

WCDHHS Board Meeting Minutes

January 6, 2021

Waupaca County Courthouse

Room 1068

Waupaca, WI 54981

This meeting was conducted under the Waupaca County Resolution #8 (2020-2021) and Governor Evers' Emergency Order #1.

Board Members Present: Sue Golding, Dennis Wengelski, Jan Lehrer, Pat Craig (remote), Dave Johnson, Gerald Murphy, Jody Muck (remote), Dr. Steven Goedderz, Judy Olson (remote)
Staff Present: Ted Phernetton, Jed Wohlt, Liz Wagner, Erica Becker, Melissa Anderson, Shawna Hansen, Megan Hintz, Kay Saarinen-Barr
Public Present: None

The meeting of the Health and Human Services Board was called to order at 5:00 pm by Chairperson Gerald Murphy.

Motion by Lehrer, second by Golding, to approve agenda. Motion carried without negative vote.

Motion by Lehrer, second by Wengelski, to approve the minutes of the December 2, 2020 meeting Motion carried without negative vote.

Public comment: none

1. General Board Business

- a. Public Health-COVID-19 Updates- Jed Wohlt provided shore updates on current COVID-19 case numbers as shown on the online dashboard. He mentioned seeing a decrease in cases, deaths, and hospitalizations. Jed reported that Waupaca County Public Health/DHHS applied to be an administrator for the COVID-19 vaccination, hoping to have first clinic for this vaccine within a few weeks.
- b. Nutrition Program-
 - i. Transfer of Funding- Melissa reported that the Committee on Aging is requesting to transfer funds from Congregate Dining to Home Delivered Meals (just over \$64,000.00). This transfer is done yearly. Lehrer made a motion to transfer the funds from Congregate Dining to Home delivered meals, second by Wengelski. Motion passed without negative vote.
- c. Resolution No. 38 (2020-2021) Donation Acceptance- Johnson made the motion to accept this donation, second by Craig, motion passed without negative vote.

- d. Request for Action-Reallocation of Staff Time- Ted provided overview of this request. Motion was made by Lehrer to approve the elimination of one full time CCS position and to make the CST/CSP and Therapist positions full time versus part time, second by Golding, motion passed without negative vote.
 - e. Approval of Proposed 2021 Billing Rates- Erica went over the proposed rate documents that were included in the meeting packet. Motion was made by Craig to accept the proposed 2021 billing rates, second by Wengelski, motion passed without negative action.
 - f. Food & Recreational Facility Fees
 - i. 2020-2021 Refund- Jed provided an overview of this and the refund amount would be a percentage based on time reporting and budget. The refund will go towards the 2021-2022 license fee. Motion was made by Lehrer to accept the refund proposal as presented by Jed, second by Wengelski, motion passed without negative vote.
 - ii. 2021-2022 adjusted fee schedule-Jed went over handouts provided outlining the adjusted fee schedule. Motion was made by Lehrer to accept this fee schedule, second by Golding, motion passed without negative vote.
 - g. Advisory Committee Reports/Updates
 - i. Committee on Aging Minutes form 12/22/2020-no discussion
2. Finance-
- a. Income Statement Overview- Erica provided overview and explanation of budgets.
 - b. Payment Register/Approve Bills- Motion made by Wengelski to approve payment register/approve bills, second by Johnson. Motion carried without negative vote.
3. Personnel
- a. Employee Updates/Resignations/Retirements/Recruitments- handout provided to show these updates, Ted provided overview and mentioned that DHHS is close to being fully staffed, we are fully staffed for the Management team. Kay, new Behavioral Health Unit Manager provided an introduction of herself.
4. Director's Report- handout provided; Ted went over Agency Overview and what we wish to show the board within this document moving forward.
5. Board Member Reports of Meetings Attended and General Correspondence- Jan Lehrer was re-elected to serve on County Mutual Insurance Corporation, attended meeting on 12/3/2020 via Zoom. Lehrer also mentioned the next Wisconsin Counties Association of HHS Committee meeting will be in March 2021
6. Adjourn: Motion to adjourn at 6:00pm was made by Lehrer, second by Golding. Motion passed without negative vote. Next regularly scheduled meeting is February 3, 2021.

