements and waiting to hear back from Waupaca County's Corporation Counsel.

- VIII. **ADJOURN:** *Motion was made to adjourn at 10:44 a.m. by Jesse Cuff, seconded by Dave Lowe. Motion carried.*

NEXT MEETING – At the Waupaca County Courthouse, Lower Level Room 43, on May 10, 2018 at 10:30 a.m.

Respectfully Submitted By: Janna Taylor

COMPREHENSIVE COMMUNITY SERVICES (CCS) COORDINATING COMMITTEE

April 27, 2018

CALL TO ORDER AND OPEN MEETING STATEMENT: Jan McDonough called the meeting to order at 10:04 am and gave the open meeting statement.

ROLL CALL:

Members Present: Sherrie Nichols, Jan McDonough, Bruce Rathe, Laurie Schmidt, Jesse Cuff, Art Bolen, Alisha Haase, Cristin Bauch

Members Absent: Shannon Kelly, Thiago Souza, Jill Amos-Polifka, Jeanine Rysewyk, Jody Muck

Others Present: Lori Martin, Ann Jadin, Tom Jadin

REVIEW AND APPROVE AGENDA: Bruce Rathe made a motion to approve the agenda. Seconded by Cristin Bauch. Motion carried with no negative vote.

APPROVAL OF MINUTES: Laurie Schmidt made a motion to approve the minutes from the December 19, 2017 meeting. Seconded by Bruce Rathe. Motion carried with no negative vote.

PUBLIC COMMENT: None

CCS ENROLLMENT UPDATE: Jan McDonough reported there are 33 open cases. Facilitators are Ted, Jan, and five CST staff who are trained in CCS. Presently there are 10-13 people on the referral list.

Lori Martin handed out and reviewed the CWHP CCS Enrollment Fourth Quarter 2014 through Fourth Quarter 2017.

DIVISION OF QUALITY ASSURANCE CCS PROGRAM SURVEY RESULTS: Jan reported the CCS program was audited on December 20. We received a two year certification.

CCS SATISFACTION SURVEY RESULTS: Lori Martin handed out a summary sheet and reviewed the results of the Waupaca County CCS 2017 Consumer Satisfaction Survey. This is the first year survey and measures satisfaction for six different scales. Four surveys were received. Three people did not respond.

CCS REGIONAL AND FISCAL MEETING UPDATE: Jan reported there is a consumer group which meets for one hour before the Regional meeting. The Regional meeting is held every other month and includes six counties.

Lori reported there are peer groups which meet and she is part of a fiscal group which meets. Outside providers documenting services is an issue. They are working on a rate setting document for the region to use as a whole.

DO YOU HAVE ANY FURTHER QUESTIONS THAT WOULD NEED TO BE CLARIFIED OR TALKED ABOUT?

None.

DO YOU HAVE ANY RECOMMENDATIONS FOR CHANGE FOR THE CURRENT CCS PROGRAM?

None.

NEXT MEETING DATE: The next meeting date is Friday, June 22, 2018 in Room 1037 on the first floor of the Waupaca County Courthouse. Bruce Rathe will be arranging for a representative from DVR to give a presentation.

ADJOURN: Bruce Rathe made a motion to adjourn the meeting. Seconded by Laurie Schmidt. Motion carried with no negative vote. Meeting was adjourned at 10:31 am.

Submitted by,

Beth A. Hintz, Program Assistant

These minutes will be posted to the website prior to approval from the Committee and are considered to be in draft form until approved at the next scheduled meeting.

COORDINATED SERVICES TEAM (CST) COORDINATING COMMITTEE
APRIL 27, 2018

CALL TO ORDER AND OPEN MEETING STATEMENT: Cristin Bauch called the meeting to order at 8:33 am. and gave the open meeting statement.

