

TAYLOR COUNTY HUMAN SERVICES BOARD
December 11, 2019
Taylor County Human Services Department

Call Meeting To Order: Chairman Rollie Thums called the meeting to order at 9:34 a.m.

Members Present: Michael Bub, Christine Wilczek, Earl Hinkel, Catherine Lemke, Scott Mildbrand, Lori Willner, and Rollie Thums.

Members Absent: Paula Dubiak, Dan Makovsky (both excused)

Other Attendees: (for all or a portion of the meeting) Marie Koerner, Jim Metz, Liza Daleiden, Jen Meyer, Cheryl Ketelhut, Rhonda Rudolph, Peggy Kellnhofer, and Kathy Barr.

Approve the Agenda (Amended): EARL HINKEL MADE A MOTION TO APPROVE THE AMENDED AGENDA CONTAINING 13 ITEMS. CATHERINE LEMKE SECONDED THE MOTION. THE MOTION CARRIED.

Approve Minutes from the November 13, 2019 meeting: MICHAEL BUB MADE A MOTION TO APPROVE THE NOVEMBER 13, 2019 MEETING MINUTES. EARL HINKEL SECONDED THE MOTION. THE MOTION CARRIED.

Agency Staff Reports: There were no reports.

Public Input: There was no Public Input.

Discussion between Board Members and Human Services employees regarding various operational topics. No action will be taken on any of the topics discussed: Catherine Lemke, Board member of the ADRC of the Northwoods reported that a committee has been established through the State for reallocating funds for the ADRC. She also provided other updates regarding the ADRC of the Northwoods.

Michael Bub reported that the Giving Tree at Holy Rosary Catholic Church was very well-received and numerous gifts have been purchased and wrapped and will be delivered to Human Services on December 16 to be distributed to area families.

Wage Concerns: Liza Daleiden, Interim Director explained her concerns about the wages and benefits for Taylor County, as she reported a case manager/social worker in the Children & Family Services unit will be leaving to take a higher paying position in another county. She added that in the past Human Services has lost experienced workers to other counties that have offered more pay or benefits. Human Resource Manager Marie Koerner explained how the Carlson Dettman Study was completed and what comparisons were used. The study utilizes a step increase and is not based on pay for performance or on a merit system. Ms. Koerner added that this year there has been a large number of county employees leaving for other positions or retiring, which increases the cost to the county to advertise for these positions.

Some members asked if staff could work from home, and Mr. Bub asked Ms. Daleiden to prepare a list of what would be required to be able to do this. After a lengthy discussion it was recommended that a committee be created consisting of department heads to address this issue. Chairman Thums also stated that he wanted this item to be placed on the Personnel Committee agenda.

There have also been problems with the internet not working, and Mr. Bub indicated the county is exploring various options with providers.

Approve Filling Vacancy(ies): Ms. Daleiden requested approval to fill three existing positions that became vacant through retirement/resignation for Administrative Assistant, Mental Health social worker/case manager, and Children & Family Services social worker/case manager. A MOTION WAS MADE BY SCOTT MILDBRAND, SECONDED BY EARL HINKEL TO APPROVE FILLING THE VACANCIES FOR ADMINISTRATIVE ASSISTANT, MENTAL HEALTH SOCIAL WORKER/CASE MANAGER, AND CHILDREN & FAMILY SERVICES SOCIAL WORKER/CASE MANAGER. THE MOTION CARRIED.

Action on Contracts and Addenda: There were no contracts or addenda.

Approve Interim Director's Involvement with Taylor County Supportive Housing Program (Amended agenda item): Ms. Daleiden reported that she volunteers as a member of the Taylor County Supportive Housing committee that is working to bring a homeless shelter to Taylor County. She explained that she uses her own time for attending these meetings but asked the Board for their approval since she is an employee of the Taylor County Human Services Department and wanted to make sure there was no conflict of interest. There was some discussion on the pros and cons of a homeless shelter in the county. A MOTION WAS MADE BY MICHAEL BUB, SECONDED BY CATHERINE LEMKE TO APPROVE INTERIM DIRECTOR LIZA DALEIDEN'S INVOLVEMENT WITH THE TAYLOR COUNTY SUPPORTIVE HOUSING PROGRAM. A ROLL CALL VOTE WAS TAKEN. THE MOTION CARRIED WITH A VOTE OF SIX AYES, ONE NAY (MILDBRAND), AND TWO ABSENT (DUBIAK, MAKOVSKY).

Director's Report: Ms. Daleiden presented the Director's Report:

- ❖ The November 2019 General Relief report and the Intake Referrals report for October 2019 were distributed.
- ❖ The Treatment Alternatives & Diversion Program (TAD) grant – hybrid drug treatment court through the Wisconsin Department of Justice (DOJ) will be transferred from Human Services to the District Attorney's office.
- ❖ Contracting will continue with the Wisconsin Department of Corrections (DOC) for individuals receiving second and third operating while intoxicated (OWI) citations.
- ❖ Currently, the Taylor County Human Services Department supervises the Taylor County Drug Opposition Partnership (TCDOP), which is funded by a grant, with the Taylor County Health Department providing fiscal management. The Health Department has

indicated they will discontinue providing fiscal management for the grant, and Human Services has decided not to take on that responsibility. The TCDOP grant is written for a five-year period and will end in September of next year. TCDOP staff has been contacting outside agencies to take over the supervision and fiscal management of the grant.

Set Next Meeting Date: The next Human Services Board meeting is scheduled for Wednesday, January 22, 2020 at 9:30 a.m. at the Taylor County Human Services Department.

A MOTION WAS MADE BY CATHERINE LEMKE TO ADJOURN. THE MOTION WAS SECONDED BY CHRISTINE WILCZEK. THE MOTION CARRIED. The meeting adjourned at 11:24 a.m.

Handouts distributed: General Relief Report for November 2019; Intake Referrals for October 2019

Respectfully submitted:
Kathy Barr
for Paula Dubiak, Secretary

TAYLOR COUNTY HUMAN SERVICES BOARD

November 13, 2019

Taylor County Education Center

Call Meeting To Order: Chairman Rollie Thums called the meeting to order at 9:30 a.m.

Members Present: Catherine Lemke, Scott Mildbrand, Earl Hinkel, Christine Wilczek, Paula Dubiak, Dan Makovsky, Lori Willner, Michael Bub, and Rollie Thums.

Members Absent: None

Other Attendees: (for all or a portion of the meeting) Dave Rasmussen, Jessica Mudgett, Andria Farrand, Brian Wilson, Brad Dahlvig, Marie Koerner, Larry Brandl, Jim Metz, Amber Fallos, Liza Daleiden, Peggy Kellnhofer, Rhonda Rudolph, Cheryl Ketelhut, Jen Meyer and Kathy Barr.

Approve the Agenda (Amended): PAULA DUBIAK MADE A MOTION TO APPROVE THE AMENDED AGENDA CONTAINING 15 ITEMS. CHRISTINE WILCZEK SECONDED THE MOTION. THE MOTION CARRIED.

Approve Minutes from the October 9, 2019 and October 22, 2019 meetings: Paula Dubiak pointed out that Jim Metz had been in attendance at the October 22, 2019 meeting but his name had not been included in the minutes. EARL HINKEL THEN MADE A MOTION TO APPROVE THE OCTOBER 9, 2019 MINUTES AND THE OCTOBER 22, 2019 MINUTES AS AMENDED. DAN MAKOVSKY SECONDED THE MOTION. THE MOTION CARRIED.

Review and approve Resolution for the Submission of a Community Development Block Grant (CDBG) Application for a Homeless Shelter in Taylor County (amended item): Chairman Thums reported that the Finance Committee had referred this item to the Human Services Board. The Board members had received a copy of the resolution prior to the meeting. Dave Rasmussen of MSA Professional Services gave some background information on federal monies that are available under the CDBG program which is administered by the Wisconsin Department of Administration. He indicated that a homeless shelter would be eligible for such funds and that the first step to begin the process would be approval by the Human Services Board, approving a resolution for the submission of a CDBG application for a homeless shelter in Taylor County. He also explained some of federal requirements needed, such as a public hearing, if the project was to proceed. Chairman Thums questioned what the county would be responsible for and felt more information was needed. Mr. Rasmussen indicated he could provide this information. Several Board members were also concerned about the county's financial obligation once the funding was depleted. Jessica Mudgett, Director of the Taylor County Housing Authority who is leading the homeless shelter project indicated there would be additional funding available from other sources. She added that the long-term goal of the homeless shelter is to not only provide shelter to individuals, but to refer them to community resources in order for them to gain independence. Ms. Mudgett was also asked if a homeless shelter was needed in the county, and also there was some concern about whether it would draw individuals from other areas. She explained that from January to August of this year, 61 homeless people were provided vouchers for a motel stay. A MOTION WAS MADE BY DAN

MAKOVSKY, SECONDED BY MICHAEL BUB TO APPROVE A RESOLUTION FOR THE SUBMISSION OF A COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG) APPLICATION FOR A HOMELESS SHELTER IN TAYLOR COUNTY. A VOICE VOTE WAS TAKEN, WITH EIGHT MEMBERS VOTING AYE AND ONE NAY (HINKEL), THE MOTION CARRIED. THE RESOLUTION WAS SIGNED BY THE BOARD AND FORWARDED ON TO THE COUNTY BOARD.

Agency Staff Reports: Interim Director Liza Daleiden reported that as a way to reduce trauma for families and in an effort to create a more positive atmosphere for children, the Taylor County Circuit Court has been observing/celebrating with families during court hearings when a child is returned to his/her parental home. This has been done as part of a children's court conference.

Discussion between Board Members and Human Services employees regarding various operational topics. No action will be taken on any of the topics discussed: Paula Dubiak reported that the next adhoc committee of ADRC of the Northwoods is scheduled for December 12, 2019 and the next ADRC of the Northwoods meeting is scheduled for November 15, 2019.

Public Input: Black River Industries (BRI) Director Amber Fallos reported they are very busy and continue working on obtaining employment for individuals with disabilities, often times working with the Division of Vocational Rehabilitation. Ms. Fallos also stated that BRI is a provider for the Comprehensive Community Services (CCS) program and thanked the Board for their support of this program.

Approve Former Human Services Director's expense summary: The Board reviewed the former Human Services Director's expense summary from July through September 2019 in the amount of \$623.20. A MOTION WAS MADE BY MICHAEL BUB, SECONDED BY CATHERINE LEMKE TO APPROVE THE FORMER HUMAN SERVICES DIRECTOR'S EXPENSE SUMMARY IN THE AMOUNT OF \$623.20. THE MOTION CARRIED.