Submitted by,

Liz Wagner

Administrative Services Coordinator

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**WAUPACA COUNTY NOTICE OF MEETING AGENDA
DEPARTMENT OF HEALTH & HUMAN SERVICES
COORDINATED SERVICES TEAM (CST) & COMPREHENSIVE COMMUNITY SERVICES (CCS)
COORDINATING COMMITTEE**

DATE: Friday, December 11, 2020

PLACE: Waupaca County Courthouse, First Floor Room 1037

TIME: 8:30 am – 9:30 am

CALL TO ORDER AND OPEN MEETING STATEMENT: Tina Lintner called the meeting to order at 8:35 am and gave the open meeting statement.

ROLL CALL: Members Present: Tina Lintner, Jill Amos-Polifka, Jesse Cuff, Bruce Rathe, Thiago Souza, Brenda Freeman, Laurie Schmidt, Jan Lehrer, Jody Much

MEMBERS NOT PRESENT: Shawna Hansen

OTHERS PRESENT: Amanda Bruette, Bridget Barkalow

REVIEW AND APPROVE AGENDA: The following Agenda items will be discussed at the next meeting on February 26, 2021.

5. Recommendations for the CCS Program

6. Overview of the Coordinating Committee Video-Part 2

7. Coordinating Committee- How can we function as a “System of care” for our communities?

A. Where can staff safely meet with families in the community? B. What community engagement opportunities exist for youth?

8. Identity of this committee-how will we recruit participation? How are we and what are we doing? What is our shared mission, as a community? Why should the community participate? Why is this meaningful? What are our goals as a community for our youth?

9. 2020 Wraparound Conference Highlights

Brenda Freeman made a motion to approve the agenda. Seconded by Laurie Schmidt. Motion carried with no negative vote.

APPROVAL OF MINUTES: Bruce Rathe made a motion to approve the minutes from the October 30, 2020 meeting. Seconded by Brenda Freeman. Motion carried with no negative vote.

PUBLIC COMMENT: None

INTRODUCTIONS: Everyone signed the Roster if they attended in person. If joined via Zoom they were added to the roster by Amanda Bruette.

CCS PROGRAM UPDATES/CONSUMER UPDATES

44 individuals enrolled, 2 Referrals pending

2 CCS Facilitators, 4 CCS/CST Social workers, Average 4-5 cases each workers

Currently not at capacity for cases-work load is good

Desk review before end of year

Bridgett Barkalow shared more information regarding the updated referral process for CCS and CST. Bridgett will be the main person communicating with individuals/families who have been referred to a program. Her focus will be on getting needs met for the person being referred while also figuring out which programs make the most sense to start with.

There have been 14 referrals in the last 2 weeks-

3-enrolled

3-meeting soon

1-needs assistance (Needs MA)

3-contacted, waiting to hear back

1-holding off

2 new referrals-need to be contacted yet

1-declined services

PLEX MEMBER UPDATES

Brenda Freeman brought the idea of a town hall style peer forum to the region and plans will go forward with the State. This call in program will allow consumers to call and ask professionals about the programs in an anonymous way. The second part of this forum will be an educational component for peers. Brenda Freeman will be representing Waupaca County on a State level.

STAFF UPDATES

Kay Saarinen-Barr to start her new position at Waupaca County as the Behavioral Health Manager on 12/21/2020

2021 DATES (8:30am-10:00am)

February 26, 2021

April 30, 2021

June 25, 2020

August 27, 2021

October 29, 2021

December 17, 2021

NEXT MEETING DATE: The next meeting will be held on February 26, 2021 from 8:30am-10:00am in room 1037 of the courthouse.

ADJOURN: Jill Amos-Polifka made a motion to adjourn. Seconded by Jan Lehrer. Motion carried without a negative vote. The meeting was adjourned at 9:34 am.

Submitted by,

Amanda Bruette, Program Assistant

These minutes will be posted to the website prior to approval from the Committee and are considered to be in draft form until approved at the next scheduled meeting.

DRAFT

Waupaca County Nutrition Advisory Council Minutes

Thursday, January 21, 2021

Waupaca County Courthouse

811 Harding Street, Waupaca WI 54981

Room 1068

This meeting and all other meetings of this committee are open to the public. Proper notice has been given to the press in accordance with Wisconsin statutes so that the citizenry may be aware of the time, place and agenda of this meeting.

Members Present: Jan Lehrer, Meri Erickson, DeAnn Miller, Gloria Bigalke.

Others Present: Melissa Anderson, Aging and Disability Resource Unit Manager; Pat Huber, ADRC Clerk; Megan Hintz, Aging Programs Supervisor, Joanne Samack, Waupaca Nutrition Site Manager, Greta Schroeder, Waupaca HDM Driver

On Zoom: McKena Schultz, ADRU Intern

Chairperson Jan Lehrer opened the meeting at 1:58 pm and a quorum was established. The meeting was also broadcast on the Waupaca County YouTube Channel and Zoom.

