

WCDHHS Board Meeting Minutes
February 3, 2021
Waupaca County Courthouse
Room LL42
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, Dave Johnson, Gerald Murphy, Jody Muck (remote), Dr. Steven Goedderz, Judy Olson
Staff Present: Ted Phernetton, Jed Wohlt, Liz Wagner, Erica Becker, Melissa Anderson, Shawna Hansen, Megan Hintz
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 Golding, second by Olson, to approve agenda. Motion carried without negative vote.
Motion by Lehrer, second by Wengelski, to approve the minutes of the January 6, 2021 meeting. Motion carried without negative vote.
Public comment: none

Program Presentation: Adult Protective Services- Melissa Anderson- Melissa provided an overview of Adult Protective Services (APS) and who they serve. Melissa provided a handout showing the number of new intakes for the 2020 year; she also highlighted the number of cases each APS worker handles.

1. General Board Business

- a. Public Health-COVID-19 Updates- Jed Wohlt provided highlights from the Public Health online dashboard and those numbers. Jed provided updates on the COVID-19 vaccine clinics and that those are dependent on the amount of vaccine they receive to determine how many individuals can get vaccinated during those times. They held the vaccine clinic at a Manawa location and it worked well. Jed went over how to sign up online for the vaccine for first and second doses, as long as you fall into one of the eligible categories.
- b. Advisory Committee Reports/Updates
 - i. CCS/CST Coordination Committee minutes from 12/11/2020- no discussion

- ii. Nutrition Advisory Council minutes from 1/21/2021-Lehrer mentioned that herself, Melissa, and Megan went to lola to speak to the owner of the Café to see if they would be interested in being a congregate site when those services resume, no decision on this as of yet.
 - iii. Transportation Coordinating Committee minutes from 1/14/2021-no discussion
 - iv. Committee on Aging minutes from 1/26/2021-no discussion
2. Finance-
- a. Income Statement Overview- Erica provided overview and stated that these were preliminary numbers for 2020, not final yet.
 - b. Payment Register/Approve Bills- Motion made by Craig to approve payment register/approve bills, second by Lehrer. Motion carried without negative vote.
3. Personnel
- a. Employee Updates/Resignations/Retirements/Recruitments- handout provided to show these updates, Ted provided a brief overview.
4. Director's Report- handout provided; Ted gave a brief overview and stated that a dashboard to show trends/numbers for each unit will be coming soon. Ted went over policy updates and what we hope to use these for.
5. Board Member Reports of Meetings Attended and General Correspondence- No discussion.
6. Adjourn: Motion to adjourn at 6:26pm was made by Golding, second by Wengelski. Motion passed without negative vote. Next regularly scheduled meeting is March 3, 2021.

Submitted by,

Liz Wagner
Administrative Services Coordinator

Waupaca County Nutrition Advisory Council Minutes
Thursday, February 18, 2021
Waupaca County Courthouse
811 Harding Street, Waupaca WI 54981
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.

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

Others Present: Megan Hintz, Aging Programs Supervisor; Melissa Anderson, Aging and Disability Resource Manager; Pat Huber, ADRC Clerk; Greta Schroeder, Prospective Member from Waupaca;

Present on Zoom: Heidi Draeger, Program Nutritionist;

Chairperson Jan Lehrer opened the meeting at 1:30 pm and a quorum was established. The meeting was also broadcast on the Waupaca County YouTube Channel.

- I. **Adoption of Agenda:** *Motion made by Meri Erickson and seconded by DeAnn Miller to adopt the agenda. Motion carried.*
- II. **Adoption of Minutes of October 22, 2020 Nutrition Advisory Council Meeting:** *Motion made by DeAnn Miller and seconded by Dave Steffens to approve the minutes of the January 26, 2020 meeting as printed. Motion carried.*

