

WCDHHS Board Meeting Minutes
February 2, 2022
Waupaca County Courthouse
Room LL42
Waupaca, WI 54981

Board Members Present: Jerry Murphy, Dennis Wengelski, David Johnson, Sue Golding, Jody Muck, Pat Craig, Judi Olson, Dr. Steven Goedderz

Board Members Absent: None

Staff Present: Ted Phernetton, Liz Wagner, Erica Becker, Jed Wohlt, Megan Hintz

The meeting of the Health and Human Services Board was called to order at 5:02 pm by Chairperson Jerry Murphy.

Motion by Olson, second by Wengelski, to approve agenda. Motion carried without negative vote.

Motion by Muck, second by Wengelski, to approve the minutes of the January 5, 2022 meeting. Motion carried without negative vote.

Public comment: none

Program Presentation: N/A

1. General Board Business

- a. COVID-19 Updates- Jed provided updates; mentioned that the County just went through the biggest surge of COVID-19 cases in January; he mentioned they are now seeing a fast decline in cases; hospitalizations have also decreased; he mentioned that Public Health received a large supply of N95 masks and will be setting up distribution sites for those throughout the county.
- b. Ongoing Authorization of 3 Month Nutrition Contracts- Megan mentioned that the first agreement to have 3 month contracts was good through 2021 and that she is requesting this be approved to go through March 2022 with Schueller's being the provider of the meals, with the \$2.00 per meal price increase until then. Megan provided background and details as to why this was needed; discussion ensued. Craig made the motion to approve the ongoing authorization of the 3-month contract for the Nutrition Program, second by Olson. Motion carried without negative vote.

- c. Authorization of Release of Request for Bid (RFB) Elderly Nutrition Program Meal Catering- Megan highlighted document provided within the packet. Johnson made motion to release the request for bid for the Elderly Nutrition Program Meal Catering, second by Golding. Motion passed without negative vote.
 - d. DHHS Steering Committee/Citizen Member Per Diem-Discussion and Action- Ted provided overview of County ordinance 2.13, pertaining to entitlement of Per Diem/Mileage for Committee Members. He also provided a handout to show the statutes that drive these committees. He mentioned there will be significant costs involved with these potential payments. Ted went over these dollar amounts; which were also included on the handout. Discussion ensued. It was mentioned to 'start fresh' with this, and pass along to Legislative and Judicial Committee for further study. Craig made motion to not take action on the agenda item of Committee/Citizen Member Per Diem, but to move this topic on for further study to the Legislative and Judicial Committee with Ted's assistance, second by Golding. Motion carried without negative vote.
 - e. Advisory Committee Reports/Updates
 - i. Committee on Aging Minutes from 12/28/2021-no discussion
2. Finance-
- a. Income Statement Overview- Erica provided overview of the income statement. She mentioned this was just the preliminary for December 2021, nothing final at this time as we are still waiting for the 2021 books to close.
 - b. Payment Register/Approve Bills- Motion made by Goedderz to approve payment register/approve bills, second by Johnson. Motion passed without negative vote.
3. Personnel
- a. Employee Updates/Resignations/Retirements/Recruitments- Liz provided updates from handout provided. Ted clarified information of one employee leaving and then coming back within a weeks' time and that the Youth Justice/Kinship/Foster Care Manager position has been filled by Lauren Gardner who will be starting 2/11/2022.
4. Director's Report
- a. General Updates- Ted mentioned that the last paragraph in the report is more of a line of thinking-nothing concrete with this idea at this time. He is looking to prepare a proposal for this of ARPA funds and more information will be provided once it is available.
 - b. Telework/Remote Work Update- No new updates from last month.
5. Supervisor Report(s): Conference, Seminar, Convention, and/or Webinar Report(s)-
- Golding mentioned she attended the ADRC Regional Meeting last week, she mentioned that other surrounding counties (Calumet and Outagamie) do have volunteers/programs that reach out to the elderly over the phone. She mentioned that Calumet provides a newsletter every other month that is very informative; she also mentioned that the ADRC website has helpful information for Waupaca County residents.

6. Adjourn: Chairperson Murphy entertained a motion for adjournment, Golding made this motion, second by Muck; meeting adjourned at 6:25 pm. Next regularly scheduled meeting will be March 2, 2022.

Submitted by,

Liz Wagner
Administrative Services Coordinator

DRAFT



2/17/2022

Dear Waupaca County Health & Human Services Board:

I would like to request approval for Public Health staff to attend the Public Health Preparedness Summit that will take place April 4 -7, 2022 in Atlanta, GA. This request is being made for public health staff Margo Dieck, Community Health Educator & Public Health Preparedness Coordinator, and Sarah Rhone, Public Health Nurse Supervisor. Waupaca County Public Health received a Workforce Development grant included in COVID relief funding received from the Wisconsin Department of Health Services. Workforce Development funding allowable expenses include training in incident management and/or emergency management for existing staff that are in roles that support incident and emergency response.

The grant funding covers all expenses associated with the conference.

We have been fortunate to send a variety of staff to this summit over the years and this is another important opportunity to provide essential training and professional development to our staff that respond to public health emergencies. As we have witnessed over the last two years of the COVID-19 pandemic, local public health agencies are frontline responders to such events, and these types of trainings are imperative for staff readiness.

More details about the summit can be found at <http://www.preparednesssummit.org/home>.

Thank you for your consideration.

Sincerely,

A handwritten signature in black ink that reads "Jed Wohlt". The signature is written in a cursive, flowing style.

Jed Wohlt
Health Officer

Waupaca County Nutrition Advisory Council Minutes
Thursday, January 20, 2022
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: Dave Steffens; Greta Schroeder; Meri Erickson; Gloria Bigalke; Dennis Wengelski

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

Chairperson Gloria Bigalke opened the meeting at 1:34 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 Greta Schroeder and seconded by Meri Erickson to adopt the agenda. Motion carried.*

Public Comment: None

- II. **Welcome & Introductions, Supervisor Dennis Wengelski:** Dennis told the members a little about himself and those present in the room introduced themselves and shared their connection to the council.
- III. **Election of Council Vice Chairperson:** Dave Steffens was nominated for Vice Chairperson. With no other nominations on the floor, Dave was elected by acclamation.
- IV. **Adoption of Minutes of December 16, 2021 Nutrition Advisory Council Meeting:** *Motion made by Meri Erickson and seconded by Dennis Wengelski to approve the minutes of December 16, 2021 meeting as printed. Motion carried.*
- V. **Adoption of the Minutes of the Joint Committee on Aging and Nutrition Advisory Council Meeting of November 30, 2021:** *A motion was made by Meri Erickson and seconded by Greta Schroeder to approve the minutes with the correction on item V: Congregate Reopening Plan...of soft reopening on January 3, 2022. Motion carried.*
- VI. **COVID-19 & Current Operations Update:** Megan Hintz reported on the current and historic numbers being served in the Home Delivered Meal and Bistro 60 programs. She further reported that participation in the reopened Congregate sites has been slow, but expected.
- VII. **Voucher Program Updates:** Megan Hintz reported that we continue to wait for the approval from the state to open our Fremont location. Participation at Manawa has slowed, probably due to the holidays and the cold weather. Participants were allowed to return unused 2021 vouchers for new 2022 vouchers. About half of unused vouchers have been exchanged.
- VIII. **Volunteer Recruitment:** Denise Roman, Volunteer Coordinator reported that between March of 2020 and October of 2021 we have lost 40% of our Volunteer Staff due to the effects of Covid. She has been working very hard on various programs to recruit volunteers.