Pay Increase for Human Services Interim Director: Chairman Thums reported that the Personnel Committee had already approved a pay increase for Human Services Interim Director Liza Daleiden but wanted to inform the Human Services Board. Members were in consensus with the pay increase.

Approve Filling Vacancy(ies): Ms. Daleiden stated she was not asking the Board to approve any vacancies at this time. She explained, however, that because of her additional duties as Interim Director she is unable to fulfill all of her duties as the Children & Family Services (CFS) Coordinator. She reported she has asked if any of the CFS staff would be interested in assuming some of the CFS Coordinator duties. There were staff interested, and interviews will be conducted in the near future to choose a staff member to assist with these duties. This will be revisited in six months.

Action on Contracts and Addenda: There were no contracts or addenda.

Director's Report: The General Relief report for October 2019 was distributed.

A list of programs/funding sources of the agency was also handed out. A brief discussion

followed.

Set Next Meeting Date: The next Human Services Board meeting is scheduled for Wednesday, December 11, 2019 at 9:30 a.m. at the Taylor County Human Services Department.

Handouts distributed: General Relief Report for October 2019; List of programs/funding sources

Respectfully submitted: Kathy Barr
for Paula Dubiak, Secretary

TAYLOR COUNTY HUMAN SERVICES BOARD

November 13, 2019

Closed Session: A MOTION WAS MADE BY SCOTT MILDBRAND, SECONDED BY CATHERINE LEMKE TO GO INTO CLOSED SESSION AT 10:33 A.M. A ROLL CALL VOTE WAS TAKEN, WITH ALL MEMBERS VOTING AYE. THE MOTION CARRIED.

Open Session: A MOTION WAS MADE BY MICHAEL BUB, SECONDED BY CATHERINE LEMKE TO GO INTO OPEN SESSION AT 11:50 A.M. A ROLL CALL VOTE WAS TAKEN, WITH ALL MEMBERS VOTING AYE. THE MOTION CARRIED.

A MOTION WAS MADE BY MICHAEL BUB, SECONDED BY EARL HINKEL TO INCREASE THE HOURS OF SUPPORT STAFF FROM 35 HOURS TO 40 HOURS A WEEK WHEN NEEDED UNTIL APRIL 21, 2020. A ROLL CALL VOTE WAS TAKEN, WITH ALL MEMBERS VOTING AYE. THE MOTION CARRIED. This matter will also be sent to the Personnel Committee for approval.

A MOTION WAS MADE BY SCOTT MILDBRAND, SECONDED BY CATHERINE LEMKE TO ADJOURN AT 11:57 A.M. THE MOTION CARRIED.

Respectfully submitted:
Marie Koerner
for Paula Dubiak, Secretary

TAYLOR COUNTY HUMAN SERVICES BOARD

October 22, 2019

Taylor County Education Center

Call Meeting To Order: Chairman Rollie Thums called the meeting to order at 9:31 a.m.

Members Present: Christine Wilczek, Dan Makovsky, Lori Willner, Earl Hinkel, Paula Dubiak, Catherine Lemke, Michael Bub, and Rollie Thums.

Members Absent: Scott Mildbrand (excused)

Other Attendees: (for all or a portion of the meeting) Jim Metz, Marie Koerner, Liza Daleiden.

Approve the Agenda: DAN MAKOVSKY MADE A MOTION TO APPROVE THE AGENDA CONTAINING 5 ITEMS. EARL HINKEL SECONDED THE MOTION. THE MOTION CARRIED.

Closed Session: A MOTION WAS MADE BY CATHERINE LEMKE, SECONDED BY MICHAEL BUB TO GO INTO CLOSED SESSION AT 9:31 A.M. A ROLL CALL VOTE WAS TAKEN, WITH ALL MEMBERS VOTING AYE. THE MOTION CARRIED.

Open Session: A MOTION WAS MADE BY EARL HINKEL, SECONDED BY DAN MAKOVSKY TO RECONVENE TO OPEN SESSION AT 10:50 A.M. A ROLL CALL VOTE WAS TAKEN, WITH ALL MEMBERS VOTING AYE. THE MOTION CARRIED.

Fill Human Services Director Position: A MOTION WAS MADE BY MICHAEL BUB, SECONDED BY CATHERINE LEMKE TO ACCEPT TAMMY TOM-STEINMETZ'S RESIGNATION AS HUMAN SERVICES DIRECTOR. THE MOTION CARRIED.

A MOTION WAS MADE BY DAN MAKOVSKY, SECONDED BY EARL HINKEL TO APPOINT LIZA DALEIDEN AS INTERIM HUMAN SERVICES DIRECTOR FOR SIX MONTHS (APRIL 21, 2020) EFFECTIVE TODAY. A ROLL CALL VOTE WAS TAKEN, WITH ALL MEMBERS VOTING AYE. THE MOTION CARRIED.

Adjourn: A MOTION WAS MADE BY EARL HINKEL, SECONDED BY DAN MAKOVSKY TO ADJOURN. THE MEETING ADJOURNED AT 11:02 A.M.

Respectfully submitted:

Marie Koerner

for Paula Dubiak, Secretary

TAYLOR COUNTY HUMAN SERVICES BOARD
October 9, 2019
Taylor County Human Services Department

Call Meeting To Order: Chairman Rollie Thums called the meeting to order at 9:30 a.m.

Members Present: Michael Bub, Lori Willner, Dan Makovsky, Paula Dubiak, Earl Hinkel, Catherine Lemke, Scott Mildbrand and Rollie Thums.

Members Absent: Christine Wilczek (excused)

Other Attendees: (for all or a portion of the meeting) Michelle Deml, Tammy Tom-Steinmetz, Liza Daleiden, Peggy Kellnofer, Rhonda Rudolph, Jen Meyer and Kathy Barr.

Approve the Agenda: PAULA DUBIAK MADE A MOTION TO APPROVE THE AGENDA CONTAINING 11 ITEMS. EARL HINKEL SECONDED THE MOTION. THE MOTION CARRIED.

Approve Minutes from the September 11, 2019 meeting: DAN MAKOVSKY MADE A MOTION TO APPROVE THE MINUTES FROM THE SEPTEMBER 11, 2019 MEETING. EARL HINKEL SECONDED THE MOTION. THE MOTION CARRIED.

Agency Staff Reports: Intake Specialist Michelle Deml presented a success story to the Board.

Public Input: There was no Public Input.

Discussion between Board Members and Human Services employees regarding various operational topics. No action will be taken on any of the topics discussed: Paula Dubiak reported that the ADRC of the Northwoods held a meeting the end of September. They are continuing to discuss options for the ADRC and are waiting to hear from the State of Wisconsin on funding allocation.

Approve Filling Vacancy(ies): There were no vacancies.

Action on Contracts and Addenda: There were no contracts or addenda.

Director's Report: Ms. Tom-Steinmetz pointed out information in the Board packet showing FoodShare active error rates for Wisconsin's consortiums from the period October 2018 to May 2019. The Northern Income Maintenance Consortium had the lowest error rate of all the Wisconsin consortiums at 1.27% during this time period.

The September 2019 General Relief report was distributed.

Ms. Tom-Steinmetz reported the Organizational Effectiveness approach began its first two-day session. Thirteen staff is involved in this process. She stated she will further update the Board at the next meeting.

There was also some discussion on housing needs and homelessness in the county.

Set Next Meeting Date: The next Human Services Board meeting is scheduled for Wednesday, November 13, 2019 at 9:30 a.m. at the Taylor County Human Services Department.

Adjourn: A MOTION WAS MADE BY EARL HINKEL, SECONDED BY DAN MAKOVSKY TO ADJOURN. THE MOTION CARRIED. THE MEETING ADJOURNED AT 10 A.M.

Handouts distributed: General Relief Report for September 2019

Respectfully submitted:
Kathy Barr
for Paula Dubiak, Secretary

TAYLOR COUNTY HUMAN SERVICES BOARD
September 11, 2019
Taylor County Human Services Department

Call Meeting To Order: Chairman Rollie Thums called the meeting to order at 9:30 a.m.

Members Present: Scott Mildbrand, Catherine Lemke, Earl Hinkel, Lori Willner, Michael Bub, Dan Makovsky, Christine Wilczek, and Rollie Thums.

Members Absent: Paula Dubiak (excused)

Other Attendees: (for all or a portion of the meeting) Larry Brandl, Tammy Tom-Steinmetz, Cheryl Ketelhut, Kylie Fitzgerald, Jacob Borman, Barb Deml, Liza Daleiden, Rhonda Rudolph, Peggy Kellnhofer, and Kathy Barr.

Approve the Agenda: DAN MAKOVSKY MADE A MOTION TO APPROVE THE AGENDA CONTAINING 12 ITEMS. SCOTT MILDBRAND SECONDED THE MOTION. THE MOTION CARRIED.

Approve Minutes from the August 14, 2019 Public Hearing and August 14, 2019 Regular Board meeting: MICHAEL BUB MADE A MOTION TO APPROVE THE MINUTES FROM THE AUGUST 14, 2019 PUBLIC HEARING AND AUGUST 14, 2019 REGULAR BOARD MEETING. DAN MAKOVSKY SECONDED THE MOTION. THE MOTION CARRIED.

Agency Staff Reports: Kylie Fitzgerald, Ongoing Juvenile Justice Social Worker and Jacob Borman, CST Coordinator/CCS Service Facilitator were present to report on a success story of a youth who has been involved with the agency for the past few years. They explained the services and support that was provided to assist this youth and his family.

Barb Deml, Accounting Specialist was introduced as a new employee. Introductions were also made by the Board members.

Public Input: There was no Public Input.

Discussion between Board Members and Human Services employees regarding various operational topics. No action will be taken on any of the topics discussed: Michael Bub reported that Holy Rosary Catholic Church/Knights of Columbus will again be sponsoring a Giving Tree this year for Christmas and will be working with Human Services staff.

Approve Filling Vacancy(ies): Ms. Tom-Steinmetz requested to re-fill the position for Administrative Support (20 hours per week) and the Taylor County Drug Opposition Partners (TCDOP) Project Coordinator (10 hours per week). A MOTION WAS MADE BY EARL HINKEL, SECONDED BY CHRISTINE WILCZEK TO APPROVE RE-FILLING THE ADMINISTRATIVE SUPPORT AND TCDOP PROJECT COORDINATOR POSITIONS AS PRESENTED. THE MOTION CARRIED.