Public Comment: None

- III. **COVID-19 & Current Operations Update:** Megan Hintz reported that all sites are continuing operations as reported at our last meeting. She also reported that the program has the volunteers to support it. Clintonville and New London tentatively plan to add a fourth delivery day of Mondays the first week of April. Megan reported that assessment referrals continue to be elevated as compared to pre-pandemic times. She shared current participation throughout the communities. *Please see attached.* Megan also reported that our Site Managers and HDM drivers were determined eligible for the vaccine as Essential HealthCare Workers by Public Health. Megan reported that Schueller's struggles to maintain ideal temperatures when packaging and delivering the meals to the Weyauwega, Manawa, and Iola communities. Megan is assisting Becky at Schueller's to remedy this problem. As of now, those sites are receiving cold food that has to be microwaved.
- IV. **Nutritional Requirements Review with Nutritionist Heidi Draeger:** Heidi introduced herself and gave a bit of her history with Waupaca County. She reviewed the Meal Pattern Requirements for One Meal handout to explain what goes into menu planning. *Please see attached.* Heidi partners directly with both caterers to ensure menus comply with the mandates.
- V. **Steve & Mary's:** As reported in the January meeting Steve and Mary's will be temporarily unable to provide meals in March due to being on vacation. Schueller's has agreed to provide the food for these days that. Schueller's will receive \$8.00 per meal compensation for the meals during this time. Megan Hintz reported that accommodations are being made to observe Lent on the March menus with both caterers.
- VI. **New Member Appointment Recommendation:** *A motion was made by Gloria Bigalke and seconded by Meri Erickson, to recommend the appointment of Greta Schroeder, representing the Waupaca Site to the Nutrition Advisory Council. Motion carried.*
This recommendation will now move on to the Committee on Aging for approval, then to the Health and Human Services Committee and finally on to the full County Board for approval. It is anticipated that the approval process will be completed by our next NAC meeting

- VII. **Voucher Program Update:** Megan Hintz reported that she, Melissa Anderson and Jan Lehrer had been able to meet with the owner of the Crystal Café in Iola. The purpose of the meeting was to provide information

about the voucher program model. Judy, the owner of the café, has agreed to inform the program of her interest by the end of February.

VIII. Committee Member Reports of Meetings Attended and General Correspondence: Jan Lehrer went to the Portage County Nutrition Meeting yesterday, at Lincoln Center, and reported that they have permanently closed two sites, and continue to offer curbside pickup at the Lincoln Center. Jan gave praise to Waupaca County for keeping operations going throughout the pandemic. Megan reported that we continue to have open spots on the NAC for representation from Iola and Manawa and would like to have the council fully represented. To that end, a flyer was made up and passed out inviting interested candidates to contact Megan Hintz for consideration. *Please see attached.*

IX. Adjourn: *Motion made by Gloria Bigalke and seconded by DeAnn Miller to adjourn at 2:40 pm. Motion carried.*

Next Meeting: Thursday, March 25 @ 1:30 pm – Waupaca County Courthouse.

Respectfully Submitted,

Pat Huber, ADRC Clerk

DRAFT

Waupaca County Committee on Aging
Tuesday February 23, 2021
10:00 am
Waupaca County Courthouse
811 Harding Street, Waupaca WI 54981
County Board Conference Room

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: Bob Appleby, Mary Kay Poehlman, Jan Lehrer, Ray Claussen, Judi Olson

Public Present: None

Others Present: Melissa Anderson, ADRU Manager; Pat Huber, ADRC Clerk; Megan Hintz, Aging Programs Supervisor; Denise Roman, Volunteer Coordinator; Darlene Kramer, ADRC Regional Coordinator;

Member Absent: Nancy Johnson

Chairperson Jan Lehrer called the meeting to order at 10:01 am and a quorum was established. This meeting was available on Zoom and broadcast on Waupaca County YouTube Channel.

- I. **Adoption of Agenda:** Motion made by Ray Claussen and seconded by Bob Appleby to adopt the agenda. Motion carried.
- II. **Adoption of Minutes of January 26, 2021:** Motion made by Judi Olson and seconded by Bob Appleby to approve the minutes of the January 26, 2021 meeting as printed. Motion carried.

Public Comment: None.

