

**MINUTES**  
**WEDNESDAY, FEBRUARY 12, 2020**  
**OCONTO COUNTY DEPARTMENT OF HEALTH AND HUMAN SERVICES BOARD**  
**501 PARK AVENUE, COURTHOUSE – BUILDING C, 2ND FLOOR, ROOM 2119, 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, Loretta Shellman

BOARD ABSENT:

OTHERS PRESENT: Paul Bednarik, County Board Chair; Kevin Hamann, Administrator Coordinator; 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; 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 Gohr/Shellman to approve the agenda as written. The motion was voted on and carried.

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

Motion by Behrend/Barke to approve the January 15, 2020 meeting minutes as presented. The motion was voted on and carried.

**4. Communications**

Michael Reimer, Director, read an e-mail received regarding the thank you cards that were distributed to Veterans at New View Industries. He also showed the Board a Fidget Maze, which New View Industries manufactures and distributes to area schools for children in the Special Education Program, at no cost.

**5. Board of Health Report**

- Debra Kontizer, Health Office/Public Health Manager, reported on Influenza type illnesses, stating that all but three states are in the high range, not peaking yet. Vaccines are still being given.
- Konitzer reported on the Coronavirus, advising that thus far, in the US all cases have been related to travel, no reports of person to person transmission as of yet. Discussion followed.
- Kontizer explained to the Board, the role Health and Human Services plays at local schools.
- Kontizer also reported that the entrances at the Court House and Law Enforcement Center will soon be equipped with masks and hand sanitizers.
- Konitzer updated the Board about the on-going planning for the flood preparedness this spring.

**6. Discussion/Approval of new bank accounts for New View Industries and New Beginnings**

- After discussion, motion by Sleeter/Behrend to approve moving the New Beginnings bank account from BMO to Peshtigo National Bank, with signatories to be Michael Reimer, Penny Helmle, and Betty Bickel.
- Motion by Barke/Gohr to approve moving the Client's savings accounts at New View Industries from BMO to Peshtigo National Bank, with signatories to be Michael Reimer, Will Kline, and Betty Bickel.

**7. Discussion of Appointment Process of Board Members**

Reimer explained the Appointment process of Board members. Discussion followed.

**8. Discussion of Meeting Room Change**

Reimer advised the Board that to be truly open to the public, the meeting room was relocated to room #2119. A television will be installed to allow presentations to be done with a wireless laptop. Discussion followed.

**9. Approval of Attendance at Non-County Meeting(s) - None**

**10. Approval of Equipment Purchases, if any - None**

**11. Approval of Client/Operational Contracts, if any - None**

**12. Approval of Prior Months Vendor Payments**

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

**13. FMLA Updates, if any**

Bickel reported she will have one employee out on FMLA in March, for two to six weeks

**14. Employee Evaluation Reports, if any**

Bickel reported positively on Administrative Assistant, Wendy Dey's six month review.

**15. 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 Public Property reviewed the three bids for the front clerical window and will speak with Corporation Counsel before selecting a contractor.
- Economic Support Division: Penny Helmle, Economic Support Manager, reported that as of February 1, 2020 there are changes to BadgerCare regarding childless Adults. Drug use questionnaire and monthly premiums are mandatory.
- Family Services Division: Erin Helman, Child Welfare Supervisor, reported that between Child Protective Services and Youth Justice, there are currently 121 open cases, being handled with ten full-time case managers. There are a total of 273 children being served, 217 in their own home, and 56 in out of home placement.
- Carrie Kleinschmidt, Child Welfare Supervisor, reported that during the month of January, 2020, there were 70 reports of alleged abuse or neglect. One being considered an egregious incident. In comparison, in January of 2019, there were 68 reports.
- Community Services Division: Chris Hanke, Community Services Manager, reported that Christa McDonald did an interview with the news regarding Elders-at-Risk that will be published in the future. He also reported that the Changing Course Project started on February 4, 2020 at the jail.
- Deputy Director: Jody Armagost, Deputy Director/Family Services Manager, gave an update on Human Resources. In 2019, there were 13 open positions within Health and Human Services. To date, all have been filled, with the most recent new hire, Heather Blom starting on 3/16/2020 as the Public Health Educator.
- Vocational Services Division: Will Kline, Vocational Service Manager, reported that New View Industries never closes due to the weather, but that transportation services can be canceled. In 2019 there were seven days that transportation was canceled, which results in a loss of revenue of approximately \$5000.00 per day. So far in 2020, only two hours were lost. Kline also reported that New View Industries is exceeding its production quota with the new Deluxe Plastics job.

All reports were treated as information to the Board.

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

- Nichols reported on the recent regional WCHSA meeting.
- Reimer reported that DCF funding at the state level was increased for 2020.

**17. Set Next Meeting Date(s)**

Next regular meeting is scheduled for Wednesday, March 11, 2020 at 9:00 a.m.

**18. HHS Board Development Process**

Board discussed the prior months SWOT (Strengths, Weaknesses, Opportunities, Threats) No new highlighted areas were added.

**19. Adjournment**

Nichols declared the meeting adjourned at 10:33 a.m.