Action on Contracts and Addenda: The following contract and addendum were presented for

Board approval.

<u>PROVIDER</u>	<u>AMOUNT OF INCREASE</u>	<u>FUNDING SOURCE*</u>	<u>TOTAL</u>
<u>CONTRACT</u>			
Up There, LLC (#19-CCS-06) Master's Level (CCS services) Unit Rate: \$85.56/hour Contract effective: 9/1/19 to 12/31/19 *Funding Source: CCS (Comprehensive Community Services)	N/A	CCS	\$ 5,000.00

ADDENDUM

Phoenix Recovery Services, LLC (#19-CCS-11) CBRF Phoenix House I: Unit Rate: \$280/day Phoenix House II: Unit Rate: \$180/day Almost Home Again: Unit Rate: \$152.65/day Effective: 8/21/2019	N/A	Community Mental Health dollars Community Aids	\$222,500.00
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A MOTION WAS MADE BY DAN MAKOVSKY TO APPROVE THE CONTRACT AND ADDENDUM AS PRESENTED. THE MOTION WAS SECONDED BY EARL HINKEL. A ROLL CALL VOTE WAS TAKEN. THE MOTION CARRIED WITH A VOTE OF EIGHT AYES, ONE ABSENT (DUBIAK).

Review and Approve 2020 Proposed Budget: Business Manager Rhonda Rudolph distributed updated information on the 2020 proposed budget. The proposed county levy request for 2020 is \$1,600,000.00. This amount is \$8,000 less than in 2019. She reviewed with the Board the proposed budget for each unit: Mental Health, Developmental Disabilities, Alcohol and Other Drug Abuse, Children & Family Services, Coordinated Services Team, Long-Term Support, Child Abuse & Neglect (CANS), Youth Aids, Economic Assistance, Administration, CCS, and Crisis. Ms. Rudolph explained that some of the units will receive grant funding or state aid which helps to offset expenditures. Additionally, several new employees were hired at beginning wages, replacing employees who had retired or left the agency. This factor, along with some new employees opting out of the county's health insurance plan helped to keep costs lower. She noted that the 100% time reporting that the agency implemented has also helped to be able to more accurately budget in the individual units.

A MOTION WAS MADE BY CATHERINE LEMKE, SECONDED BY DAN MAKOVSKY TO APPROVE THE 2020 PROPOSED BUDGET. A ROLL CALL VOTE WAS TAKEN. THE MOTION CARRIED WITH A VOTE OF EIGHT AYES, ONE ABSENT (DUBIAK).

Director's Report: Ms. Tom-Steinmetz updated the Board as follows:

- ❖ The August 2019 General Relief Report was distributed to the Board.

- ❖ A Safety Committee has been created consisting of agency staff to work on ways to keep staff and consumers safe. One of the recommendations was to place additional locks on doors, which has been done.
- ❖ Coordinators will be attending unit meetings to explain the services provided by their respective unit(s).
- ❖ Ms. Tom-Steinmetz reported she will periodically provide updates to the Board regarding the Organizational Effectiveness approach that is being implemented at the agency.
- ❖ Deputy Director/Children & Family Services Coordinator Liza Daleiden reported that the record destruction process continues as time allows.

Set Next Meeting Date: The next Human Services Board meeting is scheduled for Wednesday, October 9, 2019 at 9:30 a.m. at the Taylor County Human Services Department.

Adjourn: A MOTION WAS MADE BY MICHAEL BUB, SECONDED BY DAN MAKOVSKY TO ADJOURN. THE MOTION CARRIED. THE MEETING ADJOURNED AT 10:40 A.M.

Handouts distributed: Contract/Addenda List; General Relief Report for August 2019; 2020 proposed budget

Respectfully submitted:
Kathy Barr
for Paula Dubiak, Secretary

TAYLOR COUNTY HUMAN SERVICES BOARD

August 14, 2019

Taylor County Education Center

Call Meeting To Order: Vice-Chairman Scott Mildbrand called the meeting to order at 1:45 p.m.

Members Present: Christine Wilczek, Dan Makovsky, Lori Willner, Earl Hinkel, Paula Dubiak, Catherine Lemke, Michael Bub, and Scott Mildbrand.

Members Absent: Rollie Thums (excused)

Other Attendees: (for all or a portion of the meeting) Marie Koerner, Larry Brandl, Tammy Tom-Steinmetz, Liza Daleiden, Peggy Kellnhofer, Jen Meyer, Rhonda Rudolph, and Kathy Barr.

Approve the Agenda: EARL HINKEL MADE A MOTION TO APPROVE THE AMENDED AGENDA CONTAINING 17 ITEMS. DAN MAKOVSKY SECONDED THE MOTION. THE MOTION CARRIED.

Approve Minutes from the July 10, 2019 meeting: PAULA DUBIAK MADE A MOTION TO APPROVE THE MINUTES FROM THE JULY 10, 2019 MEETING. CHRISTINE WILCZEK SECONDED THE MOTION. THE MOTION CARRIED.

Agency Staff Reports: Jen Meyer, Clinical Services Coordinator shared a consumer success story with the Board.

Public Input: There was no Public Input.

Discussion between Board Members and Human Services employees regarding various operational topics. No action will be taken on any of the topics discussed: Paula Dubiak, Catherine Lemke and Tammy Tom-Steinmetz updated the Board on the Aging and Disability Resource Center (ADRC) of the Northwoods. They explained that the Taylor County ADRC and Aging Ad Hoc Committee have been looking at integrating the ADRC and the Taylor County Commission on Aging which, in turn, would require Taylor County to withdraw from the regional ADRC and become a sole county ADRC. According to the ADRC of the Northwoods by-laws in order to withdraw from the regional ADRC Taylor County would need to give a 16-month notice of intent to withdraw. The plan had been to present a resolution to provide notice of intent to withdraw from the ADRC of the Northwoods, which would need to be approved by several county committees before September 1 in order to meet the planned implementation date of January 1, 2021. It was then decided by the adhoc committee to delay the resolution and see if the ADRC's by-laws can be changed regarding the length of time required to give notice of intent to withdraw. It was also reported that the state is discussing a change in the funding allocations for the ADRCs. A meeting of the ADRC of the Northwoods is scheduled for the end of September.

Approve Filling Vacancy(ies): Ms. Tom-Steinmetz reported that an Economic Support Specialist has taken the position as part-time receptionist within the agency, and requested the Board approve re-filling the position of Economic Support Specialist. A MOTION WAS MADE BY

MICHAEL BUB, SECONDED BY EARL HINKEL TO APPROVE FILLING THE POSITION OF ECONOMIC SUPPORT SPECIALIST. THE MOTION CARRIED.

Review and Approve an Ordinance to Create Section 2.08(29), Nomination of Standing Committees by the Committee on Committees and Rules, County Board, Taylor County Code:

This ordinance had been amended at the July Board meeting to include that one Taylor County Board supervisor and one alternate supervisor be included in the membership of the Coordinated Services Team (CST) committee. The ordinance was then brought back to this meeting for final approval/signatures. In reviewing the ordinance, Mr. Mildbrand suggested changing "or" to "and" in the ordinance to read as follows: "The membership of the committee shall include one [1] regular Taylor County Board supervisor **and** one [1] alternate Taylor County Board supervisor." A MOTION WAS MADE BY MICHAEL BUB, SECONDED BY CATHERINE LEMKE TO APPROVE THIS CHANGE. THE MOTION CARRIED.

Approve changing LTE positions to permanent positions: This item had been tabled at the Board's July meeting. Ms. Tom-Steinmetz explained that she is requesting three limited-term employee (LTE) positions become permanent beginning January 1, 2020. She reported that LTEs do not receive holiday pay, and their sick, vacation/personal time is less than what a permanent employee receives, leading to morale and retention issues. Human Resource Manager Marie Koerner was also present to discuss the benefits of LTEs versus permanent positions. There was considerable discussion regarding this issue. The Board then decided to act separately on these positions:

- ❖ **Taylor County Drug Opposition Partners (TCDOP) Project Director.** A MOTION WAS MADE BY DAN MAKOVSKY, SECONDED BY CATHERINE LEMKE TO APPROVE CHANGING THE TCDOP PROJECT DIRECTOR POSITION FROM AN LTE TO A PERMANENT POSITION. A ROLL CALL VOTE WAS TAKEN. THE MOTION CARRIED WITH A VOTE OF SEVEN AYES, ONE NAY (BUB), ONE ABSENT (THUMS).
- ❖ **Taylor County Drug Opposition Partners Project Coordinator (TCDOP) – Administrative Support.** This position was reduced from half-time to quarter-time (10 hours per week) due to a decrease in the workload. A MOTION WAS MADE BY EARL HINKEL, SECONDED BY CHRISTINE WILCZEK TO APPROVE CHANGING THE TCDOP PROJECT COORDINATOR POSITION FROM AN LTE TO A PERMANENT POSITION. A ROLL CALL VOTE WAS TAKEN. THE MOTION FAILED WITH A VOTE OF THREE AYES (WILLNER, HINKEL, LEMKE), FIVE NAYES (BUB, MAKOVSKY, MILDBRAND, DUBIAK, WILCZEK), ONE ABSENT (THUMS).
- ❖ **Children and Family Services (CFS) Case Manager/Social Worker.** At last month's meeting, the Board had approved increasing this position from part-time to full-time. Ms. Tom-Steinmetz explained that the State's biennial budget does include additional funding for Children & Family Services. Liza Daleiden, Deputy Director/CFS Coordinator added that caseloads are at an all-time high, with each of her full-time workers carrying seventeen to twenty cases. The State's recommendation is that CFS workers carry no more than twelve cases. A MOTION WAS MADE BY CHRISTINE WILCZEK, SECONDED BY EARL HINKEL TO APPROVE CHANGING THE CFS CASE MANAGER/SOCIAL WORKER

POSITION FROM AN LTE TO A PERMANENT POSITION. A ROLL CALL VOTE WAS TAKEN. THE MOTION CARRIED WITH A VOTE OF SIX AYES, TWO NAYES (BUB, MILDBRAND), ONE ABSENT (THUMS).

Review and Approve an Ordinance to Amend Section 3.035, Departmental Authorizations, Taylor County Code (Human Services Department): As requested at last month’s meeting, Business Manager Rhonda Rudolph presented a summary of the number of staff and the several funding sources paying for those positions.

