

MINUTES
WEDNESDAY, JANUARY 15, 2020
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, Karl Ballestad, David Behrend, Judith Buhrandt, Don Girardi, Kathy Gohr, Carolyn Barke

BOARD ABSENT: 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; Erin Helman, Child Welfare Supervisor; Will Kline; Vocational Service Manager; Wendy Dey, Confidential Secretary; Kim Pytleski, County Clerk; Kim Bergemann, Employment Training Specialist; Amanda Meissner, Employment Training Specialist; member of the public.

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 – None

B. Removal of Items – None

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

3. Approval of Minutes of Previous Meeting

Motion by Girardi/Barke to approve the December 11, 2019 meeting minutes as presented. The motion was voted on and carried.

4. Communications

- Betty Bickel, Business Manager, introduced Kelly McFadden, Part-Time Administrative Assistant.
- Wendy Dey, Confidential Secretary, read a Thank You letter received from a family in the community.

5. Poverty Simulation

Kim Bergemann and Amanda Meissner, Employment Training Specialists, gave a presentation on poverty and the Board participated in a Poverty Simulation. Discussion followed.

6. Board of Health Report

Debra Kontizer, Health Officer/Public Health Manager, reported on influenza-like disease statistics, including Pneumonia and Influenza. She also advised the Board about the new Tobacco 21/Vaping Laws. Discussion followed.

7. Discussion/Approval of Resolution for Lease Agreement with JMAKAS ENTERPRISES, LLC

Mike Reimer, Health & Human Services Director, reported on the change in rent from \$1850.00 per month to \$2245.00 per month. The rent is paid using state funds. Motion by Barke/Behrend to approve the Resolution for Lease Agreement with JMAKAS Enterprises, LLC. The motion was voted on and carried.

8. Discussion/Approval of 5 year Public Facilities Improvement Plan for New View Industries

- Will Kline, Vocational Service Manager, presented the 5 year Public Facilities Improvement Plan for New View Industries. Motion by Sleeter/Buhrandt to approve the plan. The motion was voted on and carried.

9. Approval of 2020 Fee Schedule

Bickel reviewed the 2020 Fee Schedule. Motion by Gohr/Buhrandt to approve the 2020 Fee Schedule. The motion was voted on and carried.

10. Review of By-Laws

Reimer distributed the final version of the HHS By-Laws and stated that County Board Rules were changed in December 2019 to match the by-law language regarding HHS Board members.

11. Approval of Attendance at Non-County Meeting(s)

Reimer asked how many Board members planned on attending the WCHSA Regional Meeting, four said yes. Approval was given at the December 2019 meeting.

12. Approval of Equipment Purchases, if any

Bickel reported all of the chairs previously ordered have been received.

13. Approval of Client/Operational Contracts, if any

Jody Armagost, Deputy Director/Family Services Manager, Chris Hanke, Community Services Manager, and Will Kline, Vocational Service Manager, presented 2020 contracts for approval. Discussion followed. Motion by Behrend/Barke to approve the 2020 contracts for Commission on Aging, REM Wisconsin II, Inc., Community Resource Specialist Staffing Agency (CRSSA), Tomorrow's Children, Genesee Lake School, Dr. Michael O'Neill, Pamela Page, Almost Family, Home Respite, Bridge the Gap, Innovative Services, Sun Valley II and Stay at Home Care, as presented. The motion was voted on and carried.

14. Approval of Prior Months Vendor Payments

Following discussion, motion by Behrend/Gohr to approve the monthly vendor payments. The motion was voted on and carried.

15. FMLA Updates, if any – None

16. Employee Evaluation Reports, if any

Bickel reported positively on Accountant Colton Pangrazzi's six month review.

17. Manager Division Reports

The Board heard updates from division managers. Highlights are below.

- Public Health Division: None
- Administration & Support: Betty Bickel, Business Manager, reported that there were three contractors that participated in a walk through regarding the front window project. Bids will be opened on February 9, 2020. Bickel also reported that accounts for New View Industries may change to a different financial institution.
- Economic Support Division: Penny Helmle, Economic Support Manager, reported that the agency has processed 937 applications for Energy Assistance so far this season. Helmle also reported that Oconto County hosts 33 outreach clinics; 22 clinics are already completed.
- Family Services Division: Erin Helman, Child Welfare Supervisor, reported that 98.27% of the monthly case notes for children in Out of Home Care in 2019 were entered with the State by Case Managers. This exceeds the State requirement of 95%.
- Carrie Kleinschmidt, Child Welfare Supervisor, reported that there were 233 Child Protective Services report responded to in 2019.
- Community Services Division: Chris Hanke, Community Services Manager, reported on 2019 statistics. 664 Crisis Calls, 59 Adult Protective Services calls, and 124 Elder at Risk calls were logged. Hanke also reported that calls doubled from 2018 to 2019.
- Deputy Director: Jody Armagost, Deputy Director/Family Services Manager, reported that a new employee, Heather Blom, will be starting in March as a Public Health Educator. Armagost also reported that the agency received \$37,500.00 from the Targeted Safety Supports Program.
- Vocational Services Division: Will Kline, Vocational Service Manager, reported that following interviews, The Samuels Group has been selected by the Board as a preferred contractor in the Community Development Block Grant project. Kline also reported that a Citizen Participation Committee has been formed.

All reports were treated as information to the Board.

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

- Nichols reported that HHS employees participated in the 1/2/2020 Leadership Oconto County session.
- Ballestad reported that Public Property replaced valves and office temperatures are now 68 degrees or higher.
- Reimer gave an update on grant funds, flood preparedness, and new programs being explored.

19. Set Next Meeting Date(s)

Next regular meeting is scheduled for Wednesday, February 12, 2020 at 9:00 a.m.

20. HHS Board Development Process

Board discussed the prior months SWOT (Strengths, Weaknesses, Opportunities, Threats) No new highlighted areas were added. Multiple copies of Vendor Payments were well received.

21. Adjournment

Nichols declared the meeting adjourned at 11:02 a.m.