ROLL CALL:

Members Present: Art Bolen, Jan McDonough, Cristin Bauch, Bruce Rathe, Laurie Schmidt, Alisha Haase, Sherrie Nichols, Jesse Cuff

Members Absent: Shannon Kelly, Jody Muck, Jeanine Rysewyk, Thiago Souza, Jill Amos-Polifka

Others Present: Lori Martin, Ann Jadin, Tom Jadin

REVIEW AND APPROVE AGENDA: Laurie Schmidt made a motion to approve the agenda. Seconded by Bruce Rathe. Motion carried with no negative vote.

APPROVAL OF MINUTES: Laurie Schmidt made a motion to approve the minutes from the December 19, 2017 meeting. Seconded by Sherrie Nichols. Motion carried with no negative vote.

PUBIC COMMENT: None

INTRODUCTIONS: Everyone introduced themselves.

CST WAIT LIST UPDATE: Cristin has contacted everyone on the wait list. Three kids are off the wait list and have begun receiving services. The wait list is not on a first come, first serve basis. Clients are served depending on their level of need. The average time on the wait list is about one month, if there is a high level of need. Those on the wait list are given other resources while they wait for CST services.

CST REFERRAL UPDATE: Cristin contacts the family within two weeks of receiving a referral. Although the person making the referral make think the case is a priority, the family does not always feel that way. CST is a voluntary program.

REVIEW REFERRAL FORM: Cristin reviewed each section of the updated referral form. The new form is longer. Cristin felt the need for more information. Cristin has worked on the form with the other social workers for several months. Schools, law enforcement and Agency social workers are the biggest referral sources. Cristin will be meeting with all school districts and district police liaisons to review the form. The form can now be filled out on the computer and would then be e-mailed. Most referrals should be made electronically.

The referral form should be filled out with the parents and not behind their backs. Committee members suggested listing some examples of trauma such as divorce or moving. Suggested listing sensitive issues that parents don't want to talk about or don't want services for. A short program description should be added.

Cristin and Jan will be meeting on a regular basis to discuss which program is the best fit for the family so that two referral forms don't have to be filled out.

PRESENTATION BY ANN JADIN, NAMI:

Jan introduced Ann Jadin from NAMI Fox Valley. NAMI has opened an office in the Woods Mall in Waupaca.

Ann reported NAMI serves Outagamie, Calumet, Northern Winnebago and Waupaca Counties. Any services offered in Appleton can also happen in Waupaca County. NAMI partners and collaborates with many different groups to provide services. NAMI's mission is to work to support and empower everyone touched by mental illness. We commit to eliminate stigma and nurture recovery through advocacy, education, support and outreach. NAMI's vision is to envision a community, free of stigma, that supports and promotes mental health and recovery. They have a staff of 20 that work out of an office in Appleton. Ann reviewed a power point presentation and passed around brochures and handouts which explained the different services offered.

NEXT MEETING DATE: The next meeting is scheduled for June 22, 2018 in Room 1037 on the first floor of the Waupaca County Courthouse. Bruce Rathe is arranging for a representative from DVR to give a presentation.

ADJOURN: Bruce Rathe made a motion to adjourn. Seconded by Laurie Schmidt. Motion carried without a negative vote. The meeting was adjourned at 10:03 am.

Submitted by,

Beth A. Hintz, Program Assistant

These minutes will be posted to the website prior to approval from the Committee and are considered to be in draft form until approved at the next scheduled meeting.

WAUPACA COUNTY DEPARTMENT OF HEALTH AND HUMAN SERVICES
ADVISORY COMMITTEES

B-3 EARLY INTERVENTION PROGRAM/CHILDREN'S COMMUNITY OPTIONS
PROGRAM ADVISORY COMMITTEE (B-3 EIP/C-COP)