Ms. Tom-Steinmetz indicated that the represented positions for the Human Services Department would be at 44.0. A MOTION WAS MADE BY EARL HINKEL, SECONDED BY PAULA DUBIAK TO APPROVE THE ORDINANCE TO AMEND SECTION 3.035, DEPARTMENTAL AUTHORIZATIONS OF THE TAYLOR COUNTY CODE (HUMAN SERVICES DEPARTMENT) WITH REPRESENTED POSITIONS AT 44.0. A ROLL CALL VOTE WAS TAKEN. THE MOTION CARRIED WITH A VOTE OF FIVE AYES, THREE NAYES (BUB, MILDBRAND, MAKOVSKY), ONE ABSENT (THUMS).

Discussion and action regarding write-offs: The Board was presented with a list of bad debts for inpatient and outpatient costs. A majority of these debts were several years old. Attempts have been made to collect on these debts but due to various reasons these debts were unable to be collected. Ms. Rudolph explained to the Board the processes that are in place to collect on past accounts. A MOTION WAS MADE BY MICHAEL BUB, SECONDED BY EARL HINKEL TO APPROVE WRITING OFF THE BAD DEBTS AS PRESENTED. THE MOTION CARRIED.

Approve 2018 Annual Report (amended agenda item): The 2018 Annual Report had been sent to the Board prior to the meeting. A MOTION WAS MADE BY MICHAEL BUB, SECONDED BY EARL HINKEL TO APPROVE THE 2018 ANNUAL REPORT. THE MOTION CARRIED.

Action on Contracts and Addenda: The following contracts and addenda were presented for Board approval.

<u>PROVIDER</u>	<u>AMOUNT OF INCREASE</u>	<u>FUNDING SOURCE*</u>	<u>TOTAL</u>
<u>CONTRACTS</u>			
Lad Lake, Inc. (#19-CFS-11) Residential Care Center Unit Rate: \$373.48/day Contract effective: 7/30/19 to 12/31/19	N/A	Youth Aids	\$ 60,000.00
Tellurian, Inc. (#19-AA-05) Dane County Care Center (MH crisis) is residential (CBRF unlocked facility):	N/A	SABG Community Aids	\$ 55,806.00

Unit Rate: \$450/day (45 days) (\$20,250)
 Adult Residential Program for Substance Abuse (CBRF, unlocked facility):
 Unit Rate: \$475/day (60 days)(\$28,500)
 Detoxification (residential, locked facility)
 Unit Rate: \$504/day (14 days)(\$7,056)
Contract effective: 6/24/19 to 12/31/19

<u>PROVIDER</u>	<u>AMOUNT OF INCREASE</u>	<u>FUNDING SOURCE*</u>	<u>TOTAL</u>
Jody Petit Private Practice, LLC (#19-CCS-20) Master’s Level CCS Services Unit Rate: \$130/hour Contract effective: 8/1/19 to 12/31/19	N/A	CCS funded through Medical Assistance	5,000.00

ADDENDA

Aurora Community Counseling (#19-CCS-25) Medical Doctor Unit Rate: \$228/hour Effective: 8/1/19	N/A	CCS funded through Medical Assistance	\$420,000.00
Nicolet Staffing c/o Staffworks Group – Wisconsin, Inc. (#19-CCS-10) Specialized Child Care Unit Rate: \$28/hour Effective: 7/1/19	\$8400.00	CLTS funding	\$ 57,880.00

***Funding Sources:** SAGB (Substance Abuse Block Grant); CCS (Comprehensive Community Services); CLTS (Children’s Long-Term Support)

A MOTION WAS MADE BY PAULA DUBIAK TO APPROVE THE CONTRACTS AND ADDENDA AS PRESENTED. THE MOTION WAS SECONDED BY CHRISTINE WILCZEK. A ROLL CALL VOTE WAS TAKEN. THE MOTION CARRIED WITH A VOTE OF EIGHT AYES, ONE ABSENT (THUMS).

Director’s Report: Ms. Tom-Steinmetz updated the Board as follows:

The General Relief Report for July 2019 was distributed to the Board.

The Woodland Enhanced Health Services Commission meeting will be held on August 22, 2019 at the Clark County Rehabilitation & Living Center. An agenda and draft minutes were included in the Board packet.

Ms. Tom-Steinmetz reminded Board members of a one-day event on October 18, 2019 sponsored by the Wisconsin County Human Service Association (WCHSA).

Ms. Tom-Steinmetz reported that she, the Leadership Team, and Rollie Thums recently met with the Organizational Effectiveness Facilitator with the Wisconsin Child Welfare Professional Development System. As reported at last month's meeting this process is to assist the agency with priorities, roles/responsibilities, safety, etc. The next step will be to ask for approximately 10 to 12 volunteers from the agency to meet to address challenges/concerns and create workable solutions.

A few counties have shown interest in joining the CAN (Child Abuse & Neglect) Reporting Partnership.

Set Next Meeting Date: The next Human Services Board meeting is scheduled for Wednesday, September 11, 2019 at 9:30 a.m. at the Taylor County Human Services Department.

Adjourn: A MOTION WAS MADE BY EARL HINKEL, SECONDED BY CATHERINE LEMKE TO ADJOURN. THE MOTION CARRIED. THE MEETING ADJOURNED AT 3:30 P.M.

Handouts distributed: Contract/Addenda List; General Relief Report for July 2019; summary of positions and funding sources; 2019 list of bad debts

Respectfully submitted:
Kathy Barr
for Paula Dubiak, Secretary

TAYLOR COUNTY HUMAN SERVICES BOARD - PUBLIC HEARING

August 14, 2019

Taylor County Education Center

Call Meeting to Order: The Public Hearing on the 2020 Plan and Budget for the Taylor County Human Services Department was held on Wednesday, August 14, 2019 at the Taylor County Education Center. The public hearing was called to order by Vice-Chairman Scott Mildbrand at 1:06 p.m.

Members Present: Members in attendance were Catherine Lemke, Earl Hinkel, Christine Wilczek, Michael Bub, Lori Willner, Paula Dubiak and Scott Mildbrand.

Members Absent: Rollie Thums (Excused), Dan Makovsky

Human Services staff: Rhonda Rudolph, Peggy Kellnhofer, Jen Meyer, Tammy Tom-Steinmetz, Liza Daleiden, Laurie Hoffman, Jacob Borman, Jasmin Skerven, Staci Rothamer, Debbie Merkel, and Kathy Barr.

Introduction to Public Hearing – Tammy Tom-Steinmetz Human Services Director and Rollie Thums, Human Services Board Chair: Human Services Director Tammy Tom-Steinmetz and Vice-Chairman Scott Mildbrand welcomed the individuals in attendance. Introductions were made by the Board members.

Human Services Conducts Public Hearing for Year 2020 Plan and Budget: Next, Vice-Chairman Mildbrand read the names of the individuals who indicated they wished to give oral testimony. Those that provided oral testimony were: Don Everhard, Esther, Karen, Tina, Kyle, Otto, Lisa, Bill, and Amber Fallos.

The oral testimony provided support for funding of programs for Community Comprehensive Services (CCS), Black River Industries services, and overall support of the Human Services Department staff.

Mr. Mildbrand read the written testimony that had been received from Dr. Randall Cullen, Audra, Kim, and Lori.

The Human Services Board was thanked for their continued support for funding and the Human Services staff was also thanked for their work with consumers.

Closing Comments – Vice-Chairman Mildbrand stated he appreciated those providing testimony and thanked everyone for coming to the hearing.

VICE-CHAIRMAN MILDBRAND ADJOURNED THE PUBLIC HEARING AT 1:32 P.M.

Respectfully submitted:
Kathy Barr
for Paula Dubiak, Secretary

TAYLOR COUNTY HUMAN SERVICES BOARD
July 10, 2019
Taylor County Human Services Department

Call Meeting To Order: Chairman Rollie Thums called the meeting to order at 9:32 a.m.

Members Present: Michael Bub, Catherine Lemke, Dan Makovsky, Lori Willner, Scott Mildbrand, Earl Hinkel, Paula Dubiak, and Rollie Thums.

Members Absent: Christine Wilczek (excused)

Other Attendees: (for all or a portion of the meeting) Linda Yanak, Lexy Belter, Jacob Borman, Tammy Tom-Steinmetz, Peggy Kellnhofer, Jen Meyer, Cheryl Ketelhut, and Kathy Barr.

Approve the Agenda: DAN MAKOVSKY MADE A MOTION TO APPROVE THE AGENDA CONTAINING 16 ITEMS. EARL HINKEL SECONDED THE MOTION. THE MOTION CARRIED.

Approve Minutes from the June 12, 2019 meeting: PAULA DUBIAK MADE A MOTION TO APPROVE THE MINUTES FROM THE JUNE 12, 2019 MEETING. CATHERINE LEMKE SECONDED THE MOTION. THE MOTION CARRIED.

Agency Staff Reports: Introductions were exchanged between Board members and new employees Lexy Belter, mental health case manager/therapist and Linda Yanak, mental health therapist.

Cheryl Ketelhut, CCS Coordinator/NCR-CCS Administrator reported on the successful transition of a consumer from Mental Health services to Comprehensive Community Services (CCS) who has overcome many obstacles.

Public Input: There was no Public Input.

Discussion between Board Members and Human Services employees regarding various operational topics. No action will be taken on any of the topics discussed: Rollie Thums reported that the bench dedication for Dave Krug on June 24, 2019 went very well.

There was also a brief discussion on the Aging and Disability Resource Center (ADRC).

Approve Filling Vacancy(ies): Ms. Tom-Steinmetz reported there were no vacancies at this time.

Review and Approve an Ordinance to Create Section 2.08(29), Nomination of Standing Committees by the Committee on Committees and Rules, County Board, Taylor County Code: The Board reviewed the ordinance that they had received earlier regarding the Coordinated Services Team (CST) committee. Ms. Tom-Steinmetz explained that the CST committee has been a committee for a couple of years, and it has been determined that the committee should be a standing subcommittee of the Taylor County Board of Supervisors which

would require an ordinance. Mr. Bub asked if a county board supervisor was a member of this committee. There was also some question on whether or not a standing committee is required to be chaired by a county board supervisor. Jacob Borman, CST Coordinator was asked to join the meeting. He indicated there was no county board supervisor on the CST committee, which consisted of approximately eight members. Mr. Makovsky volunteered to be on the committee. MR. MILDBRAND MADE A MOTION TO AMEND THE ORDINANCE TO READ AS FOLLOWS: "THE MEMBERSHIP OF THE COMMITTEE SHALL INCLUDE ONE COUNTY BOARD MEMBER AND ONE ALTERNATE." MR. BUB SECONDED THE MOTION. THE MOTION CARRIED. After some discussion, A MOTION WAS MADE BY MR. MILDBRAND, SECONDED BY EARL HINKEL, TO APPROVE THE ORDINANCE AS AMENDED. THE MOTION CARRIED.