- IX. 2022 Caterer Update:** Our current caterer, Schueller's has been working on a three-month contract. They have asked for increases in price per meal, which are justified due to the increase in food and gasoline prices that we are currently experiencing. At the current rate we are paying them, we cannot sustain the program in the long run. Melissa Anderson and Megan Hintz are working on releasing a "Request for Bid" which will be posted publicly in February with selections made in March. Options for controlling costs will be looked into and enacted where possible. Waupaca did receive some funding from the American Rescue Plan Act, which will help with some of our increasing costs.
- X. 2022 Nutrition Education Plan Update:** Megan Hintz shared the new monthly newsletter for meal participants as well as the plan of education topics to be covered in 2022. The newsletter includes educational material, recipes, fun activities, as well as the menu. Each month our Dietician, Heidi Draeger puts together nutrition education, which is included in the newsletter.
- XI. Committee Member Reports of Meetings Attended and General Correspondence:** Melissa Anderson asked if this was an agenda item that the council would like to keep or delete. Gloria Bigalke mentioned that we should continue to be able to have comments at the end of the meeting.
- XII. Adjourn:** *A motion was made by Greta Schroeder and seconded by Meri Erickson to adjourn at 2:49 pm.*
Motion Carried.

Next Meeting: Thursday, February 17, 2022 @ 1:30 pm – Waupaca County Courthouse.

Respectfully Submitted,
Pat Huber, ADRC Clerk

Waupaca County Nutrition Advisory Council Minutes
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Waupaca County Courthouse
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Members Present: Dave Steffens; Greta Schroeder; Meri Erickson; Gloria Bigalke; Dennis Wengelski

Others Present: Megan Hintz, Aging Programs Supervisor; Melissa Anderson, ADRU Manager; Pat Huber, ADRC Clerk;

Invited Guests: Neil Rasmussen; Barbara Kobs; Chuck Fritz;

Chairperson Gloria Bigalke opened the meeting at 1:30 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 Dennis Wengelski to adopt the agenda. Motion carried.*

At this time, Chairperson Gloria Bigalke asked all present to introduce themselves.

- II. **Approval of Minutes from January 20, 2022:** *Motion was made by Meri Erickson and seconded by Greta Schroeder to approve the minutes of the January 20, 2022 meeting. Motion carried.*

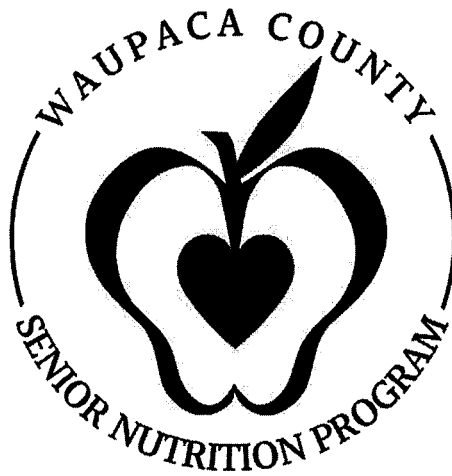
Public Comment: None

- III. **Staff Updates:** Megan Hintz, Aging Programs Supervisor regretfully informed the council that our Home Delivered Meals Manager (managed Weyauwega, Manawa, Iola) has resigned. At this point, the position is not going to be posted as they try to manage with the caterer meeting the volunteer drivers, as they do in Iola and Manawa. After a trial of this it will be reevaluated.
- IV. **COVID-19 & Current Operational Updates:** Megan Hintz reported that our numbers are down in all areas of service, citing the handout given to council members with the participation numbers. She will evaluate the data and bring a report back to the Council at the next meeting to see if she can determine the cause of the dip in participation.
- V. **Voucher Program Updates:** Megan Hintz was happy to report that the state has finally approved our application for the second site, Hotel Fremont, for our Bistro 60 Voucher Program. The next step will be for Megan to meet with the restaurant owners to come up with a menu and train the staff. Once completed letters will again go out to congregate participants to let them know when the opening of this site will be.
- VI. **PRESENTATION: Nutrition Program Orientation:** Megan Hintz provided a very thorough PowerPoint presentation detailing all aspects of the Waupaca County Senior Nutrition Program. Each member present was given a printed booklet with all the information provided in the program and were given the opportunity to ask questions.
- VII. **Committee Member Reports of Meetings Attended and General Correspondence:** None was given.
- VIII. **Adjourn:** *A motion was made by Dave Steffens and seconded by Greta Schroeder to adjourn at 2:25 pm. Motion Carried.*

Next Meeting: Thursday, March 17, 2022 @ 1:30 pm – Waupaca County Courthouse.

Respectfully Submitted,
Pat Huber, ADRC Clerk

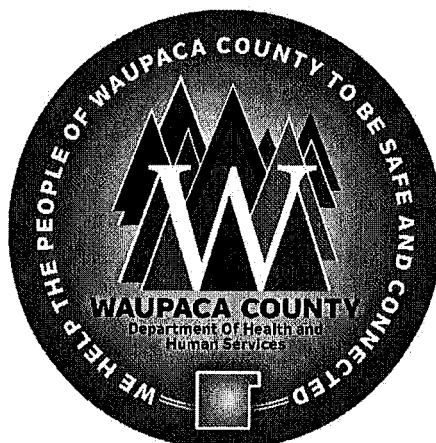
DRAFT



Waupaca County

Nutrition Advisory Council

Educational Handbook



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ATTACHMENTS

- a. Waupaca County Senior Nutrition Program Policies #1-5

1. INTRODUCTION TO THE NUTRITION ADVISORY COUNCIL

Welcome to the Waupaca County Nutrition Advisory Council! Thank you for volunteering your time and resources to assist the Waupaca County Senior Nutrition Program! Your involvement with the Nutrition Advisory Council is appreciated in so many ways!

What is a Nutrition Advisory Council? The Nutrition Advisory Council in Waupaca County is the appointed or elected citizen oversight body that represents the interests of the public as a whole and older people specifically in the policies and decisions that govern the Senior Nutrition Program. The Nutrition Advisory Council assists in evaluating, promoting, planning and advocating for the nutrition program and its participants.

What are the duties of the Nutrition Advisory Council?