- I. **Adoption of Agenda:** Motion made by Meri Erickson and seconded by Gloria Bigalke to adopt the agenda. Motion carried.
- II. **Adoption of Minutes of October 22, 2020 Nutrition Advisory Council Meeting:** Motion made by Gloria Bigalke and seconded by DeAnn Miller to approve the minutes of the November 19, 2020 meeting as printed. Motion carried.

Public Comment: None

- III. **Covid-19 & Current Operations Update:** Megan Hintz, Aging Programs Supervisor updated the council on current operations of each site and provided a handout showing program participation for all of 2020. *Please see attached.* Megan reviewed recent education provided to program volunteers to review Covid-19 related protocol to keep all safe. Megan reported donations received by Fox Valley Community Foundation provided participants of the nutrition program holiday cookies and two extra meals over the holidays. Megan shared information on the sock drive held by Premier Community Bank, which provided a pair of socks to each participant in Waupaca, Iola, Manawa and Weyauwega. Donation provided by the Fox Valley Community Foundation provided a pair of socks to participants in Clintonville, Marion and New London
- IV. **Waupaca Site Updates – With Joanne Samack, Site Manager:** Joanne provided an update on the current operations at the Waupaca Nutrition Site. Joanne reported staff and volunteers at Trinity Lutheran Church are packaging, packing 70 meals each day, and five routes to deliver home delivered meals. Joanne shared the site is always looking for additional volunteers.
- V. **Steve and Mary's:** Melissa Anderson reported contract update made to meal price beginning January 1, 2021. Due to increased food costs, transportation cost and wages increasing the meal price was necessary to continue with daily operations. Beginning January 1, 2021 price per meal total is \$6.86 Melissa shared the owner of Steve and Mary's along with his family will be taking a vacation in March and will be unable to provide meals to the program for four days in March. Melissa explained Schueller's was asked by the department to provide bulk food to New London and Clintonville for those four days. Update on the status for coverage of the four days will be shared at the February Nutrition Advisory meeting.
- VI. **Aging Program Supervisor Transition Update:** Megan Hintz is transitioning into her new role, while simultaneously continuing to serve as Elder Benefit Specialist assistance. Megan will fully transition into Aging Program Supervisor once Elder Benefit Specialist position is filled.
- VII. **Voucher Program Update:** Melissa Anderson passed out updated brochures and vouchers for the Council's approval. *Please see attached.*
- VIII. **Committee Member Reports of Meetings Attended and General Correspondence:** None.

IX. Adjourn: *Motion made by Meri Erickson and seconded by Gloria Bigalke to adjourn at 2:47 pm. Motion carried.*

Next Meeting: Thursday, February 18, 2021, 1:30 pm – Waupaca County Courthouse.

Respectfully Submitted,
Pat Huber, ADRC Clerk

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Transportation Coordinating Committee Minutes
Thursday January 14, 2021
10:30 AM
Waupaca County Courthouse
811 Harding Street
Room LL42

This meeting and all other meetings of this committee are open to the public. Proper notice has been given to the press in accordance with Wisconsin statutes so that the citizenry may be aware of the time, place and agenda of this meeting.

Chairperson Gerald Murphy called the meeting to order at 10:30 a.m. and a quorum was established.

Members Present: Gerald Murphy, Carl Kietzmann, Jesse Cuff, Janna Taylor

Members Absent: Bob Thompson

Others Present: Melissa Anderson (ADRU Manager), Dave Morack (Waupaca County Board Supervisor), Megan Hintz (ADRU Nutrition Program Manager)

- I. **Adoption of Agenda:** A motion to adopt the agenda as written was made by Carl Kietzmann and seconded by Gerald Murphy. **Motion carried.**
- II. **Adoption of Minutes from November 12, 2020:** A motion to adopt the minutes of November 12, 2020 as written was made by Carl Kietzmann and seconded by Janna Taylor. **Motion carried.**

Public Comment: Dave Morack came to the committee members to bring an awareness of transportation issues and concerns for residents in Waupaca County.

