

MINUTES
WEDNESDAY, FEBRUARY 13, 2019, 9:00 A.M.
OCONTO COUNTY DEPARTMENT OF HEALTH AND HUMAN SERVICES BOARD
501 PARK AVENUE, COURTHOUSE – BUILDING C, 3RD FLOOR, ROOM 3076, OCONTO, WI 54153
(Draft minutes until approved by Board)

BOARD PRESENT: Alan Sleeter, David Behrend, Diane Nichols, Don Girardi, Judith Buhrandt, Karl Ballestad, Kathy Gohr, Loretta Shellman

BOARD ABSENT: Carolyn Barke

OTHERS PRESENT: Michael Reimer, Director; Jody Armagost, Deputy Director/Family Services Manager; Betty Bickel, Business Manager; Chris Hanke, Community Services Manager; Debbie Konitzer, Public Health Manager; Penny Helmle, Economic Support Manager; Will Kline, Vocational Services Manager; Carrie Kleinschmidt, CST/CPS Supervisor; Erin Helman, CST/CPS Supervisor; Michelle Strom, Confidential Secretary; Paul Bednarik, County Board Chair; Kevin Hamann, Administrative Coordinator; Rachel Sosnoski, Family Services Student Intern; two persons from the public.

1. Call Meeting to Order
The meeting was called to order at 9:00 a.m. by Chair Sleeter.
2. Approval of Agenda
 - A. Changes in Sequence
None
 - B. Removal of Items
NoneMotion by Nichols, second by Shellman, to approve the agenda as presented. The motion was voted on and carried.
3. Approval of Minutes of Previous Meeting
Motion by Girardi, second by Gohr, to approve the January 16, 2019, Board meeting minutes. The motion was voted on and carried.
4. Communications
 - Strom read a resignation letter from Annestashia Rabe, Case Manager.
 - Strom read a resignation letter from Kirsten Peters, Public Health Support Specialist
 - Armagost introduced Rachel Sosnoski, Family Services Student Intern.
5. Board of Health Report
Konitzer provided an overview of the Respiratory Virus Surveillance Report distributed by the Wisconsin Department of Health Services. For the week ending February 2, 2019, Wisconsin is listed as having moderate activity for influenza-like illness. There have been no pediatric influenza-associated deaths in Wisconsin from October 1, 2018, to February 2, 2019; however, nationwide, there have been 28. Wisconsin has had an increase in influenza and Coronavirus (CoV) cases since January 19, 2019. Respiratory Syncytial Virus (RSV) cases are beginning to decrease. Of the 511 influenza-associated hospitalizations in Wisconsin since September 1, 2018, 86 involved admittance to the ICU. As of February 2, 2019, vaccination rates for the 2018-2019 influenza vaccine season have been above the 2017-2018 season rates.

Konitzer reported on the recent measles outbreaks. Between January 1, 2019, and February 7, 2019, there have been 101 cases reported so far. Measles is a highly contagious virus, which is often brought into the United States by people traveling from other countries. The majority of measles cases are in unvaccinated children.

The Public Health Performance Management System was discussed. The system sets program measures to evaluate the impact of a program/activity. The system includes: performance standards that are long-range indicators, performance measurement specific to the program/activity, reporting/evaluating progress, and quality improvement to identify the need for improvement based upon the evaluation. An example of the immunization coverage rate for two-year-olds was given. The current immunization rate in Oconto County is 76%; Public Health set their goal at 79%. Since this is for all children in Oconto County (not just those served by public health), the program implements activities within the community, such as reminder/recall contacts and talking with other immunization providers. An additional example given was Radon, in response to the high rate of lung cancer related to radon exposure. The performance measure is the number of tests completed, not just those distributed. Data collected demonstrated an increase in the number of tests completed after implementing the strategy of making follow-up phone calls, if no test results are received.

6. Closed Session: The Board may convene into closed session, pursuant to Wisconsin Statute 19.85(1)(b), for the purpose of considering dismissal of a Health and Human Services employee. Motion by Ballestad, second by Gohr, to move into closed session. The motion allowed for Mike Reimer, Jody Armagost, Michelle Strom, Penny Helmle, Kevin Hamann, and Paul Bednarik to remain in the room during closed session. The motion was voted on and carried. Closed session began at 9:33 a.m.
7. Return to Open Session: The Board shall return to open session to conduct legal business, as allowed by Wisconsin Statute 19.85(2). Motion by Nichols, second by Shellman, to return to open session. The motion was voted on and carried. Open session began at 9:51 a.m. Motion by Girardi, second by Nichols, to authorize the dismissal of an Economic Support Specialist, as discussed during closed session. The motion was voted on and carried.
8. Discuss Proposed Changes to Sick Leave Payout and Wage Structure
Discussion held regarding possible changes to sick leave payout and wage structure being looked at by the Personnel and Wages Committee.
9. Discuss Changes to Economic Support Specialist and Economic Support Lead Worker/Trainer Job Descriptions
Discussion held regarding possible changes to requirements listed in the Economic Support Specialist and the Economic Support Lead Worker/Trainer job descriptions.
10. Discuss/Approve Changes to Bylaws
Discussion held regarding possible changes to the Bylaws.
11. Approval of Attendance at Non-County Meeting(s)
No approvals were requested.
12. Approval of Equipment Purchases, if any
No equipment purchases were requested.
13. Approval of Client/Operational Contracts, if any
No contracts were presented.
14. Approval of Prior Months Vendor Payments
Following discussion, motion by Shellman, second by Gohr, to approve vendor payments made the previous month. The motion was voted on and carried.
15. Manager Division Reports
 - A. Public Health Division – Konitzer reported Olivia Warden, Public Health Student Intern, will be starting soon.

- B. Economic Support Division – Helmle presented a report under Item 9.
- C. Administrative & Support Division – Bickel reported Tanya Benser was chosen to fill the vacant Accounting position.
- D. Vocational Services Division – Kline reported the return of a staff member from Family Medical Leave. New View's inclement winter weather procedure was discussed.
- E. Community Services Division – Hanke reported Christa McDonald, APS/Crisis Worker, successfully passed her five-month evaluation.
- F. Family Services Division – Armagost reported the following positions need to be filled: a Case Manager (CPS) position, two Economic Support Specialist positions, and the Public Health Support Specialist position. Kleinschmidt reported there are currently 50 out-of-home placement cases. Of those 50 cases, 39 are child protection, and 11 are youth justice. Of those 11 youth justice cases, 6 involve placement with relatives – all grandparents. Helman reported looking into a new parenting program.
16. Announcements/General Information (no action to be taken)
Behrend discussed liquid manure pits. Konitzer briefly discussed Public Health's role, if water quality would become an issue.
17. Set Next Meeting Date(s)
The Health and Human Services Board will meet on the following dates:
- Wednesday, March 13, 2019, at 9:00 a.m., in Oconto;
 - Wednesday, April 10, 2019, at 9:00 a.m., in Oconto.
18. Adjournment
Motion by Gohr, second by Ballestad, to adjourn. The motion was voted on and carried.
The meeting was adjourned at 11:20 a.m. by Chair Sleeter.

Michelle Strom, Confidential Secretary
Date Posted: February 21, 2019