1. **Non-Binding Advisement:** Provide non-binding recommendations and direction to Waupaca County Committee on Aging regarding the unique needs, concerns, and strengths of the Waupaca County Senior Nutrition Program
2. **Review:** Conduct a yearly on-site review of each dining center in the program
3. **Advocacy:** Championing and representing the interests of participants of the Senior Nutrition Program
4. **Ambassador to the Community:** Enhance the visibility of the Nutrition Program listed above by outreach and information exchange with the general public and community stakeholders
5. **Honor the Present & Adapt for the Future:** Provide advisement to the Aging Unit on effective strategies to honor the needs and interests of the present population of individuals who are aging and anticipate and adapt to the changing needs of future populations of aging individuals to ensure compassionate and sustainable services for years to come.

Who makes up the Nutrition Advisory Council?

- At least 50% of the membership shall consist of nutrition program participants as elected dining center representatives and shall include representation from home delivered meal recipients. Representation may include family or caregiver of current program participant.
Service Areas: Waupaca, New London, Clintonville, Marion, Iola/Scandinavia, Manawa/Ogdensburg, Weyauwega/Fremont
- Total membership shall represent a reasonable distribution of all income levels and minority backgrounds of the older population in Waupaca County
- The term of office of each member shall be for three (3) years with no member serving more than two (2) consecutive 3-year terms. County Board Supervisors may not be appointed past their two-year elected terms. Therefore, to comply with state statutes, County Board Supervisors may serve no more than three (3) consecutive 2-year terms.
- In the discretion of the appointing authority, there shall not be less than five (5) members nor more than fifteen (15) members. Vacancies shall be filled in the same manner as the original appointments.

Nutrition Advisory Council Meetings:

- The Council shall meet no less than six (6) times per year and are open to the public. Proper notice will be provided in accordance with Wisconsin Statutes so that the citizenry may be aware of the time, date, and agenda of all meetings
- Parliamentary procedures shall be followed
- Meeting time, date, and location to be reviewed annually to ensure the best interests of the general public and Nutrition Program participants are accommodated
- Meetings may be subject to cancellation due to inclement weather. Aging Programs Supervisor will consult with the elected Chairperson prior to any cancellation based on inclement weather. Reasonable efforts will be made to provide advance notice of the cancellation to Council members and public.

2. OVERVIEW OF OLDER AMERICANS ACT

Older Americans Act (OAA): Originally enacted in 1965, supports a range of home and community-based services, such as Senior Nutrition Program, in-home services, transportation, legal services, elder abuse, prevention and caregiver support. One of the first programs established through the Act was the Elderly Nutrition Program. Pilot elderly nutrition programs began serving senior dining meals in Wisconsin in 1972, with the majority of areas being served by 1974. The first home delivered meals were served in 1978. In 2013 alone, 1.7 million senior dining meals and 2.1 million home delivered meals were served in all 72 counties in Wisconsin.



Overview of OAA Title III and Other OAA Funding: The OAA Title III is the largest Title under the OAA. It includes the following programs: Title IIIB Supportive Services and Senior Centers, Title IIIC₁ Congregate Nutrition, Title IIIC₂ Home Delivered Meal Nutrition, Title IIID Disease Prevention and Health Promotion Services, Title IIIE National Family Caregiver Support Program, and Elder Benefit Specialists Program. The Nutrition Advisory Council provides recommendations specific to Title IIIC₁ and Title IIIC₂.

Title III-C₁: Congregate Nutrition – this funding covers the Congregate Dining program or “Senior Dining Sites” as well as the Restaurant Voucher Dining Program or “Bistro Sixty”.

SENIOR DINING SITES

- Waupaca County has three community dining sites where seniors can attend and dine together located in Clintonville, New London, and Waupaca. Meals are typically served Mon.-Fri. at 11:30 am.
- All participants are encouraged to dine at the Senior Dining Sites.

BISTRO SIXTY

- A restaurant dining program that allows seniors to choose where, when, and what they would like to eat.
- Registered participants request vouchers that can be redeemed for a program meal at participating locations.

Title III-C₂: Home Delivered Meal Nutrition (HDM) – this funding covers the services provided to those individuals receiving home delivered meals or “meals on wheels”.

HOME DELIVERED MEALS

- Delivery of fresh and nutritious meals to homebound seniors across Waupaca County. The program provides five meals per week typically Monday-Friday.
- Eligibility for this program is more restrictive and requires an assessment.

3. THE SENIOR NUTRITION PROGRAM OVERVIEW

The purpose of the Elderly Nutrition Program is:

- ✓ To reduce hunger and food insecurity;
- ✓ To promote socialization of older individuals; and
- ✓ To promote the health and well-being of older individuals by assisting such individuals to gain access to nutrition and other disease prevention and health promotion services to delay the onset of adverse health conditions resulting from poor nutritional health or sedentary behavior.

The objectives of the Elderly Nutrition Program are to:

- ✓ Prevent malnutrition and promote good health behaviors through nutrition education, nutrition screening and intervention of participants.
- ✓ Serve wholesome, delicious meals that are safe and of good quality, through the promotion and maintenance of high food safety and sanitation standards
- ✓ Promote or maintain coordination with nutrition-related and other supportive services for older individuals
- ✓ Target older adults who have the greatest economic or social need with particular attention to low-income minority and rural individuals

NUTRITION PROGRAM STAFF

Aging Programs Supervisor:

The Waupaca County Aging Programs Supervisor serves as the Director of the Nutrition Program and is responsible for the oversight of the program. The Aging Programs Supervisor maintains the program budget, personnel, ensures proper procedures, and advances program goals.

Nutrition Site Managers:

The site managers are responsible for the oversight of operations in their designated nutrition site or community. Site Managers coordinate the serving of meals on the congregate dining program and packaging and delivery of home delivered meals. They additionally oversee food safety and sanitation procedures and manage program volunteer time and duties.

Volunteer Coordinator:

The Volunteer Coordinator organizes the recruitment and orientation of volunteers to the program. The Volunteer Coordinator coordinates the collection of volunteer applications and background checks and matches volunteers to opportunities best suited to their skills and availability.

Program Nutritionist:

The program nutritionist is responsible for ensuring program meals meet the nutritional requirements. They also assist The Aging Programs Supervisor in preparing Nutrition Education materials and other nutrition intervention tools.

Nutrition Program Volunteers



The Nutrition Program relies on the support of volunteers to operate. Dedicated volunteers ensure the success of daily operations and high quality of services provided. Volunteers are a critical part of the Nutrition Team!

Nutrition Site Volunteers:

The program utilizes volunteers at the senior dining sites to help operate the senior dining program with serving meals, site clean-up and other duties. They also assist with packaging and organization of meals for the Home Delivered Meal Routes. The assistance they provide to the Site Managers is invaluable.

Volunteer Home Delivered Meal Drivers:

Volunteer Meal Drivers provide an essential service to the Nutrition Program by delivering packaged meal participants on their designated route. Volunteer drivers have face-to-face contact with the participants and deliver meals with a smile.

4. PARTICIPANT ELIGIBILITY

SENIOR DINING PARTICIPANTS

CRITERIA:

Seniors eligible to receive a meal at a senior dining site on a voluntary contribution basis are:

- ✓ Any person aged 60 and over
- ✓ Any spouse or domestic partner of an eligible participant, if attending the dining site together
- ✓ A disabled adult who lives with an eligible participant, if attending the dining site together
- ✓ Nutrition Program Volunteers

HOW IS ELIGIBILITY DETERMINED?

