

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

WCDHHS Board Meeting Minutes

March 4, 2020

Waupaca County Courthouse

Room 1068

Waupaca, WI 54981

Board Members Present: Dave Johnson, Dave Neumann, Judi Olson, Sue Golding, Jan Lehrer, Pat Craig, Jody Muck, Gerald Murphy, Dr. Steven Goedderz

Board Members Excused: None

Staff Present: Chuck Price, Shannon Braden, Leah Klein, Melissa Anderson, Jed Wohlt, Alisha Haase, Erica Becker, Amanda Welch

Others Present: Dick Koeppen, Mary Kay Poehlman, Peter Bosquez

The meeting of the Health and Human Services Board was called to order at 5:03 pm by Chairperson Gerald Murphy.

Motion by Lehrer, second by Johnson to approve the agenda as written. Motion carried, without negative vote.

Motion by Craig, second by Golding to request review of minutes by note taker and County Clerk for Robert's Rules accuracy and request updated minutes be brought to the April meeting. Motion carried, without negative vote.

Public Comment: None

1. General Board Business:

- a. Public Health Strategic Plan and Updates: Public Health Officer Jed Wohlt reviewed the upcoming review of Public Health's 5-year Strategic Plan. Jed provided an update on the preparedness efforts of Public Health for the current COVID-19 concerns.
- b. Advisory Committee Reports
 - Motion by Lehrer, second by Golding to appoint Nancy Johnson as a citizen member of the Committee on Aging. Motion carried, without negative vote.
 - Motion by Lehrer, second by Johnson to appoint Judi Olson as citizen member of the Committee on Aging. Motion carried, without negative vote.
 - Motion by Craig, second by Olson to not approve recommended language changes to the Nutrition Advisory Council and Committee on Aging bylaws until recommendation by motion is achieved at both groups for bylaw language changes. Motion carried.
- c. Out of State Travel Request: Motion by Muck, second by Neumann to approve out of state travel to Minnesota training for Alisha Haase and Colby Mehne. Motion carried, without negative vote.
- d. ~~Adult Protective Services~~: stricken from amended agenda.
- e. Nutrition Program Report: Melissa Anderson reported the hire of a Clintonville Site Manager and the resignation of the LTE Manawa Site Manager – Project Manager. Melissa reported

on the status of the 3-month contracts with catering vendors as well as the application status for the Voucher Program. Melissa provided the Board with January and February 2020 program participation data.

2. Finance:
 - a. Income Statement Overview: Erica Becker provided overview of the new format as requested by the Board.
 - b. Payment Register/Approve Bills: Motion by Lehrer, second by Johnson to approve bills. Motion carried, without negative vote.
3. Personnel
 - a. Employee Updates/Resignations/Retirements/Recruitments: Shannon Braden updated on the following Personnel changes:
 - Resignation of Brooke Bartel as LTE Manawa Nutrition Site Manager – Project Manager
 - Hire of Amanda Bruette as Program Assistant
 - Hire of Brooke Mentzel as Clintonville Nutrition Site Manager
 - Hire of Roberta Ludwikowski as full-time Economic Support Specialist
 - Hire of Ellie Chappa as part-time Economic Support Specialist
 - Recruitment of Administrative Services Coordinator second interviews on March 4, 2020
 - Recruitment of Receptionist second interview March 6, 2020
 - Recruitment of Child Protective Services – Ongoing recruitment open
4. Director's Report:
 - a. Follow-Up to Previous Month's Meeting, General Department Updates: None
 - b. Alternate Care Report: None
 - c. Mental Health Report included in Board packet
5. Board Member Reports of Meetings Attended and General Correspondence:
 - Lehrer reported her future attendance at a Workman's Compensation training and her appointment to the Waupaca County Comprehensive Community Supports (CCS)/Coordinated Services Team (CST) Committee.
6. Attachments: No comment
7. Closed Session:

Motion Supr. Lehrer moved and Supr. Craig seconded to go into Closed Session at 5:35 p.m. Pursuant to WI State Statutes 19.85 (1) (c), (f) Considering employment, promotion compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility; and considering financial, medical, social or personal histories or disciplinary data of specific persons, preliminary consideration of specific personnel problems or the investigation of charges against specific persons. To wit, Health and Human Services Director and Deputy Director. Roll Call Vote Murphy – yes, Neumann – yes, Craig – yes, Johnson – yes, Lehrer – yes, Golding – yes, Goedderz – yes, Muck – yes, Olson – yes.