- III. **Volunteer Coordinator Presentation:** Denise Roman, Volunteer Coordinator gave an overview of her duties in her position. She shared the steps involved in becoming a volunteer. Volunteers are needed in virtually every unit in Health and Human Services. Critical need is in the area for meal drivers in New London and Clintonville. We have approximately 200 Volunteers and 20-30 are new since September, so it is an ongoing recruitment process. Due to Covid-19, we were unable to hold our usual Volunteer Celebration. In lieu of that, Denise sent handwritten cards to all of our volunteers, along with a gift card. She has previously secured us donations through the Fox Community Foundation and continues to look for other fund raising avenues. Denise had planned Kayak for a Cause for summer 2020, which was a fundraiser to benefit the nutrition program, but due to Covid-19 it had to be shelved. Discussions are ongoing as to whether it can be held for 2021. Denise has taken on a new responsibility and will be doing case management in our caregiver program.
- IV. ****Nutrition Advisory Council – Member Recommendation: Greta Schroeder:** A motion was made by Mary Kay Poehlman and seconded by Bob Appleby to approve the recommendation of Greta Schroeder. This request will next be presented to the Health and Human Services Board. Motion Carried.
- V. **Aging Programs Updates:**
 - a) **Elderly Nutrition Program:** Megan Hintz reported that delivery continues as it has been since our last meeting. We are working on trying to bring New London and Clintonville Sites to 4-days per week and estimate that this will happen the first week of April. We continue to try to recruit drivers for these sites so that we can get back to 5-day deliveries. Site managers and delivery volunteers were offered the Covid-19 vaccine by Waupaca Public Health and many received it. As reported previously, Steve & Mary's Café will be closed for a vacation in March. Schueller's has agreed to handle delivery of bulk food for the five days requested, but at a cost of \$8.00 per meal. The increased meal price only affects the

meals normally served by Steve & Mary's and only for the 5-days needed. Melissa Anderson also reported that there is surplus funding being carried into the new year due to reduced expenses in 2020.

- b) **Transportation:** Melissa Anderson reported that our transportation program will take patients to receive their Covid-19 vaccines. Janna Taylor, Transportation Coordinator has been working hard and has been able to accommodate the requests.
- c) **Aging & Disability Resource Center:** Melissa Anderson reported that the ADRC is very busy with many referrals coming in daily for services.
- d) **Adult Protective Services:** A handout was given (*please see attached*) showing the caseload over the past year. Adult Protective Services is now fully staffed with the onboarding of Ashley Beyersdorf.

VI. **Regional Aging & Disability Resource Center Update:** Darlene Kramer, Regional ADRC Coordinator reported that in Calumet County ADRC is open and all ADRC Staff are back working in the office. In Outagamie County the office is closed, and staff continues to work mostly remotely, however they come in for faxing and mail. A new Managed Care Organization will be available in April for those on family care in Waupaca County. Inclusa is the MCO and virtual introductory meetings were held. Darlene reported that Gov. Evers increased the budget for caregiving, and also will be providing \$3 million in grants for Covid-19 vaccine efforts. Darlene shared that Waupaca County has four very active Regional ADRC Committee members: Judi Olson, Carmen Riebel, Sue Golding and Carol Renning. Darlene also reported on the Consumer Satisfaction Surveys that are mailed out each month by Pat Huber. Waupaca County has enjoyed a good response with some very positive comments about staff members.

VII. **Committee Member Reports of Meetings Attended and General Correspondence:** Melissa Anderson reported that she will be on medical leave for approximately 2-6 weeks, depending upon healing. She has staff assigned her usual duties during that time and is confident things will run smoothly. Jan & Mary Kay will be attending a steering committee meeting on March 8.

VIII. **Adjourn:** *A motion was made by Mary Kay Poehlman and seconded by Ray Claussen that we adjourn at 11:08 am. Motion carried.*

Next Meeting: Tuesday, March 30, 2021 - 10:00 am – Waupaca County Courthouse.