Eligibility is assessed by the completion of a program registration form, which is reviewed by the site manager of the dining site nearest the participant. This paperwork must be updated annually.



CLINTONVILLE THE COMMUNITY CENTER	NEW LONDON THE WASHINGTON CENTER	WAUPACA TRINIRTY LUTHERN CHURCH
30 S. Main Street Clintonville, WI 54929 Phone 715-823-7667	600 W. Washington St New London , WI 54961 Phone 920-538-6286	206 E. Badger Street Waupaca, WI 54981 Phone 715-258-9598

BISTRO SIXTY PARTICIPANTS

CRITERIA:

Seniors eligible to receive vouchers from the Bistro Sixty program on a voluntary contribution basis are:

- ✓ Any person aged 60 and over
- ✓ Any spouse or domestic partner of an eligible participant, if attending the participating location together
- ✓ A disabled adult who lives with an eligible participant, if attending the participating location together

HOW IS ELIGIBILITY DETERMINED?

Eligibility is assessed by the completion of a program registration form which is reviewed by the Aging Programs Supervisor. Registration materials are available at; all participating locations, senior meal sites, the Waupaca County ADRC office, online, or mailed by request. This paperwork must be completed annually.

Information on current participating locations can be found at the program's website.

https://www.waupacacounty-wi.gov/departments/health_and_human_services/aging_and_disability_resources/nutrition_program.php

HOME DELIVERED MEALS PARTICIPANTS

CRITERIA:

Seniors eligible to receive meals delivered to their home on a voluntary contribution basis are:

- ✓ Any person aged 60 and over
- ✓ Any spouse or domestic partner of an eligible participant, if meal service is found to be in the best interest of the participant.
- ✓ A disabled adult who lives with an eligible participant, if meal service is found to be in the best interest of the participant.

IN ADDITION TO....

An assessment must find that the following are true in order for a senior to be eligible for home delivered meals service:

- ✓ The individual is unable to leave his or her home on normal circumstances. Flexibility is allowed for medical appointments and occasional outings important to that individual's quality of life.
- ✓ The person is unable to participate in the Senior Dining Program because of physical or emotional challenges.
- ✓ There is no spouse, domestic partner, or other adult living in the same house or building who is both willing and able to prepare all meals.
- ✓ The individual is unable, either physically or emotionally, to obtain food and prepare adequate meals.
- ✓ Other criteria established by the nutrition program oversight.

HOW IS ELIGIBILITY DETERMINED?

Eligibility is determined through the completion of a program assessment. These assessments ensure that participants meet the eligibility criteria. The Aging Programs Supervisor completes the assessment over the phone, if found eligible the participant will begin receiving meals. Within four weeks of program enrollment, their local site manager will visit the participant to verify the assessment's findings. Assessments must be completed and verified annually.

SPECIAL ELIGIBILITY

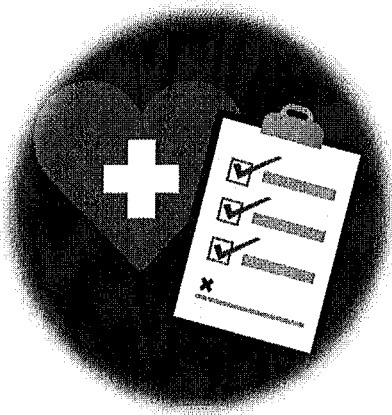
Individuals who are enrolled in a long-term care program funded through Medicaid may also participate in the Home Delivered Meals program. These participants are assessed and approved by their care manager within the Long Term Care program and then referred to the Nutrition Program to receive services.

NUTRITION SCREENING

MALNUTRITION (DETERMINE) SCREEN

Part of the requirements that the nutrition program must meet include that each participant be screened for Malnutrition Risk. The program uses a verified tool called the "DETERMINE Screen". This tool helps identify if a person may not be getting the nutrition they need due to income, isolation, addictions, food insecurity, or other reasons. For those individuals who are identified as high risk there may be additional services or supports available.

This is completed with participants at a minimum annually. Participants may request this tool to check their risk status at any time.



5. FUNDING, DONATIONS, AND CONFIDENTIALITY

PROGRAM FUNDING

The Nutrition Program is funded by a combination of federal, state, local public and private funds as well as:

PARTICIPANT CONTRIBUTIONS

The nutrition program relies on voluntary contributions to account for about one-third of the program's funding.



- Participants are provided with information about the actual costs of their meal and are informed of the suggested donation rate for their meal.
- Participants are also given a variety of opportunities to contribute towards the cost of their meal.
- No eligible participant will be denied a meal if they are unable and/or unwilling to contribute to the cost of their meal.

PARTICIPANT DONATIONS

The program allows participants the opportunity to donate at the **time of service**.

This may result in you being asked to collect a donation on behalf of the program - here are some things to remember:

- Participant donations are **CONFIDENTIAL** - meaning both the identity of the participant donating and donation amount should not be shared with others.
- The program does not track or record the source of donations (i.e. name of the donor).
- Donations are voluntary but encouraged, service will never be denied if someone is unable and/or unwilling to donate.
- The suggested donation rate is \$4.25/meal; our actual meal cost is \$8.38.
 - The actual meal cost includes staff time, supplies, administrative work, facility and utility costs. It is calculated annually based on the previous year's expenses. This allows the costs to be updated as circumstances fluctuate.
- The donation should be sealed in an envelope and returned to the site manager at your earliest opportunity.
- Checks should be made to "Waupaca County DHHS" with "Senior Nutrition" in the memo line.
- Donation funds are used to support the program operations.

CONFIDENTIALITY

The program must maintain **participant confidentiality** in addition to the confidentiality of contributions.



Information about a participant including but not limited to:

- a) name b) address c) phone number d) date of birth e) other personal information
may be shared only on a "need to know" basis per state policy.

Volunteers (such as meal delivery drivers) are included within that "need to know" group, meaning the responsibility of maintaining confidentiality falls to them as well.

Personal information should never be disclosed without written consent from the individual.







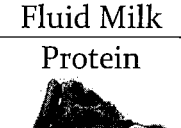


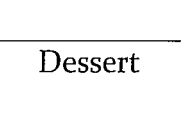
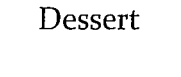
6. MEAL PROVISION, STANDARDS, AND FOOD SAFETY

MEAL PROVISION

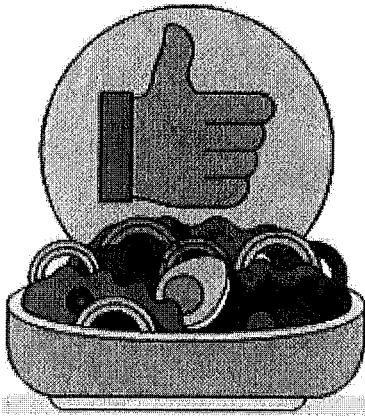
The Senior Nutrition Program procures their meals through contracting with program caterers. A formal bidding process is used to select caterers typically each five years. The Nutrition Program will be selecting caterers March 2022.