Approve increasing part-time CFS position to full-time: Ms. Tom-Steinmetz asked for approval to increase the case manager/social worker position in the Children and Family Services (CFS) unit from part-time to full-time, beginning on 1/1/2020. She reiterated that this part-time position had been approved by the Board a year or two ago, at which time money received from the State of Wisconsin was used to fund the position. Ms. Tom-Steinmetz reported that Governor Evers has signed the biennial budget with increased funding for Children & Family Services. She is hopeful that some of this money can be used to increase this position to full-time. A MOTION WAS MADE BY EARL HINKEL, SECONDED BY DAN MAKOVSKY TO APPROVE INCREASING THE PART-TIME CFS POSITION TO FULL-TIME, CONTINGENT UPON RECEIVING STATE FUNDING. A ROLL CALL VOTE WAS TAKEN. THE MOTION CARRIED WITH A VOTE OF FIVE AYES, THREE NAYES (BUB, MAKOVSKY, MILDBRAND), ONE ABSENT (WILCZEK).

Approve changing LTE positions to permanent positions: Ms. Tom-Steinmetz distributed an organizational chart for 2019 and information on the number of staff positions in the department from 2015 to 2019, and proposed positions for 2020. She explained that the Taylor County Drug Opposition Partners project director and project coordinator and the half-time CFS position are limited-term employee (LTE) positions. Ms. Tom-Steinmetz requested that the three LTE positions become permanent positions beginning 1/1/2020, as LTE's receive less vacation and no holiday pay. Mr. Mildbrand was concerned that this could set precedence for the other county departments and could cost the county more money. Mr. Bub also questioned if LTE's were at will employees. If approved for 2020, these positions and the lead position in the Clinical Services Unit (approved by the Board last month) would increase the represented positions at the Human Services Department from 41.0 to 44.5 (LTE positions are not included in the represented positions). An ordinance that the Board had received earlier was reviewed amending Taylor County Code relating to Departmental Authorizations. In addition, Ms. Tom-Steinmetz reported that the Hybrid Court Coordinator position is also a limited-term employee; however, in 2020 this position will be relocated to the Taylor County District Attorney's office as it was decided this position would be more suitable in that office. After a lengthy discussion, A MOTION WAS MADE BY MICHAEL BUB, SECONDED BY CATHERINE LEMKE TO TABLE THE AGENDA ITEM REQUESTING CHANGING THE LTE POSITIONS TO PERMANENT POSITIONS, AND TO TABLE APPROVING THE ORDINANCE AMENDING SECTION 3.035, DEPARTMENTAL AUTHORIZATIONS OF THE TAYLOR COUNTY CODE (HUMAN SERVICES DEPARTMENT). THE MOTION CARRIED. Ms. Tom-Steinmetz indicated she will contact Human Resource Manager Marie Koerner for more information on the benefits for a limited-term employee versus permanent employee.

Review and Approve an Ordinance to Amend Section 3.035, Departmental Authorizations, Taylor County Code (Human Services Department): Please refer to the above paragraph.

Approve 2020 Plan for Budget and Planning Process: The Board reviewed the Public Participating Planning Process for the 2020 Budget which had been sent prior to the meeting. This form shows a timeline of the public hearing and budget process. A MOTION WAS MADE BY SCOTT MILDBRAND, SECONDED BY MICHAEL BUB TO APPROVE THE 2020 PLAN FOR BUDGET AND PLANNING PROCESS. THE MOTION CARRIED. The Public Hearing was set for Wednesday, August 14, 2019 beginning at 1 p.m. at the Taylor County Education Center.

Action on Contracts and Addenda: The following addenda were presented for Board approval.

<u>PROVIDER</u>	<u>AMOUNT OF INCREASE</u>	<u>FUNDING SOURCE*</u>	<u>TOTAL</u>
<u>ADDENDA</u>			
CESA #10 (#19-CCS-08) Early Childhood Teacher (ECSE/IMH) Unit Rate: \$77.00/hour (# of clients vary) Effective: 7/1/2019	\$ 5,000.00	Community Aids Birth-To-Three	\$119,000.00
Nicolet Staffing c/o Staffworks Group – Wisconsin, Inc. (#19-CCS-10) <u>Supportive Home Care:</u> Low care level: \$28/hour Medium care level: \$32/hour <u>Respite Care:</u> Low care level: \$28/hour Medium care level: \$32/hour <u>Daily Living Skills:</u> \$22/hour <u>Specialized Transportation:</u> \$0.58/mile Effective: 7/1/2019	None	CLTS waivers	\$ 49,480.00
Midstate Independent Living Choices, Inc. (#19-CCS-09) <u>Supportive Home Care:</u> Low care level: \$28/hour Medium care level: \$32/hour High care level: \$36/hour <u>Respite Care:</u> Low care level: \$7.00/15 minutes	None	CLTS waivers	\$ 36,400.00

Medium care level: \$8.00/15 minutes

High care level: \$9.00/15 minutes

Daily Living Skills:

\$22/hour

Effective: 7/1/2019 *Funding Sources: CLTS (Children's Long-Term Support) waiver

A MOTION WAS MADE BY MICHAEL BUB, SECONDED BY CATHERINE LEMKE TO APPROVE THE ADDENDA AS PRESENTED. A ROLL CALL VOTE WAS TAKEN. THE MOTION CARRIED WITH A VOTE OF EIGHT AYES, ONE ABSENT (WILCZEK).

Director's Report: Ms. Tom-Steinmetz updated the Board as follows:

- There is money remaining after the purchase of the bench for Dave Krug, and she asked the Board how the money should be used. It was the consensus of the Board to give the money to the foster care closet.
- The agency will be working with Wisconsin Child Welfare Professional Development System (WCWPDS) UW-Madison School of Social Work to facilitate a process called Organizational Effectiveness. This process will start with a meeting of the Leadership Team and Chairman Thums. This process will assist the agency to work on priorities, roles/responsibilities, safety, etc. and will help with several issues that confront human services.
- The June 2019 General Relief Report and the Intake Referrals report for June 2019 were distributed. The June referral numbers for Children and Family Services are not accurate, since the information has not yet been received from the CAN Reporting Partnership.
- The Active shooter training was held by the Taylor County Sheriff's Department on June 27, 2019. It went well and several recommendations were made by the Sheriff's Department on improving safety at the agency.
- Wednesdays during the month of July staff will be allowed to wear blue-jeans. This is permitted for three months out of the year when staff can wear blue-jeans for a donation of \$1.00 donated to a charitable cause. In July, the money collected will be given to the all-inclusive playground at the Medford City Park.
- Clerical staff continues to work on sorting through old files to be shredded. This project is located at the Taylor County Education Center.
- Interviews will be held in the near future for the part-time receptionist position.

Set Next Meeting Date: The next Human Services Board meeting is scheduled for Wednesday, August 14, 2019 following the Public Hearing, which is scheduled for 1 p.m. The meetings will be held at the Taylor County Education Center.

Adjourn: A MOTION WAS MADE BY EARL HINKEL, SECONDED BY DAN MAKOVSKY TO

ADJOURN. THE MOTION CARRIED. THE MEETING ADJOURNED AT 11:26 A.M.

Handouts distributed: Contract/Addenda List; General Relief Report for June 2019; Intake Referrals report for June 2019; 2019 organizational chart and staffing statistics from 2015 to 2020

Respectfully submitted:
Kathy Barr
for Paula Dubiak, Secretary

TAYLOR COUNTY HUMAN SERVICES BOARD
June 12, 2019
Taylor County Human Services Department

Call Meeting To Order: Chairman Rollie Thums called the meeting to order at 9:31 a.m.

Members Present: Scott Mildbrand, Earl Hinkel, Chris Wilczek, Dan Makovsky, Lori Willner, Catherine Lemke, Michael Bub, Paula Dubiak, and Rollie Thums.

Members Absent: None

Other Attendees: (for all or a portion of the meeting) Julie Goldschmidt, Tammy Tom-Steinmetz, Peggy Kellnhofer, Jen Meyer, Rhonda Rudolph, Cheryl Ketelhut, and Kathy Barr.

Approve the Agenda: DAN MAKOVSKY MADE A MOTION TO APPROVE THE AGENDA CONTAINING 15 ITEMS. EARL HINKEL SECONDED THE MOTION. THE MOTION CARRIED.

Approve Minutes from the May 8, 2019 meeting: PAULA DUBIAK MADE A MOTION TO APPROVE THE MINUTES FROM THE MAY 8, 2019 MEETING. EARL HINKEL SECONDED THE MOTION. THE MOTION CARRIED.

Agency Staff Reports: Julie Goldschmidt, Economic Support Specialist in the Northern Income Maintenance Consortium shared a success story with the Board members.

Public Input: There was no Public Input.

Discussion between Board Members and Human Services employees regarding various operational topics. No action will be taken on any of the topics discussed: There was discussion on the dedication of the bench for Dave Krug. A tentative date and time has been set for Monday, June 24, 2019 at 10 a.m. at the Commission on Aging office.

Paula Dubiak and Tammy Tom-Steinmetz reported on the Aging and Disability Resource Center (ADRC). As part of the adhoc committee for Taylor County Ms. Tom-Steinmetz stated meetings have centered on integrating the ADRC of the Northwoods with Taylor County's Aging Department, and the possibility of Taylor County becoming a stand-alone ADRC. Currently, Taylor County and Forest County are together as an ADRC, serving residents of those counties. The adhoc committee has compiled information from various sources to assist with this process. According to Ms. Tom-Steinmetz, if the ADRC of the Northwoods and the Taylor County Aging Department were to integrate, Taylor County would be required to become a stand-alone ADRC. She indicated, however, that if this occurs the tentative date would not be until January 1, 2021.

Review and Approve Director's Expense Summary: The Board reviewed the Director's expense summary for the past six months in the amount of \$162.56. A MOTION WAS MADE BY SCOTT MILDBRAND, SECONDED BY DAN MAKOVSKY TO APPROVE THE DIRECTOR'S EXPENSE SUMMARY AS PRESENTED. A ROLL CALL VOTE WAS TAKEN. THE MOTION CARRIED WITH A VOTE OF NINE AYES.