Respectfully Submitted,

Pat Huber, ADRC Clerk



Income Statement

Through 01/31/21
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	\$736,119.00	\$19,660.00	\$19,660.00	\$716,459.00	3%	\$1,339,254.27		
DEPARTMENT 32 - HUMAN SERVICES Totals	\$12,902,658.00	\$540,265.36	\$540,265.36	\$12,362,392.64	4%	\$11,774,171.34		
DEPARTMENT 35 - ELDERLY SERVICES Totals	\$1,502,171.00	\$44,760.91	\$44,760.91	\$1,457,410.09	3%	\$1,471,671.21		
REVENUE TOTALS	\$15,140,948.00	\$604,686.27	\$604,686.27	\$14,536,261.73	4%	\$14,585,096.82		
EXPENSE								
DEPARTMENT 27 - HEALTH SERVICES Totals	\$1,401,662.00	\$100,887.33	\$100,887.33	\$1,300,774.67	7%	\$1,590,360.36		
DEPARTMENT 32 - HUMAN SERVICES Totals	\$11,945,952.00	\$491,113.53	\$491,113.53	\$11,454,838.47	4%	\$11,034,064.68		
DEPARTMENT 35 - ELDERLY SERVICES Totals	\$1,793,334.00	\$75,868.95	\$75,868.95	\$1,717,465.05	4%	\$1,532,343.82		
EXPENSE TOTALS	\$15,140,948.00	\$667,869.81	\$667,869.81	\$14,473,078.19	4%	\$14,156,768.86		
Grand Totals								
REVENUE TOTALS	15,140,948.00	604,686.27	604,686.27	14,536,261.73	4%	14,585,096.82	4%	630,872.83
EXPENSE TOTALS	15,140,948.00	667,869.81	667,869.81	14,473,078.19	4%	14,156,768.86	4%	630,872.83
Grand Total Net Gain (Loss)	\$0.00	(\$63,183.54)	(\$63,183.54)	(\$63,183.54)	+++	\$428,327.96		

2021 MENTAL HEALTH CONTRACT EXPENSES

SERVICE	BUDGETED	JANUARY	FEBRUARY	MARCH	YTD EXPENSE	2021 REMAINING BALANCE	% OF BUDGET USED
WINNEBAGO/MENDOTA**	240,000	7,978	-	-	7,978	232,022	3%
Expenses		72,487			72,487		
Reimbursements		(64,509)			(64,509)		
ACUTE HOSPITALS	241,194	-			-	241,194	0%
COMMUNITY CBRF	200,000	-			-	200,000	0%
MEDICATIONS	500	-			-	500	0%
TOTAL	\$ 681,694	\$ 7,978	\$ -	\$ -	\$ 7,978	\$ 673,716	1%

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

Crisis Program 2021

	Jan-21	Feb-21	Mar-21	Apr-21	May-21	Jun-21	Jul-21	Aug-21	Sep-21	Oct-21	Nov-21	Dec-21	YTD
Contacts During Regular Hrs	39												39
After Hrs Contacts	27												27
Total Contacts	66												66
Total Adult Contacts	47												47
Total Child/Adol Contacts(0-20 (under 21)	19												19
Chp 51 Detentions	13												13
Voluntary admissions	12												12
Total IP Admits	25												25
Gateway Diversions	0												0
"Other" Diversions	27												27
other non-"crisis" calls	14												14
Calls During mobile hrs	51												51
FTF Contact @ crisis	6												6

Where referred from?

Law Enforcement	34
Theadacare Waupaca	10
Theadacare NL	4
School	2
Crisis Line	2
DHHS	4
Self	2
Family	2
Other	6

2020 DHHS Staffing Changes

Unit	Position	Name	Notes	Effective Date
Administration				
ADRU	Lead APS Social Worker	Tracy Wisner	New Position	1/4/2021
ADRU	APS Social Worker	Ashley Beyersdorf	New Hire	2/1/2021
ADRU	Elder Benefit Specialist	Iris Duran	New Hire	3/1/2021
Behavioral Health	Clinical Social Worker-PT	Sandy Gallow	Retired	1/5/2021
Business Office	Receptionist	Stacie Fleese	moved to new position	2/15/2021
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 Clerk	Stacie Felase	New position	2/15/2021
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