- I. **Veterans Transportation:** Jesse Cuff updated the committee members on current ride status and veterans have reported positive experiences utilizing the Waupaca County Volunteer Driver program. The 2021 Veterans' Transportation Reimbursement Grant was received for Waupaca County. Additional 2021 Veterans' transportation reimbursement grant dollars have been utilized to sustain ride requests to VA Healthcare facilities. This is the second year in a row of receiving this grant money of over \$7,200 for Waupaca County veterans' transportation.
- II. **85.21 Transportation Program:** Melissa Anderson advised the committee members on the current status of the 85.21 grant application. This grant application was presented and approved to the Health and Human Services Board on December 2nd and has been sent back to the State of Wisconsin for a request of \$156,588 in funds to be utilized for Waupaca County elderly and disabled residents. Each quarter a ridership report is submitted to the Wisconsin DOT with 85.21 ride statistics for Waupaca County.
- III. **53.10 Transportation Program:** Melissa Anderson advised the committee members that the 53.10 grant application that was submitted was approved. We were advised by the DOT that 53.10 grant funding for 2021 has decreased. The application submitted totaled \$14,359 funding received was \$6,821. With decreased rides due to Covid-19 we expect to be able to stay within our forecasted budget.
- IV. **Transportation Committee Bi-Laws:** Melissa Anderson presented the Transportation Committee Bi-Laws as a discussion to help further understand the committee's purpose and how it compares to other Waupaca County committee bi-laws in hopes of simplifying and clarifying our roles and responsibilities and to help, support, and share resources with other Waupaca county committees and services.
- V. **Member Recruitment:** Melissa Anderson discussed recruitment of committee members, Transportation Committee Bi-Laws would be finalized first before starting a recruitment process.

- VI. **2021 Transportation Committee Meeting Dates:** Melissa Anderson reminded members that we were going to a quarterly meeting for Transportation Committee. Janna will share the current 2021 meeting dates.
- VII. **5-Year Transportation Coordination Plan:** Melissa Anderson brought the 5-Year Transportation Coordination Plan up for discussion with members and it was decided that this agenda item would be replaced on future agendas with Transportation Committee member updates from other committee or community meetings that members had attended and bring awareness of those committees and community issues and concerns.
- I. **Adjournment:** *Carl Kietzmann made a motion to adjourn the meeting and seconded by Janna Taylor Committee Member. Motion Carried.*

Next Meeting: Thursday, April 8, 2021 – Waupaca County Courthouse – LL42 – 11:00 AM

Respectfully Submitted by: Janna Taylor

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Income Statement

Through 12/31/20
Summary Listing

Classification	Annual Budget Amount	MTD Actual Amount	YTD Actual Amount	Budget Less YTD Actual	% of Budget	Prior Year Total Actual	Target %	Target Amount
Fund Category Governmental Funds								
Fund Type Special Revenue Funds								
FUND 22 - Health and Human Services								
REVENUE								
DEPARTMENT 27 - HEALTH SERVICES Totals	\$1,368,045.00	\$54,655.09	\$1,219,794.93	\$148,250.07	89%	\$851,292.65		
DEPARTMENT 32 - HUMAN SERVICES Totals	\$12,533,346.00	\$713,458.62	\$11,353,413.34	\$1,179,932.66	91%	\$11,773,323.82		
DEPARTMENT 35 - ELDERLY SERVICES Totals	\$1,784,705.00	\$31,229.48	\$1,336,582.78	\$448,122.22	75%	\$1,425,300.72		
REVENUE TOTALS	\$15,686,096.00	\$799,343.19	\$13,909,791.05	\$1,776,304.95	89%	\$14,049,917.19		
EXPENSE								
DEPARTMENT 27 - HEALTH SERVICES Totals	\$2,021,839.00	\$201,990.10	\$1,561,655.72	\$460,183.28	77%	\$1,316,156.13		
DEPARTMENT 32 - HUMAN SERVICES Totals	\$11,616,293.00	\$1,472,647.15	\$10,972,500.95	\$643,792.05	94%	\$11,895,840.59		
DEPARTMENT 35 - ELDERLY SERVICES Totals	\$2,047,964.00	\$167,031.76	\$1,520,972.15	\$526,991.85	74%	\$1,689,183.52		
EXPENSE TOTALS	\$15,686,096.00	\$1,841,669.01	\$14,055,128.82	\$1,630,967.18	90%	\$14,901,180.24		
Grand Totals								
REVENUE TOTALS	15,686,096.00	799,343.19	13,909,791.05	1,776,304.95	89%	14,049,917.19	83%	13,909,791.05
EXPENSE TOTALS	15,686,096.00	1,841,669.01	14,055,128.82	1,630,967.18	90%	14,901,180.24	92%	14,378,921.33
Grand Total Net Gain (Loss)	\$0.00	(\$1,042,325.82)	(\$145,337.77)	(\$145,337.77)	+++	(\$851,263.05)		

