

WCDHHS Board Meeting Minutes  
October 2, 2019  
Waupaca County Courthouse  
Room 1068  
Waupaca, WI

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

Board Members Excused: Jody Muck

Staff Present: Chuck Price, Shannon Kelly, Lana, Leah Klein, Melissa Anderson, Heidi Dombrowski

The meeting of the Health and Human Services Board was called to order at 5:01 pm by Chair Jerry Murphy.

Motion by Johnson, second by Golding, to approve agenda. Motion carried.

Motion by Lehrer, second by Olson, to approve minutes from September 4, 2019. Motion carried.

Public Comment: None

Chair Murphy expressed his concern over the length of recent Board meetings and asked for Board Member cooperation and suggestions for prior meetings to keep the length of meetings shorter.

Presentation: 2020 Budget was presented for review and approval. Since the last Board meeting, we were notified of receiving additional funding. Over \$230,694 in new funding will be granted to our Department. We still plan to closely watch our budgets on how best to utilize these new funds. We were able to cover the costs of increasing the Volunteer Coordinator to full time, the requested reclassifications with the additional dollars. We are requesting zero levy dollar increase and at this time, are putting the remaining \$115,000 into the Trauma Informed Care budget line item to look at prevention services across the entire Department. Erica reviewed the changes, expenses, and where all the funding will be utilized. Jan raised questions over cell phones and staff working out of their homes. What is the liability for staff working in their homes in the event of an injury, and what happens with confidentiality? Chuck said there is no set schedule of anyone working out of their home. There are situations where it would be easier for a staff person to work from home. Confidentiality is always important for our staff. Jan feels a policy should be looked at in the area of liability and staff working from home. Jan was concerned about staff not returning phone calls. Pat questioned about whether money was budgeted for more Board members to attend the yearly WCHSA Conferences. Shannon stated we could pull money from the new funding to help pay for more Board members to attend the conferences. Pat questioned the allocation. Shannon stated the formulas were refigured for the additional funds, rather than these being grant funds. Pat questioned whether we should hire a full-time APS Social Worker vs full-time Volunteer Coordinator, and asked how often staff outreach in the community for donations on behalf of our clients. We have a facebook account where staff also put out wish lists for needs of our families, and staff reach out to other staff for donations. Chuck stated there is a need for a much more coordinated effort in outreaching to the community to help our families.

Motion by Lehrer, second by Olson, to accept the budget as presented with the revisions. Motion failed to pass by voice vote. Motion by Goedderz, second by Johnson, for a reconsideration by show of hands. Motion carried with Craig voting no for reconsideration. After reconsideration and by show of hands, Murphy, Lehrer, Goedderz, Olson, Johnson, and Neumann voted in favor of the budget. Craig and Golding opposed. Budget passed.

1. General Board Business
  - a. Advisory Committee
    - i. DHHS Board and Advisory Committee Guidelines were shared with the Board. Pat suggested we add “and other applicable statutes” to cover the Board’s responsibilities. Motion by Craig, second by Golding, to approve, pending this addition to the new document shared with the Board. Motion carried. Chuck requested to put on hold the information on by-laws for Advisory Committees. We will bring this back next month for review. Electronic copies of the by-laws will be sent to the Board.
    - ii. Transportation Coordinating Committee Meeting Minutes of July 11 were shared with the Board.
    - iii. Transportation Coordinating Committee Meeting Minutes of September 19 were shared with the Board.
    - iv. Committee on Aging Meeting Minutes of September 24 were shared with the Board.
  - b. Nutrition Program Report – Leah and Melissa shared the Nutrition Program Report as of 9/30/2019, comparing August with September. They are hoping to be able to bring this updated report each month. Melissa continues to work with the caterers, Schueller’s and Steve & Mary’s on the new home delivered meal operations model. Melissa toured Café 360 voucher program that has been in operation since 2003. Melissa and Leah reviewed a letter from GWAAR with its recommendations. Melissa is in discussions with Mayor John Smith on how we can partner with the Manawa community. He is piloting lunches by offering \$5 meals to seniors for the past few weeks. It was stated this could be a model program for all communities. Jan has accompanied Melissa to a nutrition site on process. She appreciated Melissa keeping in communications with her. Shannon anticipates a future recommendation to close Manawa’s site.
2. Finance
  - a. Income Statement was reviewed by Deputy Director Kelly. The bottom line shows a deficit. We have revenues yet to come in, including a large payment by WIMCR. Pat recommended we only get a report of the bottom line, and not the whole Income Statement report. If any Board members have questions, they can reach out to Erica for additional information.
  - b. Payment Register was reviewed. Motion by Lehrer, second by Golding, to approve payment register and bills. Pat would like to see the credit card bills. Shannon will talk with Heidi about what can be provided. Motion carried.
  - c. Resolution: Donation Acceptance from Gusmer Enterprises, Inc., in the amount of \$6,000 was presented to the Board for approval. Each year, Gusmer has its employees vote on a community agency for donation, and we were chosen. Chuck and Shannon met with them today to accept the check, and explained how their funds can be put toward the nutrition program. Jan requested a form letter that she can use to approach another organization. Motion by Craig, second by Johnson, to approve Resolution 19. It will go to the County Finance for approval, prior to being submitted to County Board for approval. Motion carried.
3. Personnel
  - a. Employee updates were reviewed, along with status of interviews.
4. Director’s Report
  - a. Director report was reviewed.
    - i. Chuck and Sue attended the suicide prevention event in Weyauwega.
    - ii. Volunteer Picnic was last Friday.
    - iii. Chuck attended the Manawa School District meeting on Mental Health, along with Sue, Pat, Jan, and Lee Much. Sherrie Nichols was on the panel. Jan was also on a panel.

- iv. Chuck has been meeting with the Sheriff's Department for when new officers come on board and how we can be part of the training. He had an opportunity this morning to meet with two new officers. He gave a tour of our Department, talked about preventive services, and how they can refer people to us without a formal referral.
  - v. We had a Trauma Informed Reboot training last week. We are looking at new employee mentoring, and recruiting internal staff to help with onboarding and orientation, helping connect with other staff, and feeling more welcoming.
  - vi. We have an all staff meeting on the morning of October 17, from 8:15 am – 10:00 am. Chuck will send a notice out electronically to Board members. He will show the documentary "Not Enough Apologies". There will be a pancake breakfast provided prior to the meeting.
- b. Alternate Care Report was not available.
  - c. Mental Health Report was shared with the Board. We have had hospital stays longer than we want to see due to the need for additional stabilization.
  - d. 2020 DHHS Board Meeting Schedule was shared with the Board. The Board will need to decide on a date for the January meeting, due to the first Wednesday being January 1. Pat would like to hold a budget meeting, separate from a regular Board meeting.
5. Board Member Reports of Meetings Attended and General Correspondence
- a. Jan went to the Wisconsin County Board meeting. Discussion was held about the new juvenile facilities being proposed. She will be going to the WCHSA meeting. She will be attending the Sexual Harassment training, and CCS regional meeting. She was on the panel at the Manawa School District meeting. She sat with 3 pastors. Pat also attended the Manawa School District meeting and Manawa's Librarian requested to have training to help kids and families.
6. Motion by Neumann, second by Craig, to adjourn at 7:04 pm. Next meeting is November 6.

Submitted by,

Lana Draeger  
Administrative Services Manager

Approved by,

---