

AGENDA  
WEDNESDAY, JUNE 7, 2023, 9:00 AM  
OCONTO COUNTY DEPARTMENT OF HEALTH AND HUMAN SERVICES BOARD  
301 WASHINGTON STREET, COURTHOUSE BUILDING "A" COUNTY BOARD ROOM #3041  
[www.co.oconto.wi.us](http://www.co.oconto.wi.us)

This is an open meeting of the Oconto County Health and Human Services Board. Notice of this meeting was given to the public at least twenty-four hours prior to the meeting by forwarding the complete agenda to the newspapers and to all news media who have requested the same, as well as by posting. Copies of the complete agenda were available for inspection at the Office of the County Clerk and from the County's website: [www.co.oconto.wi.us](http://www.co.oconto.wi.us)

1. Call Meeting to Order
2. Approval of Agenda
  - 2.1. Changes in Sequence
  - 2.2. Removal of Items
3. Approval of Minutes of Previous Meetings (Enc.)
4. Communications
5. Presentation Families First – Family Services Division
6. Appointment of an Ad-Hoc Opioid Abatement Steering Committee Member
7. Approval of Bylaws
8. Approval of Annual Petty Cash – New Beginnings Summer Program
9. Approval of Marinette and Oconto Counties Coordinated Transportation Plan (Enc.)
10. Approval of Resolution Child Care Expansion Play Days (Enc.)
11. Approval of 2023 Contracts; Software Expressions, Inc. (Enc.)
12. Approval of Budget Adjustments
13. Review of Prior Months Vendor Payments
14. Board of Health Report (No Action to be Taken)
15. Manager Division Reports (No Action to be Taken)
16. Approval of Attendance at Non-County Meeting(s)
17. Announcements/General Information (no action to be taken)
18. Set Next Meeting Date(s)
19. Adjournment

Any person wishing to attend the meeting who requires special accommodation because of a disability should contact the Oconto County Clerk's office at 920-834-6800 at least 24 hours before the meeting begins, so appropriate accommodations can be made.

Persons who are members of another governmental body but who are not members of this committee may attend this meeting. Their attendance could result in a quorum of another governmental body being present. Such a quorum is unintended, and they are not meeting to exercise the authority, duties, or responsibilities of any other governmental body.

cc: Committee (FTP); County Administrator, Finance Director, Corporation Counsel, Human Resource Director, Deanna Tachick, County Website; Central File, Official Posting Location (Physical Copy)

wsd/Date Posted: 06-01-2023

**MINUTES**  
**WEDNESDAY, MAY 3, 2023**  
**OCONTO COUNTY DEPARTMENT OF HEALTH AND HUMAN SERVICES BOARD**  
**301 WASHINGTON STREET, COURTHOUSE BUILDING "A" COUNTY BOARD ROOM #3041**

**(Draft minutes until approved by Board)**

BOARD PRESENT: Barton Schindel, Judith Buhrandt, Carole Heise, Stephanie Holman, Kathy Gohr, Carolyn Barke, Karl Ballestad

BOARD ABSENT: Tom Bitters, Jolene Barkhaus

OTHERS PRESENT: Erik Pritzl, County Administrator; Scott Shackelford, Director; Betty Bickel, Deputy Director/Operations Manager; Will Kline, Vocational Service Manager; Debra Konitzer, Public Health Manager; Chris Hanke, Community Services Manager; Heather Ondik, Economic Support Manager; Carrie Kleinschmidt, Family Services Manager; Beth Ellingson, Corporation Counsel; David Behrend, County Board Supervisor; Wendy Dey, Confidential Secretary

**1. Call Meeting to Order**

The meeting was called to order at 9:00 a.m. by Vice Chair Schindel.

**2. Election of Officers**

- Scott Shackelford, Director, requested nominations for Health and Human Services Board Chair. Schindel nominated Bitters. Hearing no further nominations, motion by Buhrandt/Gohr to elect Bitters. The motion was voted on and carried.
- Shackelford requested nominations for Health and Human Services Board Vice Chair. Heise nominated Schindel. Hearing no further nominations, motion by Heise/Holman to elect Schindel. The motion was voted on and carried.

**3. Approval of Agenda**

3.1 Change in Sequence – None

3.2 Removal of Items – None

Motion by Heise/Holman to approve the agenda as written. The motion was voted on and carried.

**4. Approval of Minutes of Previous Meeting**

Motion by Holman/Buhrandt to approve the April 5, 2023 meeting minutes as presented. The motion was voted on and carried.

**5. Communications**

Scott Shackelford, Director, shared a letter written by Environmental Health Professional, Heather Blum, which was addressed to the Regional Trauma Advisory Council. The letter thanked them for a grant the Agency received which was used to purchase Stop the Bleed Kits and allowed the City of Oconto and the City of Gillett EMS to provide training to the staff at Health and Human Services.

**6. Resolution Establishment of an Ad-Hoc Opioid Abatement Steering Committee**

- Following an explanation from Erik Pritzl, County Administrator, motion by Buhrandt/Gohr to amend the resolution line #31 to include \$60.00 per diem. The motion was voted on and carried.
- Motion by Homan/Heise to approve the Amended Resolution of Establishment of an Ad-Hoc Opioid Abatement Steering Committee. The motion was voted on and carried.

**7. ADRC Governing Board Appointment**

Following an explanation by Shackelford, Barke volunteered to be on the ADRC Governing Board.

**8. Child Care Expansion Agreement – Approval of Language**

Following an explanation by Debra Konitzer, Public Health Manager, motion by Holman/Gohr to approve the language within the Child Care Expansion Agreement. The motion was voted on and carried.

**9. Discussion Board Reference Packet**

Wendy Dey, Confidential Secretary reviewed the 2023-2024 Board Reference Packets.

**10. Approval of 2023 Contracts; Macht Village Programs Inc., Almost Family Personal Care, LLC, Shine Sound Therapy, LLC, St. Charles Youth & Family Services, Inc.**

Chris Hanke, Community Services Manager and Carrie Kleinschmidt presented 2023 contracts for approval. Following discussion, motion by Gohr/Holman to approve the 2023 contracts as presented. The motion was voted on and carried.

**11. Approval of Budget Adjustments**

Following discussion, motion by Heise/Holman to approve the Budget Adjustments. The motion was voted on and carried.