MEAL NUTRITION STANDARDS

Requirements for One Meal (Lunch/Dinner)

Meal Component	Minimum Number of Servings Per Meal	Serving Size Examples
Grains 	1 (1/2 of served grains must be whole grain)	1 slice of bread, ½ bun, ½ cup cooked rice or pasta, 6" tortilla
Fruits and/or Vegetables 	3	All other vegetables that do not fit in the below categories: green beans, celery, bell peppers, cauliflower, iceberg lettuce, cabbage
Fruits 	1	½ cup fresh, frozen, or canned, ¼ cup dried, ½ cup 100% juice
Dark Green Vegetable 	At least 1 per week	1 cup romaine lettuce, kale, fresh spinach, ½ cup broccoli or Brussel sprouts, asparagus
Red/Orange Vegetable 	At least 2 per week	1 med. carrot, 1 small red pepper or tomato, ½ lg. sweet potato, ½ cup squash/pumpkin, ½ cup 100% tomato juice
Beans/Peas 	At least 1 per week	½ cup cooked beans or dried peas (garbanzo, kidney, lentils, black-eyed, navy, pinto, red split pea, soybeans)
Starchy Vegetable 	At least 2 per week	½ potato, ½ cup corn
Fluid Milk 	1	8 ounces white or chocolate milk
Protein 	1	3 ounces: poultry, beef, pork, lunchmeat, sausage, cheese, yogurt, egg, legumes, nuts
Fats and Oils 	1	1 teaspoon served on side or used in cooking
Dessert 	(optional)	If includes fruit or vegetable may be counted towards fruit/veg. requirement

FOOD QUALITY AND SAFETY



The Aging Programs Supervisor is certified as a “FOOD SAFETY AND SANITATION MANAGER” and puts in place policy and procedure to ensure that all food provided to participants follows food safety standards. The Nutrition Site Managers and Kitchen Lead Volunteers are also food safety certified by completing the course “SERVING SAFE FOOD”.

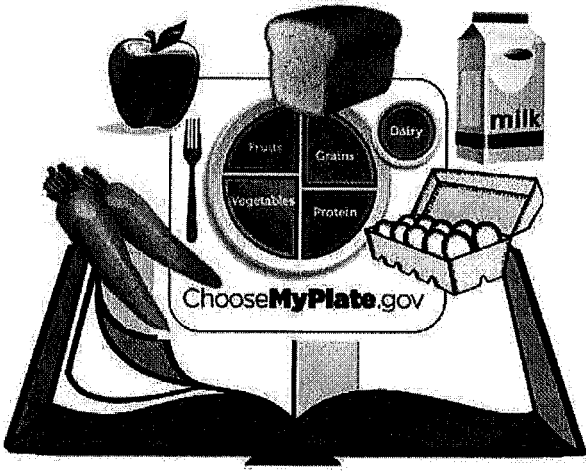
In addition, the Nutrition Program Operations Manual requires that food meet the following standards when served or delivered to participants. These standards are higher than the typical food safety standards.

Hot Foods: Above 140 ° F Cold Foods: Below 41° F Frozen: Below 32° F

7. NUTRITION EDUCATION AND COUNSELING

NUTRITION EDUCATION

The Senior Nutrition Program is required to offer Nutrition Education to participants. Nutrition education promotes better health by providing accurate and culturally sensitive information and instruction about nutrition, physical fitness, and/or general health topics.

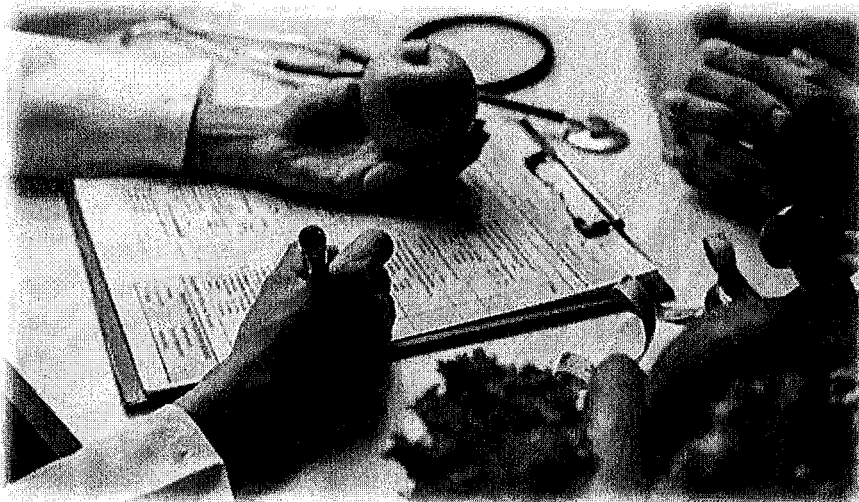


- Nutrition Education must be provided at minimum 4x/year (quarterly).
 - The Waupaca County Senior Nutrition Program typically provides nutrition education on a monthly basis through the program newsletter – More than a Meal.
- Nutrition Education for Home Delivered Meals Participants may consist of solely printed materials.
- Nutrition Education for congregate nutrition programs may also be written materials, but can also include cooking demonstrations, educational taste testing, presentations, lectures, or small group discussions.
- The program nutritionist must review and approve all Nutrition Education provided to participants.

NUTRITION COUNSELING

The operation manual for the Senior Nutrition Program defines Nutrition Counseling as described below. The Waupaca County Senior Nutrition Program has historically not been able to provide this service to participants. This is an area of potential expansion.

Nutrition Counseling is the provision of individualized advice and guidance to individuals who are at nutritional risk because of their health or nutritional history, dietary intake, medication usage or chronic illness. Counseling includes advice about options and methods for improving the participant's nutritional status; it should take into consideration the participant's desires, the participant's cultural, health, socioeconomic, functional, and psychological factors; and should include home and caregiver resources. A qualified nutritionist will only perform nutrition counseling.



8. EXISTING NUTRITION PROGRAM POLICY

The majority of program policy and procedure is defined by the state of Wisconsin Nutrition Program Operations Manual. However, at times there is opportunity and/or need for further definition and detail. Thus, there are several policies specific to Waupaca County programs. These policies are formed and written by Waupaca County Aging Programs Supervisor. The policies are then reviewed and approved by the Nutrition Advisory Council. Below is a summary of the current existing policies within the Waupaca Senior Nutrition Program. See the attachments for additional detail.

