

MINUTES
WEDNESDAY, SEPTEMBER 11, 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: Diane Nichols, Alan Sleeter, David Behrend, Don Girardi, Judith Buhrandt, Karl Ballestad, Kathy Gohr, Loretta Shellman

OTHERS PRESENT: Michael Reimer, Director; Jody Armagost, Deputy Director/Family Services Manager; Chris Hanke, Community Services Manager; Betty Bickel, Business Manager; Penny Helmle, Economic Support Manager; Debbie Konitzer, Public Health Manager; Carrie Kleinschmidt, Child Welfare Supervisor; Amy Brehmer, Confidential Secretary; Lisa Sherman, Finance Director; Kim Pytleski, County Clerk; Kevin Hamann, Administrative Coordinator; Meagan Keplinger, Case Manager; Reginald Brandon, Intern; Debbie Herlache, Family Services Access Worker; Jill Kozlowski, APS/Crisis Worker; Christa McDonald, APS/Crisis Worker; Wendy Dey, Administrative Assistant

1. Call Meeting to Order

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

2. Approval of Agenda

A. Change in Sequence - Move Agenda Item #10 to #8.

B. Removal of Items – None

Motion by Behrend/Barke, to approve the agenda as written. The motion was voted on and carried.

3. Approval of Minutes of Previous Meeting

Motion by Gohr/Buhrandt, to approve the August 14, 2019 meeting minutes as presented. The motion was voted on and carried.

4. Communications

- Bickel introduced Wendy Dey, Part-time Administrative Assistant.
- Kleinschmidt introduced Meagan Keplinger, Case Manager and Debbie Herlache, Family Services Access Worker.
- Keplinger introduce Reginald Brandon, Intern.
- Konitzer read a letter from Kris Barthel, Treasurer for McCaslin Lioness Club announcing a \$200.00 donation made to the Safe Kids program.
- Reimer received an email from the Treasurer of the Oconto Knights of Columbus to inform us that they have money available to help if the agency knows of any families in need.

5. School Outreach Presentation

- Reimer discussed the program. Our Case Managers and Crisis Workers met with all 5 school districts in our County to talk about some of the services that we offer.
- Christa McDonald and Jill Kozlowski gave an overview of what was discussed with the schools and how the Crisis process works. Discussion followed.
- Meagan Keplinger, Debbie Herlache, and Carrie Kleinschmidt gave an overview of what they discussed and how the Child Protective Services process works. Discussion followed.

6. Board of Health Report

- Konitzer gave an update on two homes that were human health hazards due to meth busts. Both properties were placarded. Discussion followed.

7. Discussion/Action to Amend the 2019 Fee Schedule

Konitzer explained the need for an amended fee schedule. Discussion held.

Motion by Behrend/Sleeter to approve the creation of a new fee schedule for the Hepatitis A vaccine. The motion was voted on and carried.

8. Discussion Regarding the Creation of a Second Community Health Educator Position

Discussion held regarding the need for a second Community Health Educator. No objections.

Chair Nichols called for a short break. Break began at 10:19 a.m. and ended at 10:25 a.m.

9. Discussion of 2018 Audit Report

Lisa Sherman, Finance Director, presented an overview of the Clifton/Larson/Allen LLP report for 2018. Discussion followed.

10. Approval of 2020 Budget

The Department's 2020 budget was presented. Each division manager discussed their budget. Motion by Sleeter/Ballestad to approve the 2020 budget and send to Finance. The motion was voted on and carried.

11. Discussion of CDBG Closeout Program

Discussion held regarding the possibility of constructing a new building on the New View grounds in Gillett that would give more room for training and would house the New Beginnings Store that is currently located in Oconto Falls.

12. Approval of Attendance at Non-County Meetings

WCHSA is holding a meeting for Board Members on Wednesday, October 16th in Stevens Point. Six of our Board members will be attending, three Board members are unable to attend. We will be moving our October Board meeting to Wednesday, October 9th so the Board can attend the WCHSA meeting.

13. Approval of Equipment Purchases, if any – None

14. Approval of Client/Operational Contracts, if any – None

15. Approval of Prior Months Vendor Payments

Motion by Barke/Gohr to approve the prior month vendor payments. The motion was voted on and carried.

16. Manager Division Reports

- The Public Health Division report was given by Debra Konitzer, treated as information to the Board.
- The Administration & Support Division report was given by Betty Bickel, treated as information to the Board.
- The Economic Support Division report was given by Penny Helmle, treated as information to the Board.
- The Family Services Division report was given by Carrie Kleinschmidt, treated as information to the Board.
- The Community Services Division report was given by Chris Hanke, treated as information to the Board.
- The Deputy Director Division report was given by Jody Armagost, treated as information to the Board.
- The Vocational Services Division report was given by Will Kline, treated as information to the Board.

17. Announcements/General Information (no action to be taken)

- Helmle talked about the upcoming New Beginnings raffle that will take place in October.
- Gohr provided an update of the recent ADRC Governing Board meeting.

18. Set Next Meeting Date(s)

- Wednesday, October 9, 2019, at 9:00 a.m., in Oconto.

19. Adjournment

Motion by Behrend/Buhrandt to adjourn. The motion was voted on and carried. The meeting was adjourned at 11:49 a.m. by Chair Nichols.

Amy Brehmer, Confidential Secretary
Date Posted: September 17, 2019