

AGENDA  
WEDNESDAY, JULY 12, 2023, 3:00 PM  
OCONTO COUNTY DEPARTMENT OF HEALTH AND HUMAN SERVICES BOARD  
NEW HEIGHTS, 228 PARK STREET, GILLETT, WI 54124  
[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. Communication
5. Presentation Northwoods Unity Recovery
6. Approval of two employees to attend a free Accounting Conference in Marquette, Michigan
7. Approval of 2023 Contracts (Enc.); Chileda Institute Inc., Susan M. Lopau Memorial Shelter Care
8. Approval of 2023 Memorandum of Understandings (Enc.); The Bay at Oconto Health and Rehabilitation Center, Meadowbrook of Oconto Falls, The Bay at Suring Health and Rehabilitation Center, Oconto County Jail Well Path
9. Approval of Budget Adjustments
10. Review of Prior Months Vendor Payments
11. Board of Health Report (No Action to be taken)
12. Manager Division Reports (No Action to be taken)
13. Approval of Attendance at Non-County Meeting(s)
14. Announcements/General Information (no action to be taken)
15. Set Next Meeting Date(s)
16. 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, HHS Division Managers, Deanna Tachick; County Website; Central File, Official Posting Location (Physical Copy)

wsd/Date Posted: 07-03-2023

**MINUTES**  
**WEDNESDAY, JUNE 7, 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: Tom Bitters, Barton Schindel, Jolene Barkhaus, Judith Buhrandt, Carole Heise, Stephanie Holman, Kathy Gohr, Carolyn Barke, Karl Ballestad

BOARD ABSENT: None

OTHERS PRESENT: Al Sleeter, County Board Chair; Erik Pritzl, County Administrator; Scott Shackelford, Director; Betty Bickel, Deputy Director/Operations Manager; Will Kline, Vocational Services Manager; Debra Konitzer, Public Health Manager; Chris Hanke, Community Services Manager; Heather Ondik, Economic Support Manager; Carrie Kleinschmidt, Family Services Manager; Erin Helman, Family Services Supervisor; Kyla Soper, Family Services Supervisor; Beth Ellingson, Corporation Counsel; Wendy Dey, Confidential Secretary; One Community Member

**1. Call Meeting to Order**

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

**2. Approval of Agenda**

2.1 Change in Sequence – None

2.2 Removal of Items – None

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

**3. Approval of Minutes of Previous Meeting**

- Motion by Heise/Gohr to approve the May 3, 2023 meeting minutes as presented. The motion was voted on and carried.

**4. Communications**

- Wendy Dey, Confidential Secretary, explained the procedure of submitting expense vouchers for non-standing committees.
- Dey read a thank you letter from Will Kline, Vocational Services Manager regarding the recently held Victory Olympics.
- Carrie Kleinschmidt, Family Services Manager, introduced returning intern, Maddie School.
- Scott Shackelford, Director, read a retirement letter from Debra Konitzer, Public Health Manager. Debra's last day will be on January 5, 2024.

**5. Presentation Families First – Family Services Division**

Carrie Kleinschmidt, Family Services Manager, Erin Helman, Child Welfare Supervisor, and Kyla Soper, Child Welfare Supervisor presented on the Families First Initiative. Wisconsin started this initiative back in 2018. The discussion highlighted a DCF grant called Targeted Safety Supports (TSSF), which Oconto County applies for annually. The TSSF grant provides financial supports to families in Child Welfare to help keep their children placed in the home when needs are identified including assistance with cleaning, transportation, and childcare. The goal is to increase the number of children who can remain in their home, or to get them to return home as soon as possible.

**6. Appointment of an Ad-Hoc Opioid Abatement Steering Committee Member**

Following an explanation by Erik Pritzl, County Administrator, motion by Gohr/Holman to appoint Jolene Barkhaus to the Ad-Hoc Opioid Abatement Steering Committee. The motion was voted on and carried.

**7. Approval of Bylaws**

Following a discussion led by Shackelford, motion by Schindel/Barkhaus to amend the Bylaws on page 4, section 8e to read as; Recommending to the County Administrator and Human Resources Director the compensation of personnel employed to administer the programs; as described in the County Administrative Manual and Employee Handbook. The motion was voted on and carried. Motion by Holman/Barkhaus to approve the amended Bylaws. The motion was voted on and carried.

**8. Approval of Annual Petty Cash – New Beginning Summer Program**

Following an explanation by Will Kline, Vocational Services Manager, motion by Gohr/Holman to approve the increase of petty cash for New View Industries annually from \$100.00 to \$1,000.00 for the months of May through September. The motion was voted on and carried.

**9. Approval of Marinette and Oconto Counties Coordinated Transportation Plan**

Following a discussion led by Kline, motion by Holman/Barkhaus to approve the 2024-2028 Marinette and Oconto Counties Coordinated Transportation Plan. The motion was voted on and carried.