1. Carry-Out Meals Policy
 - The Purpose of the Waupaca County Nutrition Program Carry Out Meals Policy is to establish a formal policy and procedure for allowing a small number of meals as “carryout”. Carryout meals are not allowed as a regular practice for various reasons, the main one being that socialization is vital to the well-being of older adults and we highly value the Senior Dining Program. We realize that there are exceptional cases when neither congregate nor home-delivered meals will meet individuals’ immediate needs and a carryout meal is appropriate.
2. Waiting List Policy
 - The purpose of the Waupaca County Nutrition Program Waiting List policy is to define the process and procedure for the development of Waupaca County Nutrition Program meal service waiting lists and how participants will be removed from waiting list and added to meal service as soon as possible.
3. Staff, Volunteer, and Participant Behavior Expectations Policy
 - The purpose of the Waupaca County Nutrition Program Staff, Volunteer and Participant Behavior Expectations Policy is to outline the preferred and acceptable behavior to be displayed by all those who participate in the Waupaca County Nutrition Program.
4. Leftover and Frozen Meal Policy
 - The purpose of the Waupaca County Nutrition Program Leftover and Frozen Meal Policy is to outline the circumstances and procedures to be used when feasible and appropriate for leftover food occurring at Nutrition Sites in Waupaca County.
5. Ensuring Participant Contribution Confidentiality Policy
 - The purpose of this written procedure is to define the process to be followed by the Waupaca County Aging & Disability Resource Center staff and volunteers in the event of a meal service participant contribution to maintain confidentiality.
6. Solicitation Policy
 - The purpose of this Waupaca County Nutrition Program Solicitation policy is to protect program participants from uninvited pressures for financial, social, or political commitments by program staff or volunteers, which may interfere with a participant’s satisfaction or participation in the Senior Nutrition Program.
7. Voucher Misappropriation Policy
 - The Purpose of the Waupaca County Nutrition Program Voucher Misappropriation policy is to establish a formal policy and procedure for misuse of program vouchers. Invalid/expired coupons are not allowed and will not be accepted at participating restaurants.
8. Voucher Meals for Community-Based Long Term Care Programs Policy
 - The Purpose of the Voucher program meals for Community-Based Long Term Care Programs policy is to establish a formal policy and procedure for the cost, responsibility and payment of meals for individuals within these programs.



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	\$20,040.00	\$20,040.00	\$716,079.00	3%	\$1,339,253.27		
DEPARTMENT 32 - HUMAN SERVICES Totals	\$12,902,658.00	\$539,902.95	\$539,902.95	\$12,362,755.05	4%	\$11,841,630.42		
DEPARTMENT 35 - ELDERLY SERVICES Totals	\$1,502,171.00	\$63,901.91	\$63,901.91	\$1,438,269.09	4%	\$1,506,026.21		
REVENUE TOTALS	\$15,140,948.00	\$623,844.86	\$623,844.86	\$14,517,103.14	4%	\$15,547,804.42		
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	\$499,091.53	\$499,091.53	\$11,446,860.47	4%	\$11,030,073.41		
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	\$675,847.81	\$675,847.81	\$14,465,100.19	4%	\$15,013,672.11		
Grand Totals								
REVENUE TOTALS	15,140,948.00	623,844.86	623,844.86	14,517,103.14	4%	15,547,804.42	4%	630,872.83
EXPENSE TOTALS	15,140,948.00	675,847.81	675,847.81	14,465,100.19	4%	15,013,672.11	8%	1,261,745.67
Grand Total Net Gain (Loss)	\$0.00	(\$52,002.95)	(\$52,002.95)	(\$52,002.95)	+++	\$534,132.31		

2021 MENTAL HEALTH CONTRACT EXPENSES

SERVICE	BUDGETED	JANUARY	FEBRUARY	MARCH	YTD EXPENSE	2022 REMAINING BALANCE	% OF BUDGET USED
WINNEBAGO/MENDOTA**	405,000	66,236	-	-	66,236	338,764	16%
Expenses		89,285			89,285		
Reimbursements		(23,049)			(23,049)		
ACUTE HOSPITALS	105,500	-			-	105,500	0%
COMMUNITY CBRF	167,000	-			-	167,000	0%
MEDICATIONS	500	-			-	500	0%
TOTAL	\$ 678,000	\$ 66,236	\$ -	\$ -	\$ 66,236	\$ 611,764	10%

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

Crisis Program 2022

	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	YTD
Contacts During Regular Hrs	42												42
After Hrs Contacts	36												36
Total Contacts	78												78
Total Adult Contacts	54												54
Total Child/Adol Contacts(0-20 (under 21)	24												24
Chp 51 Detentions	10												10
Voluntary admissions	9												9
Total IP Admits	19												19
Gateway Diversions	0												0
"Other" Diversions	42												42
other non-"crisis" calls	17												17
Calls During mobile hrs	53												53
FTF Contact @ crisis	24												24
Disability	47												47

Where referred from?

Law Enforcement	43	43
Thedacare Waupaca	7	7
Thedacare NL	2	2
School	4	4
Crisis Line	3	3
DHHS	3	3
Self	11	11
Family	3	3
Other	2	2

2022 DHHS Staffing Changes				
Unit	Position	Name	Notes	Effective Date
Administration				
ADRU	Home Delivered Meals Manager-LTE	Annette Shock	Resigned	2/11/2022
Behavioral Health	BH Supervisor	Kim Kraeger	New Position	1/3/2022
Behavioral Health	CCS Facilitator	Chloe Manteuffel	Returning/new position	1/11/2021
Behavioral Health	CCS Facilitator	Lucy Borntrager	New Hire	1/24/2022
Business Office	Receptionist	Becky Neuville	New Hire	1/17/2022
Business Office	Program Assistant	Amanda Bruette	Resigned/new position at Co. Clerk	3/4/2022
Children & Families	Youth Justice, Foster, Kinship Manager	Crystal Farrell	Resigned	1/3/2022
Children & Families	CPS Social Worker	Autumn Alekna	Resigned	1/18/2022
Children & Families	Youth Justice, Foster, Kinship Manager	Lauren Gardner	New Hire/Returning	2/11/2022
Economic Support	Economic Support Specialist	Pam Kolb	Retirement	2/2/2022
Family & Community Svc	CCS/CST Case Manager	Chloe Manteuffel	Resigned	1/3/2022
Family & Community Svc	Mentor	Devan Frasch	Resigned	2/4/2022
Fiscal Services				
Public Health				

02/18/2022

Waupaca County Department of Health and Human Services

811 Harding Street

Waupaca WI, 54981

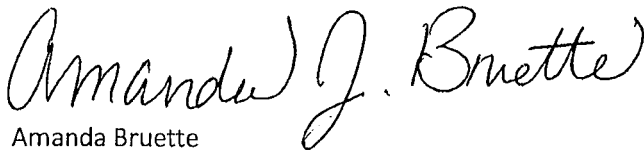
Dear Liz Wagner,

Please accept this letter as formal notice of my resignation as Program Assistant for the Department of Health and Human Services. I accepted the Chief Deputy County Clerk position and will start on Monday, March 7, 2022. My last day in my current position will be Friday, March 4, 2022.

I appreciate you and everything you have done for me. The last two years working side by side with you have been an absolute joy. I appreciate the opportunities you gave me during my time here and will help with the transition in any way needed.

It has been a privilege to work with you.

Sincerely,

A handwritten signature in black ink that reads "Amanda J. Bruette". The signature is written in a cursive, flowing style. The first name "Amanda" is written in a larger, more prominent script, followed by "J." and then "Bruette".