2020 MENTAL HEALTH CONTRACT EXPENSES

SERVICE	BUDGETED	OCTOBER	NOVEMBER	PRELIMINARY DECEMBER	YTD EXPENSE	2020		% OF BUDGET USED
						REMAINING BALANCE	REMAINING BALANCE	
WINNEBAGO/MENDOTA**	163,641	61,181	79,542	44,262	455,834	(292,193)		279%
Expenses		88,932	107,735	64,123	923,050			
Reimbursements		(27,751)	(28,193)	(19,861)	(467,215)			
ACUTE HOSPITALS	119,500	52,861	18,053	82,335	260,869	(141,369)		218%
COMMUNITY CBRF	237,000	19,020	18,688	32,240	208,607	28,393		88%
MEDICATIONS	1,000	-	11	27	365	635		36%
TOTAL	\$ 521,141	\$ 194,243	\$ 195,835	\$ 158,865	\$ 925,676	\$ (404,535)		178%

* Please note Winnebago/Mendota Expenses & Reimbursements are based on State reports (not the current activity on the County's ledger)

** Please note this reflects the budget amendment to move the undesignated funds within the 2020 budget to the Winnebago MHI line item, as approved by the DHHS Board on 6/3/2020

2020 DHHS Staffing Changes

Unit	Position	Name	Notes	Effective Date
Administration				
ADRU	Lead APS Social Worker	Tracy Wisner	New Hire	1/4/2021
ADRU	APS Social Worker	Ashley Beyersdorf	New Hire	2/1/2021
Behavioral Health	Clinical Social Worker-PT	Sandy Gallow	Retired	1/5/2021
Business Office				
Children & Families	Youth Justice Social Worker	Lauren Young	New Hire	1/4/2021
Children & Families	Ongoing CPS Social Worker	Sidney Dombrowski	Resigned	1/15/2021
Children & Families	Ongoing CPS Social Worker	Autumn Grenlie	New Hire	1/18/2021
Economic Support	Economic Clerk	Ann Forseth	Retired	1/8/2021
Economic Support	Economic Support Specialist	Roberta Ludwikowski	Resigned	1/8/2021
Economic Support	Economic Support Specialist	Jennifer Dzioba	Resigned	2/24/2021
Family & Community Svc				
Fiscal Services	Tera Mytton	Assistant Fiscal Services Supervisor	New Hire/Returning	1/25/2021
Public Health	Jen Lubinski	Healthy Beginnings Case Manager	Resigned	1/15/2021

Crisis Program 2020

	Jan-20	Feb-20	Mar-20	Apr-20	May-20	Jun-20	Jul-20	Aug-20	Sep-20	Oct-20	Nov-20	Dec-20	YTD
Contacts During Regular Hrs	35	29	21	30	23	34	33	37	32	41	40	34	389
After Hrs Contacts	28	19	33	19	39	38	37	39	32	23	36	25	368
Total Contacts	63	48	54	49	62	72	70	76	64	64	76	59	757
Total Adult Contacts	28	33	32	30	50	56	53	61	51	42	51	42	529
Total Child/Adol Contacts(0-21) (under 21)	35	15	22	19	12	16	17	15	13	22	25	17	228
Voluntary IP Admits	11	2	5	3	9	12	2	8	6	11	2	3	74
Chp 51 Detentions	13	8	10	11	13	8	12	10	11	14	15	7	132
Total IP Admits	24	10	15	14	22	20	14	18	17	25	17	10	206
% of contacts that were e.d.	21	17	19	22	21	11	17	13	17	22	20	12	
30 -day readmits (goal< 8%)	2	2	0	2	3	3	2	2	1	1	0	1	19
30-day readmit rate	8%	20%	0%	14%	14%	15%	14%	11%	6%	4%	0%	10%	9%
30-day re-contacts	11	6	9	8	13	14	13	13	9	5	11	14	
Gateway Diversions	0	0	0	0	0	0	1	0	1	0	0	1	3
"Other" Diversions	32	28	30	26	22	31	43	43	32	30	32	34	383
Total Diversions	32	28	30	26	22	31	44	43	33	30	32	35	386
other non-"crisis" calls	7	10	5	8	15	20	12	13	13	12	27	14	
Calls During mobile hrs	44	35	20	27	33	39	40	45	38	43	46	37	447
FTF Contact @ crisis	33	17	9	0	6	1	3	3	9	4	7	4	96