<u>NAME</u>	<u>AFFILIATION</u>
Dr. Steven Goedderz	WCDHHS Board Member
Cristin Bauch	WCDHHS, Family & Community Services Manager
Nicole Lauritzen	WCDHHS, EIP Program Manager
Sue Johnson	EC-EEN Teacher, Iola-Scandinavia Schools
Steve Wowzynski	Physical Therapist, Legacy Physical Therapy
Linda Kirchner	Parent/Chair Person
Sue Otterson	Grandparent
Jeanne Gehrke	Parent
Flonnie Pliska	Parent
Eileen Lamm	Parent
Thiago & Felicia Souza	Parents
Leah Wojnowiak	CAP Services, Inc.
Staff/Contract	
*Jenni Boelter	WCDHHS, EIP Specialist
*Kris Olsen	WCDHHS, EIP Specialist
*Sarah Cogar	WCDHHS, EIP Specialist
*Kortnei Lewis	WCDHHS, CLTS Case Manager
*Hannah Lamers	WCDHHS, CLTS Case Manager
*Becky Parker	Owner, NEW Rehab

5/2018✓

* Non-Voting Members

** DHHS Board tabled appointment until after Spring County Board elections.

Committee meets quarterly at 4:00 pm: June 19; September 18; December __

Committee Member Requirements:

“parents, representatives of agencies that refer, evaluate or provide services to young children and their families in the community and other interested persons involved in planning, development, and operation of the early intervention system.”

TRANSPORTATION COORDINATION COMMITTEE

<u>NAME</u>	<u>AFFILIATION</u>
Gerald Murphy	County Board/WCDHHS Board Member
Janna Taylor	WCDHHS, Transportation Coordinator
Jesse Cuff	Waupaca County Veterans Service Office
Robert (Bob) Thompson	Citizen Member
Carl Kietzmann	Citizen Member
Dave Lowe	Citizen Member, Running, Inc./Brown Cab/A-1 Taxi
Karl Schulte	Citizen Member, Running, Inc., Back-up
Ron Johnston	Citizen Member, WI Veterans Home/Lisa Dowhen, Alternate
Kimberlee Ebert	Nutrition Site, City of New London/Chad Hoerth, Alternate

5/2018✓

Committee meets every other month at 10:30 am: 5/10/18; 7/12/18; 9/13/18; 11/8/18

Committee Member Requirements:

Membership must include members representing at least the following:

County Board

County Aging Unit

County Department of Social/Human/Health & Human Services

County Board created under ss. 51.42 or ss. 51.437 (DHHS Board Member)

Transportation Providers: public, proprietary, and nonprofit

Elderly and disabled citizen advocates; consumer and agency advocates

Duties:

Monitor the expenditures for transportation services for the elderly and disabled in the service area; review passenger transportation plans in the service area; review and comment on county applications under s. 85.21; review and comment on applications under Section 5310 and s. 85.22; act as an informational resource for local transportation providers regarding the requirements of the Americans with Disabilities Act of 1990; act on requests by public bodies to be designated as coordinators of transportation services for elderly and disabled persons for the purpose of becoming eligible for assistance under the federal Section 5310 Program.

COMMITTEE ON AGING*

<u>NAME</u>	<u>AFFILIATION</u>	<u>Date Appointed</u>
Jan Lehrer	County Board/WCDHHS Bd Member	2/16/16; 6/19/18
Mary Kay Poehlman	County Board	4/16/14; 4/19/16; 6/19/18
Ray Claussen	Citizen Member (1 st term)	1/19/16
Bob Appleby	Citizen Member (1 st term)	2/16/16
Dawn Brumm	Citizen Member (1 st term)	4/17/18
Robert Kellerman	Greater WI Agency on Aging	1/2009

4/2018✓

* County board elected Jan and Mary Kay to this Committee.

NOTE: County Board members have 3, 2-year terms. Citizen members have 2, 3-year terms.

Committee meets every other month at 10:00 am: 3/27/18; 5/22/18; 7/24/18; 9/25/18; 11/27/18

Committee Member Requirements:

Wisconsin Aging Network Manual of Policies, Procedures, and Technical Assistance – Fall, 2004

3.6.3 Term Limits

The Wisconsin Elders Act places limits on the terms of office for members of commissions on aging. This ensures that the aging network continues to develop new leadership and benefits from new ideas.