Amanda Bruette

Management Report to DHHS Board

To: DHHS Board
From: Ted Phernetton, Director
Date: February 24, 2022

Purpose of Report

The purpose of this report is to provide a brief overview of operations of the Waupaca County DHHS as well as a primer for the monthly board meeting. It will also be used as the foundation of creating in the future an ongoing dashboard to act as a cover to this report.

Presentation

There will be a presentation this month on the Coordinated Services Team (CST) Program. A family that is currently enrolled and participating in this program will be joining us to share their experiences.

General Board Business

As members can see, the agenda is slim this month.

Action Items

Action items are outlined below.

- Out of State Travel Request- Margo Dieck and Sarah Rhone
The DHHS board will receive information separate from this report outlining the travel request.
- Policy Relating to DHHS Committee Structures (Discussion and Possible Action)
This item appeared on the DHHS Board's agenda last month and was titled "DHHS Steering Committees Citizen Member Per Diem-Discussion and Action." To jog one's memory, this issue relates to the payment of a per diem and mileage to citizen members of the many different steering committees providing input and guidance to areas of the department and how County Ordinance 2.13 impacts this issue. During the board's meeting in February, a briefing sheet was provided that outlined more clearly the situation. The DHHS Board's action at the February meeting was that the issue be brought to the county's Legislative, Judicial, Ethics, Safety & Security Committee for further study and guidance. That occurred on February 14th. That committee directed staff to work with this writer (DHHS Director) to create a draft of updates that would be recommended to the LJESS committee at their March meeting. One recommendation was to change the word "entitlement" in the county

ordinance to “compensation.” A more detailed recommendation for the DHHS Board will be provided prior to the upcoming meeting.

Telework Update

As of now, 56 DHHS employees have completed the Telework application. Most of the employees who are teleworking, are doing so at an intermittent schedule. The Management team is working on employee schedules to best utilize the office space within DHHS.

Financial Services – Erica Becker, Fiscal Administrator

The Fiscal team consists of the administrator, assistant supervisor, 1 accountant, 1 CCS support technician, 1 account technician, and 2 account clerks.

In review of the income statement through January 2022, the financial position reflects a negative balance. This is expected, as the majority of expenses and revenues from January were processed with a December 2021 date to appropriately recognize them as belonging in the previous fiscal year. Below the 2022 Financial Position, is an update of the status of fiscal year 2021. This is not the final financial position for 2021, as we continue to complete final fiscal reporting and adjustments.

2022

• Revenues	\$623,844.86
• Expenses	\$675,847.81
Financial Position	\$(52,002.95)

2021

Financial Position	\$(109,295.86)
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Family and Community Services – Shawna Hansen, Manager

The Family and Community Services Unit serves children with special needs.

Children’s Long-Term Support Waiver – CLTS

- 121 open cases
- 2 new cases
- 1 case closed
- No waitlist (the State no longer allows a waitlist for this program)

The CLTS Program is available to children and youth under age 22 who have a developmental disability, physical disability, or mental health diagnosis.

Case managers worked with 8 families to see if they were eligible for the program

Children's Community Options Program – CCOP

- 127 open cases
- 2 new cases (all CLTS cases are automatically enrolled in CCOP)
- 1 cases closed
- No waitlist

CCOP is for families who have a child under age 22 who has a developmental delay or diagnosed condition; this program provides service coordination and financial support to assist eligible families to care for their children within the home and community.

Coordinated Services Teams – CST

- 20 open cases
- 6 new cases
- 0 cases closed
- No waitlist

CST Initiatives are for children who are involved in multiple systems of care such as mental health, substance use, child welfare, juvenile justice, special education, or developmental disabilities. CST Initiatives develop a comprehensive, individualized system of care for children with complex behavioral health needs. The CST itself is a group that includes family members, service providers, and others that work to design and carry out a coordinated services plan for the child.

Mentor Program

Both mentor positions are vacant. Recruitment for these positions is on hold until we can further assess agency and community need.

The youth in CCS and CLTS were/or will be reassigned to mentors/individual skill developers hired by external agencies. This is a Medicaid funded service through these programs. The youth from youth justice or CST will rely on team members to fill the gap until a decision is made on the direction of the internal Mentor service.

Birth to Three

Birth to Three consists of 1 manager, 3 case workers, and contracted services for Occupational, Physical, and Speech Therapy.

- 62 open cases 46 of those open for direct services
- 12 new referrals
- 5 cases closed

- Birth to Three does not allow waitlists
- Open cases are those that are being evaluate, receiving services, or being provided case management. Open Cases are those directly enrolled in services with an open Individual Service Plan.

Economic Support Services – Thiago, Manager

The Economic Support Unit consists of 1 manager, 2 lead workers, 3 EBD workers, 1 ES Assistant, 11 Family workers, and 1 pre-screener.

- Medical Assistance – Total – 6,109 cases
 - 4,037 cases of BadgerCare
 - 188 cases of Family Planning
 - 1,192 cases of EBD
 - 805 cases of Long Term Care
- FoodShare – 4,959 recipients as of December 2021 (most current data)
- Caretaker Supplement – 24 cases
- Child Care cases – 60 cases
- New requests in the month of January – 201 new applications
- Cases closed in the month of January – 148
- No Waitlist
- Federal Pandemic policies continue in effect such as households receiving additional emergency FoodShare benefits and rules requiring Medical Assistance closures to be put on hold.

Approval of emergency supplemental FoodShare benefits is approved on a month to month basis.

Children and Family Service

CPS/ Parent Aides – Jasmine Peterson, Manager

The CPS/Parent Mentor team consists of 1 access worker, 1 community response worker, 4 CPS Initial Assessment workers (1 of 4 vacant), 3 CPS ongoing workers (1 of 3 vacant), and 2 parent aides.

Access/Initial Assessment

- Access Reports: 52; 23 screened in
- Neglect: 29
- Physical abuse: 17
- Sexual Abuse: 11
- Emotional Damage/Abuse: 1
- Initial Assessment: 30 IAs were completed, 61 total allegations from the completed assessments. The findings included the following: 34 unsubstantiated allegations, 19 Substantiated allegations, 6 Alternative

Response Services Not Needed allegations, and 2 Not Able To Locate Source allegations.

Child Protective Services

- Open cases: 34 cases currently open with 58 children
- Home with Parents: 26
- Foster Home: 14 non-relative; 1 treatment foster care
- Relative unlicensed: 15
- Kinship: 1
- Reunifications: 1
- Trial reunification: 1

Parent Aides

- Are currently working with 15 active families

Youth Justice, Foster Care, Kinship Care, Family Engagement –Lauren Gardner, Manager

Youth Justice

- Open cases: 47
- 0 Voluntary Services Case open
- Foster Home: 25
- Kinship: 34
- Other 18
 - 15 Unpaid Relative Care Placements
 - 2 Trial Reunifications
 - 1 Non-Relative Unpaid/Unlicensed

Foster Care/ Kinship Care

- 25 Foster Care Placements
- 11 Foster Care Relative
- 11 Foster Care Non-Relative

Behavioral Health Services - Kay Saarinen-Barr, Manager

The Behavioral Health unit consists of 4 outpatient psychotherapists (1 of 4 vacant), 1 psychiatric nurse, 1 AODA counselor, 3 part-time psychiatrists, 1 part-time psychologist, 5 crisis workers, 2 secretaries, 2 CSP social workers, 1 CSP nurse, 5 CCS facilitators, and 3 CSS technicians.