Approve Filling Vacancy(ies): Ms. Tom-Steinmetz requested to fill two existing positions that recently became vacant by staff resignations. The positions are Accounting Specialist and Project Director for the Taylor County Drug Opposition Partners (TCDOP). A MOTION WAS MADE BY SCOTT MILDBRAND, SECONDED BY CATHERINE LEMKE TO APPROVE FILLING THE POSITIONS OF ACCOUNTING SPECIALIST AND PROJECT DIRECTOR FOR THE TAYLOR COUNTY DRUG OPPOSITION PARTNERS. THE MOTION CARRIED.

Approve New Lead Position in Clinical Services Unit: Ms. Tom-Steinmetz distributed a summary of the Clinical Services Unit staff and programs from 2013-2019. She explained that new programs have been added and staff caseloads are well above the recommended levels. The Lead Position in the Clinical Services Unit (this unit includes mental health as well as alcohol and other drug abuse programs) would assist the Clinical Services Coordinator. Ms. Tom-Steinmetz stated she was requesting this position in 2019 as she felt it was needed before next year. A lengthy discussion ensued with Board members generally supporting the position but concerned about funding it. Ms. Tom-Steinmetz explained that the position would have billable duties whereby revenue could be recouped through billing Medicaid and other insurances. Additionally, block grant money would also be available to help fund the position. If approved, she estimated the cost to the county for the remainder of 2019 would be approximately \$28,000. A MOTION WAS MADE BY CHRIS WILCZEK, SECONDED BY CATHERINE LEMKE TO APPROVE THE NEW LEAD POSITION IN THE CLINICAL SERVICES UNIT. A ROLL CALL VOTE WAS TAKEN. THE MOTION CARRIED WITH A VOTE OF SEVEN AYES, TWO NAYES (MAKOVSKY, MILDBRAND). The request will be sent on to the Personnel Committee.

Review and Approve Job Description: A copy of the job description for the Clinical Services Lead position was distributed. A MOTION WAS MADE BY MICHAEL BUB, SECONDED BY LORI WILLNER TO APPROVE THE JOB DESCRIPTION FOR THE CLINICAL SERVICES LEAD POSITION. THE MOTION CARRIED.

Review and Approve Updated Clinical Services Unit Policy: A copy of the updated Clinical Services Unit policy was distributed. Ms. Tom-Steinmetz and Jen Meyer explained the updates to the policy with the majority of the updates relating to general and psychiatric medication management no show policy, medication administration, and medication management after consumer case closure. A MOTION WAS MADE BY EARL HINKEL, SECONDED BY CHRIS WILCZEK TO APPROVE THE UPDATED CLINICAL SERVICES UNIT POLICY AS PRESENTED. THE MOTION CARRIED.

Action on Contracts and Addenda: The following contract was presented for Board approval.

<u>PROVIDER</u>	<u>AMOUNT OF INCREASE</u>	<u>FUNDING SOURCE*</u>	<u>TOTAL</u>
<u>CONTRACTS</u>			
Brotoloc Health Care Systems, Inc. d.b.a. Brotoloc North (#19-MH-06)	None	Community Aids	\$ 40,000.00

Community-Based Residential Facility

Unit Rate: \$217.50/day

Contract Effective: 4/15/2019 to 12/31/2019

A MOTION WAS MADE BY SCOTT MILDBRAND, SECONDED BY EARL HINKEL TO APPROVE THE CONTRACT AS PRESENTED. A ROLL CALL VOTE WAS TAKEN. THE MOTION CARRIED WITH A VOTE OF NINE AYES.

Director's Report: The May 2019 General Relief Report and the Intake Referrals report for May 2019 were distributed.

Ms. Tom-Steinmetz informed the Board that Chippewa County has given notice to withdraw from the Child Abuse & Neglect (CAN) Reporting Partnership. This will take effect on December 31, 2020. Counties remaining in the partnership include Taylor, Monroe, and Pepin. She indicated that the consortium will be seeking counties to join the partnership which is the centralized access for reporting child maltreatment in these counties.

The active shooter training will be conducted for staff by the Taylor County Sheriff's Department at Human Services on June 27, 2019.

Set Next Meeting Date: The next Human Services Board meeting is scheduled for Wednesday, July 10, 2019 at 9:30 a.m. at the Human Services Department.

Adjourn: A MOTION WAS MADE BY CATHERINE LEMKE, SECONDED BY PAULA DUBIAK TO ADJOURN. THE MOTION CARRIED. THE MEETING ADJOURNED AT 11:17 A.M.

Handouts distributed: Contract/Addenda List; General Relief Report for May 2019; Intake Referrals report for May 2019; Job Description for Clinical Services Lead; Updated Clinical Services Unit policy; Summary of Clinical Services Unit staff/programs

Respectfully submitted:

Kathy Barr

for Paula Dubiak, Secretary

TAYLOR COUNTY HUMAN SERVICES BOARD
May 8, 2019
Taylor County Human Services Department

Call Meeting To Order: Chairman Rollie Thums called the meeting to order at 8:30 a.m.

Members Present: Michael Bub, Catherine Lemke, Dan Makovsky, Chris Wilczek, Scott Mildbrand, Earl Hinkel, Paula Dubiak, and Rollie Thums.

Members Absent: Lori Willner

Other Attendees: (for all or a portion of the meeting) Sandy Schreiner, Carrie Mahner, Michelle Deml, Larry Brandl, Jim Metz, Tammy Tom-Steinmetz, Liza Daleiden, Rhonda Rudolph, Cheryl Ketelhut, and Kathy Barr.

Approve the Agenda: DAN MAKOVSKY MADE A MOTION TO APPROVE THE AGENDA CONTAINING 12 ITEMS. EARL HINKEL SECONDED THE MOTION. THE MOTION CARRIED.

Approve Minutes from the April 10, 2019 meeting: PAULA DUBIAK MADE A MOTION TO APPROVE THE MINUTES FROM THE APRIL 10, 2019 MEETING. CATHERINE LEMKE SECONDED THE MOTION. THE MOTION CARRIED.

Three new employees were introduced to the Board: Michelle Deml is the Intake Specialist, and Sandy Schreiner and Carrie Mahner have been hired as Accounting Specialists. Introductions were also made by the Board members.

End-of-year Financial Report (2018) – Larry Brandl and Rhonda Rudolph: Finance Director Larry Brandl and Business Manager Rhonda Rudolph distributed information on revenues and expenditures from 2016, 2017, and 2018. The 2018 budget shows an operations deficit of \$247,292.42. Ms. Rudolph reviewed with the Board several reasons for the deficit. Some of the highest costs in 2018 were for placements at the mental health institutes, institute for mental disease (IMD), and mental health transitional living. Youth Aids was also over-budget in the areas of treatment foster care, foster care, child caring institutions, youth group homes, and corrections. Ms. Rudolph indicated that a majority of these placements continue to be unpredictable and uncontrollable, with placements tending to be for a longer period of time and involving younger individuals. She explained the agency is trying to lower these costs by increasing utilization of the crisis line, referring more consumers to the Comprehensive Community Services (CCS) program which promotes and supports recovery, using voluntary placements rather than Chapter 51 detentions when possible, and utilizing a new youth assessment tool. There was also some discussion on Family Care, which the county is required to contribute \$160,621 annually. Although the budget deficit is less than the past two years, Mr. Brandl recommended that the Board increase the funding in the 2020 budget to assist in these particular areas. Ms. Rudolph did report that salary/personnel costs were under-budget for 2018.

Agency Staff Reports: Tammy Tom-Steinmetz gave the success story for this month which was from the Clerical unit. She reported that although the computer servers stopped working and several files were destroyed, the purchase of service contracts were completed in a timely manner. There was some discussion on why the servers failed, and Mr. Bub explained how this occurred and the steps that have been taken to prevent this from happening again.

Public Input: There was no Public Input.

Discussion between Board Members and Human Services employees regarding various operational topics. No action will be taken on any of the topics discussed: Paula Dubiak, reported that the last Aging and Disability Resource Center (ADRC) Board meeting had been cancelled. Ms. Tom-Steinmetz stated that she is part of the adhoc committee for Taylor County and shared some information from their meetings. The committee is discussing the feasibility of integrating the ADRC of the Northwoods and the Aging Department, and also whether Taylor County should be a stand-alone ADRC. She reported that the adhoc committee has sent out surveys to several counties in the state to gather more information on their structures.

Approve Filling Vacancy(ies): Ms. Tom-Steinmetz reported that the Administrative Assistant for the Alcohol & Other Drug Abuse (AODA) unit has recently retired. She indicated that this is a part-time position, and the current receptionist is interested in assuming these duties but would like to remain a full-time employee. Ms. Tom-Steinmetz explained that this employee would continue part-time as receptionist and part-time as AODA Administrative Assistant. She then requested Board approval for a part-time receptionist position. A MOTION WAS MADE BY MICHAEL BUB, SECONDED BY EARL HINKEL TO APPROVE A PART-TIME RECEPTIONIST POSITION. THE MOTION CARRIED.

Action on Contracts and Addenda: The following contracts and addenda were presented for Board approval.