“Members of a county or tribal commission on aging shall serve for terms of 3 years, so arranged that, as nearly as practicable, the terms of one-third of the members shall expire each year, and no member may serve more than 2 consecutive 3-year terms. Vacancies shall be filled in the same manner as the original appointments. A county or tribal commission on aging member appointed under par.(a)1. may be removed from office for cause by a two-thirds vote of each county board of supervisors or tribal governing body participating in the appointment, on due notice in writing and hearing of the charges against the member.”

(§ 46.82 Wis.Stats.)

Note: County supervisors may not be appointed past their two-year elected terms. Therefore, to comply with state statutes, county supervisors may serve no more than three consecutive two-year terms.

ADRC ADVISORY COMMITTEE

<u>NAME</u>	<u>AFFILIATION</u>	<u>Date Appointed</u>
Patricia Craig	County Board/DHHS Board Member	12/2017
Carol Renning	Volunteer	5/2012-15; 5/2015-18

5/2018✓

Pat Craig will remain on this committee until July 2018.

Committee meets on the 2nd Thursday every other month at 2:00 pm.
5/10/18; 7/12/18; 9/13/18; 11/8/18

Committee Member Requirements:

Four members from each consortium county (Calumet, Outagamie, Waupaca)
Committee Members may not serve more than 6 consecutive years. Members are appointed for two consecutive 3-year terms. County Board Supervisors can be appointed to three consecutive 2-year terms.

Target group for members:

- 4 – elderly
- 1 – physically disabled
- 2 – developmentally disabled
- 1 – mental health
- 1 – advocacy organization
- 1 – business community

NUTRITION ADVISORY COUNCIL

<u>NAME</u>	<u>AFFILIATION</u>	<u>Date Appointed</u>
Jan Lehrer	County Board/DHHS Board Member	5/15/18
Carol Elvery	Citizen Member	2/16/16
Janet Reilly	Citizen Member	2/16/16
Caroline Adams	Citizen Member	2/16/16
Bette Kaminske	Citizen Member	2/16/16
Wayne Laux	Citizen Member	8/16/16
Dave Steffens	Citizen Member	12/19/17

5/2018✓

The Department of Health and Human Services, Aging and Disability Resource Unit, is required to create a Nutrition Advisory Council (NAC) that will report directly to the Health and Human Services Board per Wisconsin Aging Network, Nutrition Program Operations Chapter 8.2.7. The NAC shall advise the Nutrition Director (ADRU Manager) on all matters relating to the delivery of nutrition and nutrition-supportive services within the program area.

More than one-half of the council membership shall consist of nutrition program participants elected as dining-center representatives and shall include representation from home-delivered-meal recipients. Representation of home-delivered-meal participants can be met by family members, caregivers or neighbors. The remaining council membership should provide for broad representation from public and private agencies that are knowledgeable and interested in the senior-dining and home-delivered-meal program.

The council shall meet as often as is useful and practical, but no less than quarterly. By-laws and parliamentary procedures should be adopted to govern the conduct of council business. Meetings must be open, with notices posted in accordance with the Open Meetings Law; minutes shall be kept for all nutrition advisory and council meetings. Records shall be kept for three (3) years.

Note: County supervisors may not be appointed past their two-year elected terms. Therefore, to comply with state statutes, county supervisors may serve no more than three consecutive two-year terms.

Thursday March 15, 2018 – 1:30pm
New London Site
600 W. Washington St. New London, WI
Thursday May 17, 2018 – 1:30pm
Waupaca Site
206 East Badger St. Waupaca, WI

Thursday August 16, 2018 – 1:30pm
Manawa Site
E6325 County Rd. N Manawa, WI
Thursday November 15, 2018 – 1:30pm
Weyauwega Site
109 East Main St. Weyauwega, WI