Outpatient Psychotherapy & Psychiatry

There are currently 403 open clients enrolled in psychotherapy and/or psychiatry at this time.

AODA

There were 13 clients served in the Safe Streets Treatment Option Program (SSTOP) in January. SSTOP provides 2nd and 3rd time OWI offenders an

alternative to jail. In January there were also 17 Operating a Motor Vehicle While Intoxicated (OWI) Assessments completed.

Community Support Program (CSP): This program is supported by 2 Case Managers, 1 RN, and 3 Community Support Specialists. There are currently 26 open cases.

Comprehensive Community Services (CCS): In 2022 we increased the number of Service Facilitators in the Behavioral Health Unit to 5. We currently have 43 open cases enrolled in CCS with several in the referral and assessment process. In the last quarter of 2021 we opened 15 cases and closed 15 cases.

Crisis: The Crisis Program has 5 full-time workers. The Crisis Unit responded to 42 calls during mobile hours and 36 calls after-hours for a total of 78 crisis calls in the month of January. There were 10 emergency detentions and 9 people went into the hospital voluntarily. A total of 42 clients responded to a diversion plan without needing a hospitalization.

ADRC – Melissa Anderson, Manager

The ADRC consists of the unit manager, 1 Aging Programs Supervisor, 1 APS lead social worker, 2 APS case managers, 4 I&A specialists, 2 benefit specialists, 1 transportation coordinator, 1 volunteer coordinator, 1 ADRC assistant, 1 clerk typist, and 4 nutrition site managers

*to ensure accuracy of information, data shared will be from previous month.

Aging and Disability Resource Center

- In the month of January the ADRC received 733 calls. Top five topic areas include: long-term care, public benefits, income maintenance, assisted living and home services information.

EBS (Elderly Benefit Specialist) serves persons age 60+

- 17 referrals in the month of January.

DBS (Disability Benefit Specialist) serves persons 18-59

- 23 referrals in the month of January.

Volunteer Transportation Program-

- Masks continue to be required for both drivers and riders. Transportation available for shopping, doctor appointments, personal appointments available for riders 65+, as well as individuals connected to services within Waupaca County DHHS.
- 583 one ways rides provided in the month of January, 15 New Riders

Adult Protective Services, serves adults ages 18+

- New APS Cases
 - January, 2022 = 36

Elderly Nutrition Program-

- Voucher restaurant senior dining started July 6, 2021
Completed registrations for the program-
 - **NOTE:** Program Enrollment expired at the end of the year. All Participants were mailed new 2022 registration and voucher materials early December. Many individuals have been renewing their registrations.
 - **January** – 34 returning participants, 6 new individuals
- New Home Delivered Meal Assessments
 - January– 25 (0 found ineligible)

Public Health – Jed Wohlt, Health Officer

Public Health consists of 1 health officer, 1 public health nurse supervisor, 3 public health nurses, 3 healthy beginnings case managers, 1 WIC project director, 2 nutrition educators, 3 environmental health specialists, 1 community health educator, and 1 program assistant.

Pandemic Response:

- COVID cases have declined dramatically in the last 5 weeks.
 - The 7 day trend has dropped from 111 new cases/day on 1/18/22 to 9 cases/day on 2/22/22
- Over 56% of county residents have received at least 1 dose of vaccine
- Walk-in vaccination clinics continue on Wednesdays (Walk-in Wednesday)
 - February clinics have averaged between 20-40 individuals per clinic.
- Public Health provided several workplace onsite clinics in January.
- Public Health staff have assumed the duties at the community test site located in Manawa. The site is open 9:00-12:00 on Mondays and Thursdays.
- Public Health currently includes an additional 12 LTE and/or contract employees working pandemic response activities including disease investigation, vaccinations, and test site specimen collection

Environmental Health

- To date, 57 inspections of licensed facilities have been conducted in February
- Processed 6 water samples in February
- Investigated 5 environmental complaints and 1 licensed facility complaints in November

Healthy Beginnings

- 30 families enrolled
- 0 families on a waitlist

Public Health Nursing, Community Health/PHEP Coordinator, & Program Assistant

- Continue to support COVID response with vaccination clinics and disease investigation
 - Administered over 100 COVID vaccinations in February
- Investigated 393 reportable communicable diseases (including 378 COVID-19 cases) in February (2636 COVID cases in January)

WIC

- 630 Participants served in the month of January.
- 34 Referrals were made in the month of January.

Personnel and Staffing Issues

As is typical of each month, the board is provided with a detailed spreadsheet outlining staffing changes. That document is found in the board's monthly meeting packet. The department continues to have a difficult time recruiting and retaining Child Protective Services staff. This is not unique to Waupaca County as many counties are seeing significant turn over and challenges in finding folks.

Program Assistant (Business Services) just posted
BH/CCS Therapist
Ongoing CPS Social Worker
Initial Assessment Social Worker
Economic Support Specialist (this is at the ref. check stage)

We have these additional ones open:

Nutrition Site Manager (.40 position)
2 – Parent Mentor Positions

Client Grievances

As has been the case for the past many months, as of this writing there is no updated news to share from the State regarding the one remaining client rights grievances that has been mentioned in the past few of reports. There have been no new client rights grievances filed.

Structural and Operational Adjustments within the Department

There is little to add to this month's report. As noted in a past reports, there are certain areas that are being focused on outside of getting the day-to-day

duties of the department completed. Some of that focus is on the review of certain policies and procedures that influence the department's workings.

Director's General Update

There is little to report this month beyond the basics. Staff remain very busy. It will be shared that the position that is shared between the DHHS and the school districts of Iola-Scandinavia, Marion, Manawa, Weyauwega-Fremont is going well. There are a few hiccups and growing pains, but the districts are happy with the progress so far.

There are two things to note, one is a solicitation from the Waupaca Area Community Foundation, Forward Together Grant from the Tim and Joy Neuville Fund and the other is a federal grant titled Innovation in Nutrition Program and Services – Replication Grant that is being reviewed and pursued. Both are to support the nutrition program. The foundation solicitation has no strings attached, the federal grant is quite exciting as it is specifically to do exactly what we are doing in our voucher program and would help considerably with financing the efforts. With the federal grant there is a 25% match, but that match can be in-kind and we far exceed that amount.

Just a reminder that board members may hear some feedback from certain CCS providers regarding rate setting for services. There currently is significant issues with certain providers and their rate structure that are far beyond market and well above other providers. Attempts are being made to adjust things to market which may cause feedback to this board and possibly other supervisors as well. If questions arise or you are contacted, please share your concerns so things can be explained.