<u>PROVIDER</u>	<u>AMOUNT OF INCREASE</u>	<u>FUNDING SOURCE*</u>	<u>TOTAL</u>
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CONTRACTS

Aurora Residential Alternatives, Inc. (#19-CCS-26) Community-Based Residential Facility (CBRF) Unit Rate: \$170/day; Contract Effective: 4/29/19 to 12/31/19	None	Community Aids; County Levy	\$ 50,000.00
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Anu Family Services, Inc. (#19-CCS-27) Master's Level: Unit Rate: \$156.33/hour (\$50,000) Bachelor's Level: Unit Rate: \$108.96/hour (\$34,325) Contract Effective: 5/1/19 to 12/31/19	None	CCS	\$ 84,325.00
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ADDENDA

<u>PROVIDER</u>	<u>AMOUNT OF INCREASE</u>	<u>FUNDING SOURCE*</u>	<u>TOTAL</u>
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Aurora Residential Alternatives, Inc. (#19-CCS-07) Registered Nurse (RN)Level: Unit Rate: \$85/hour Master's Level: Unit Rate: \$120/hour (increased hourly rate from previous rate) Advanced Practice Nurse Prescriber (APNP): Unit Rate: \$214/hour Effective: 5/1/2019	None	CCS	\$ 41,500.00
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Aurora Community Counseling (#19-CCS-25) Registered Nurse (RN)Level: Unit Rate: \$85/hour Master's Level: Unit Rate: \$120/hour (increased hourly rate from previous rate) Advanced Practice Nurse Prescriber (APNP): Unit Rate: \$214/hour Effective: 5/1/2019	None	CCS	\$ 420,000.00
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***Funding Sources:** CCS (Comprehensive Community Services)

ADDENDA

The CCS Exhibit has been revised and replaces the previous CCS Exhibit that had been attached to the following contracts. **NO ADDITIONAL SERVICES OR RATE CHANGES.**

Woodland Youth & Family – Rock'n P Ranch (#19-CCS-22): Revised CCS Exhibit is effective: 2/1/2019

Revised CCS Exhibit is effective on 1/1/2019 for the contracts below:

Innovative Services, Inc. (#19-CCS-21)
Stable Reins, LLC (#19-CCS-19)
Counseling Connection of Medford, LLC (#19-CCS-18)
Northland Counseling Services (#19-CCS-16)
Black River Industries, Inc. (#19-CCS-13)
Phoenix Recovery Services, LLC (#19-CCS-11)

ADDENDA

Midstate Independent Living Choices, Inc. (#19-CCS-09)
Trempealeau County Health Care Center (#19-CCS-05)
Rehabilitation House, Inc. (#19-CCS-03)

Mr. Bub was excused from the meeting at 9:40 a.m.

Director's Report:

- ❖ Ms. Tom-Steinmetz distributed and briefly reviewed Intake Referral reports for the months of January, February, March and April 2019. Liza Daleiden noted that the Children and Family Services referral numbers for the months of March and April were not accurate, as she had not yet received the information from the CAN Reporting Partnership.
- ❖ The General Relief Report for the month of April 2019 was distributed.
- ❖ Ms. Tom-Steinmetz passed out a copy of a Proclamation from the Governor's Office of the State of Wisconsin's proclaiming the week of April 29, 2019 as Economic Support Specialist and Case Manager's Week.
- ❖ Ms. Tom-Steinmetz shared with the Board a Certificate of Excellence for Child Care award for 2018 for Taylor County/Northern Income Maintenance Consortium. This award recognizes the consortium for outstanding achievement in meeting and exceeding performance standards for child care.
- ❖ She distributed a letter from the State of Wisconsin notifying Human Services that Taylor County's Birth-to-Three Program as reported in the State's Program Participation had no

Findings of Non-compliance (FNC) for Federal Fiscal Year data from January through March 2018. Cheryl Ketelhut, CCS Coordinator/NCR-CCS Administrator credited this finding due to the work of Laura Holmes, Taylor County Birth-to-Three Program Coordinator.

Set Next Meeting Date: The next Human Services Board meeting is scheduled for Wednesday, June 12, 2019 at 9:30 a.m. at the Human Services Department.

Adjourn: A MOTION WAS MADE BY PAULA DUBIAK, SECONDED BY CHRIS WILCZEK TO ADJOURN. THE MOTION CARRIED. THE MEETING ADJOURNED AT 9:45 A.M.

Handouts distributed: Contract/Addenda List; General Relief Report for April 2019; Budget information; Proclamation of Economic Support Specialist and Case Manager's Week; Intake Referrals report for January, February, March, and April 2019; Birth-to-Three letter from the State of WI

Respectfully submitted:
Kathy Barr
for Paula Dubiak, Secretary

TAYLOR COUNTY HUMAN SERVICES BOARD

April 10, 2019

Taylor County Human Services Department

Call Meeting to Order: Chairman Rollie Thums called the meeting to order at 9:30 a.m.

Members Present: Lori Willner, Michael Bub, Catherine Lemke, Dan Makovsky, Chris Wilczek, Earl Hinkel, Scott Mildbrand, Paula Dubiak and Rollie Thums.

Members Absent: None

Other Attendees: (for all or a portion of the meeting) Tammy Tom-Steinmetz, Liza Daleiden, Peggy Kellnhofer, Jen Meyer, Rhonda Rudolph, Cheryl Ketelhut, Staci Rothamer and Michelle Stone.

Approve the Agenda: EARL HINKEL MADE A MOTION TO APPROVE THE AGENDA CONTAINING 13 ITEMS. DAN MAKOVSKY SECONDED THE MOTION. THE MOTION CARRIED.

Approve Minutes from the March 13, 2019 meeting: CATHERINE LEMKE MADE A MOTION TO APPROVE MINUTES FROM THE FEBRUARY 13, 2019 MEETING. PAULA DUBIAK SECONDED THE MOTION. THE MOTION CARRIED.

Agency Staff Reports: Liza Daleiden, Children and Families Coordinator shared the progress being made with the foster care closet being funded by a foster care support grant. Introduced two new Taylor County Employees, Michelle Stone with Mental Health and AODA and Staci Rothamer with Economic Support.

Public Input: There was no Public Input.

Discussion between Board Members and Human Services employees regarding various operational topics. No action will be taken on any of the topics discussed: Paula Dubiak, ADRC board member, discussed the ADRC of the Northwoods and moving towards becoming a stand-alone ADRC or the integration of the ADRC and Aging. Currently Forest County and the Potawatomi Tribe are part of the ADRC of the Northwoods. Discussion followed regarding the purpose of the ADRC in the community.

Review/Approve Updated Job Description(s): REVIEWED THE NEW CCS FACILITATOR JOB DESCRIPTION, MICHAEL BUB MADE A MOTION TO APPROVE THE JOB DESCRIPTION, DAN MAKOVSKY SECONDED. MOTION CARRIED.

Approve increasing energy Assistance Worker's hours through the summer months: TAMMY TOM-STEINMETZ PRESENTED THE BUDGET SAVINGS THIS YEAR WITH RECENT STAFF CHANGES, ALLOWING AN INCREASE IN THE ENERGY ASSISTANCE WORKER'S HOURS OVER THE SUMMER TO ASSIST WITH OLD FILE DESTRUCTION. DISCUSSION ENSUED BETWEEN TAMMY AND BOARD MEMBERS. TAMMY SHARED A SPREADSHEET OF AGENCY STAFF SALARIES AND OF MONEY SAVED DUE TO STAFF CHANGES. TAMMY EXPLAINED THAT

ENERGY ASSISTANCE HOURS TYPICALLY REDUCE OVER THE SUMMER BUT WITH THIS MONEY SAVED THAT THIS WORKER COULD CONTINUE AT 35 HOURS PER WEEK TO ASSIST WITH RECORD DESTRUCTION AND FRONT DESK DUTIES. A DISCUSSION OF RECORD DESTRUCTION ENSUED. TAMMY SHARED THAT AN INTERN WAS ALSO GOING TO BE INTERVIEWED AND HIRED TO ASSIST WITH THIS PROCESS AS IT IS A BIG PROJECT. EARL HINKEL MADE A MOTION TO INCREASE THE ENERGY ASSISTANCE WORKER'S HOURS FOR ONE YEAR AND CATHERINE LEMKE SECONDED THE MOTION. ROLL CALL VOTE WAS TAKEN. THE MOTION CARRIED WITH A VOTE OF NINE AYES.

Approve filling vacancy (ies): TAMMY TOM-STEINMETZ SHARED THAT JAYNE STRAMA, ACCOUNTS PAYABLE, IS RETIRING AFTER 38 YEARS WITH THIS AGENCY. TAMMY STATED THAT SHE WOULD LIKE TO FILL HER POSITION SOON TO ALLOW FOR A WEEK OR TWO OF TRAINING IF POSSIBLE.

MICHAEL BUB MADE A MOTION TO FILL THIS POSITION AND EARL HINKEL SECONDED. ROLL CALL VOTE WAS TAKEN. THE MOTION CARRIED WITH A VOTE OF NINE AYES.

Action on contracts and addenda: Two contracts and three addenda were presented for board approval.

<u>PROVIDER</u>	<u>AMOUNT OF INCREASE</u>	<u>FUNDING SOURCE</u>	<u>TOTAL</u>
<u>ADDENDA (2018)</u>			
Family Works Programs, Inc. (#18-CFS-10) Treatment Foster Care	\$19,160.00	Community Aids Youth Aids	\$ 62,319.00
<u>ADDENDA (2019)</u>			
Aurora Residential Alternatives, Inc. (#19-CCS-07) Bachelor's & Master's Level Unit Rate: \$80/hour Effective: 04/01/2019	\$25,000.00	CCS	\$ 41,500.00
Price County Health & Human Services (#19-CCS-15) Master's Level Unit Rate: \$104/hour Effective: 04/01/2019	\$ 5,000.00	CCS	\$111,000.00
<u>CONTRACTS</u>			
River Centre Counseling LLC (#19-CCS-24) Master's Level Unit Rate: \$100/hour Contract effective: 04/01/2019 to 12/31/2019	N/A	CCS	\$ 15, 000.00
Aurora Community Counseling (#19-CCS-25) Bachelor's Level: Unit Rate: \$80/hour (\$300,000) Master's Level: Unit Rate: \$80/hour (\$120,000) Contract effective: 04/01/2019 to 12/31/2019	N/A	CCS	\$420,000.00
*Funding Sources: CCS (Comprehensive Community Services)			

A MOTION WAS MADE BY CATHERINE LEMKE, SECONDED BY DAN MAKOVSKY TO APPROVE

THE CONTRACTS AND ADDENDA AS PRESENTED. ROLL CALL VOTE WAS TAKEN. THE MOTION CARRIED WITH A VOTE OF 9 AYES.

Director's Report:

The General Relief report was distributed. There was no General Relief used this past month.

Tammy reported attending a WCA Health and Human Services Steering Committee meeting in Stevens Point. Tammy spoke about an upcoming change to ADRC funding which should equalize the funding for these agencies across the state.

With the biennium State budget being discussed, Tammy shared with the board members the white papers that provide information for the state regarding the underfunded areas in Human Services. Each Coordinator spoke about their specific budget funding requests. Discussion ensued regarding these requests. Tammy encouraged each board member to speak to Senator Petrowski and Representative Edming to encourage support of these funding requests. Tammy reported having attended a listening session with the Senator and Representative where she did present these funding needs and requests.

The board and Tammy also discussed the bench that has been delivered and how to move forward with the presentation of this bench.

Set next meeting date: The next Human Services Board meeting is scheduled for Wednesday, May 8, 2019 at 8:30 a.m. at the Human Services Department. The earlier time is to allow the 2018 final budget report by Larry Brandl and Rhonda Rudolph to be first on the agenda as both of these workers then need to travel to a Financial Manager's meeting in La Crosse on this same date.

Adjourn: A MOTION WAS MADE BY CATHERINE LEMKE TO ADJOURN; IT WAS SECONDED BY DAN MAKOVSKY. MOTION CARRIED. THE MEETING ADJOURNED AT 11:13 A.M.

Handouts distributed: Staff Salary Report, Contract/Addenda List, General Relief Report for March, 2019, and WHCSA/WCA funding request reports.

Respectfully Submitted;

Liza Daleiden
For Paula Dubiak, Secretary

TAYLOR COUNTY HUMAN SERVICES BOARD

March 13, 2019

Taylor County Human Services Department

Call Meeting To Order: Chairman Rollie Thums called the meeting to order at 9:30 a.m.

Members Present: Lori Willner, Michael Bub, Catherine Lemke, Dan Makovsky, Chris Wilczek, Earl Hinkel, and Rollie Thums.

Members Absent: Paula Dubiak, Scott Mildbrand (both excused)

Other Attendees: (for all or a portion of the meeting) Tammy Tom-Steinmetz, Liza Daleiden, Peggy Kellnhofer, Jen Meyer, Rhonda Rudolph, Cheryl Ketelhut, and Kathy Barr.

Approve the Agenda: DAN MAKOVSKY MADE A MOTION TO APPROVE THE AMENDED AGENDA CONTAINING 12 ITEMS. EARL HINKEL SECONDED THE MOTION. THE MOTION CARRIED.

Approve Minutes from the February 13, 2019 meeting: CATHERINE LEMKE MADE A MOTION TO APPROVE THE MINUTES FROM THE FEBRUARY 13, 2019 MEETING. DAN MAKOVSKY SECONDED THE MOTION. THE MOTION CARRIED.

Public Input: There was no Public Input.

Agency Staff Reports: Jen Meyer, Clinical Services Coordinator shared a success story on an individual who had received services from the Clinical Services Unit.

Discussion between Board Members and Human Services employees regarding various operational topics. No action will be taken on any of the topics discussed: Catherine Lemke, Board member of the ADRC of the Northwoods reported that the adhoc committee meeting that had been scheduled in February had been cancelled.

Approve Filling Vacancy(ies): Ms. Tom-Steinmetz stated that the current Mental Health Counselor is planning to retire at the end of May and she requested approval to fill this position. She explained that they have not yet been able to fill the other Mental Health Counselor position, which has been vacant for some time. Ms. Tom-Steinmetz noted that in a rural area often times it is hard to recruit individuals for these positions. A MOTION WAS MADE MICHAEL BUB, SECONDED BY EARL HINKEL TO APPROVE FILLING THE POSITION OF MENTAL HEALTH COUNSELOR. THE MOTION CARRIED.

Review/Approve Updated Job Description(s) (Amended Item): Prior to the meeting the Board had been sent copies of the updated job descriptions for Accounting Specialist, Children and Family Services Coordinator, Foster Care Specialist, Birth to 3 Specialist/Case Manager, Economic Support Coordinator, Clinical Services Coordinator, Social Worker/Case Manager (Child Protective Services), and Social Worker/Case Manager (Clinical Services Unit). A MOTION WAS MADE BY EARL HINKEL, SECONDED BY CHRIS WILCZEK TO APPROVE THE JOB DESCRIPTIONS. THE MOTION CARRIED.

Action on Contracts and Addenda: One contract and five addenda were presented for Board approval.

<u>PROVIDER</u>	<u>AMOUNT OF INCREASE</u>	<u>FUNDING SOURCE*</u>	<u>TOTAL</u>
<u>CONTRACT</u>			
Hope Haven-Rebos United, Inc. (#19-AA-04) Primary Residential (AODA) Unit Rate: \$260/day Contract effective: 02/01/2019	N/A	Community Aids AODA Block Grant	\$ 39,000.00
<u>ADDENDA</u>			
Midstate Independent Living Choices, Inc. (#19-CCS-09) Unit rate increase to \$21/hour for: Supportive Home Care; Respite Daily Living Skills Training (new service) Effective: 02/12/2019	No increase	CLTS funds	\$ 36,400.00
New Horizons North, Inc. (#19-CCS-01) CCS Service Array MD (Medical Doctor) Unit Rate: \$52.25/15 minutes (Previous rate was listed as hourly) Effective: 01/14/2019	No increase	CCS funds	\$666,798.30
Nicolet Staffing c/o Staffworks Group - Wisconsin, Inc. (#19-CCS-10) <u>Unit Rate increase for:</u> <u>Children's Services: Daily Living Skills: Unit Rate: \$6.00/15 minutes (\$5000)</u> Respite: Unit Rate: \$7.00/15 minutes Supportive Home Care: Unit Rate: \$7.00/15 minutes (\$4000) Effective: 03/01/2019	\$9,000.00	CLTS funds	\$ 49,480.00
Trempealeau County Health Care Center (#19-CCS-05) Adult Family Home Unit Rate: \$261/day (previous rate did not include room & board) Effective: 03/01/2019	No increase	Community Aids	\$381,138.00
Sawyer County Health & Human Services (#19-CCS-17) Master's Level Provider: Unit Rate: \$150/hour (previous rate was incorrect) Effective: 01/01/2019	No increase	CCS funds	\$350,000.00

A MOTION WAS MADE BY CATHERINE LEMKE, SECONDED BY EARL HINKEL TO APPROVE THE CONTRACT AND ADDENDA AS PRESENTED. A ROLL CALL VOTE WAS TAKEN. THE MOTION CARRIED WITH A VOTE OF SEVEN AYES, TWO ABSENT.

Director's Report:

- Ms. Tom-Steinmetz reported that the Accounting Specialist position has been filled. Interviews continue to be conducted for Intake Worker, Certified Substance Abuse Counselor and Economic Support Specialist.
- At last month's meeting, Ms. Tom-Steinmetz informed the Board that she had made application to the La Follette School of Public Affairs at UW-Madison to review the organization and administration of the Taylor County Human Services Department. She felt that this could be of value, especially since the transition to Family Care and among other changes within the agency. Ms. Tom-Steinmetz reported that a survey has been sent to Human Services staff and the Board will be updated when the results become available.
- Ms. Tom-Steinmetz reported that the bench honoring former County Board member David Krug should be arriving in the near future. Some discussion took place on the bench dedication.
- Ms. Tom-Steinmetz pointed out information in the Board packet from Woodland Enhanced Health Services (WEHS) Commission. A meeting of the commission was recently held on February 28th. Taylor County has full membership in the WEHS Commission and is represented by Chairman Thums. Currently, Taylor County has five residents who are protectively placed at Clark County Rehabilitation and Living Center through an agreement/contract with the WEHS Commission.
- The General Relief Report for the month of February 2019 was distributed.

Set Next Meeting Date: The next Human Services Board meeting is scheduled for Wednesday, April 10, 2019 at 9:30 a.m. at the Human Services Department.

Adjourn: A MOTION WAS MADE BY EARL HINKEL, SECONDED BY DAN MAKOVSKY TO ADJOURN. THE MOTION CARRIED. THE MEETING ADJOURNED AT 10:15 A.M.

Handouts distributed: Contract/Addenda List; General Relief Report for February 2019

Respectfully submitted:

Kathy Barr
for Paula Dubiak, Secretary

TAYLOR COUNTY HUMAN SERVICES BOARD
February 13, 2019
Taylor County Human Services Department

Call Meeting To Order: Chairman Rollie Thums called the meeting to order at 9:30 a.m.

Members Present: Paula Dubiak, Earl Hinkel, Chris Wilczek, Dan Makovsky, Catherine Lemke, Michael Bub, Scott Mildbrand, and Rollie Thums.

Members Absent: Lori Willner (excused)

Other Attendees: (for all or a portion of the meeting) Tori Borman, Laura Holmes, Tammy Tom-Steinmetz, Liza Daleiden, Cheryl Ketelhut, Rhonda Rudolph, Jen Meyer, Peggy Kellnhofer, and Kathy Barr.

Approve the Agenda: EARL HINKEL MADE A MOTION TO APPROVE THE AGENDA CONTAINING 13 ITEMS. DAN MAKOVSKY SECONDED THE MOTION. THE MOTION CARRIED.

Approve Minutes from the January 23, 2019 meeting: PAULA DUBIAK MADE A MOTION TO APPROVE THE MINUTES FROM THE JANUARY 23, 2019 MEETING. EARL HINKEL SECONDED THE MOTION. THE MOTION CARRIED.

Agency Staff Reports: Tori Borman introduced herself to the Board. She was recently hired as an Economic Support Specialist.

Laura Holmes, Birth-to-Three Coordinator/Case Manager/Back-up Intake Specialist reported on a couple of success stories in the Birth-to-Three unit and in Intake.

Public Input: There was no Public Input.

Discussion between Board Members and Human Services employees regarding various operational topics. No action will be taken on any of the topics discussed: Paula Dubiak, ADRC of the Northwoods Board member reported that the full Board of the ADRC of the Northwoods is scheduled to meet on Friday, February 15, 2019 at 1 p.m. Tammy Tom-Steinmetz added that she is also part of a group that will meet later this month to discuss possible options for ADRC of the Northwoods structuring.

Approve Filling Vacancy(ies): Ms. Tom-Steinmetz reported there were three vacancies, and she requested the Board approve filling the positions of Economic Support Specialist, Accounting Specialist, and Intake Specialist. A MOTION WAS MADE BY SCOTT MILDBRAND, SECONDED BY EARL HINKEL TO APPROVE FILLING THE POSITIONS OF ECONOMIC SUPPORT SPECIALIST, ACCOUNTING SPECIALIST, AND INTAKE SPECIALIST. THE MOTION CARRIED.

Approve Hiring a Limited-Term Employee (LTE): Ms. Tom-Steinmetz asked the Board for permission to hire a limited-term employee (LTE) to assist in various departments as needed due to current vacancies and workload. She added that the number of total staff at Human Services would not increase with this position, and the LTE would not work over 40 hours per week.

A MOTION WAS MADE BY DAN MAKOVSKY, SECONDED BY EARL HINKEL TO APPROVE HIRING A LIMITED-TERM EMPLOYEE (LTE) WITHOUT INCREASING THE NUMBER OF STAFF AT HUMAN SERVICES, REMAIN WITHIN THE APPROVED BUDGET AND FOR THE LTE TO WORK UP TO 40 HOURS PER WEEK. THE MOTION CARRIED. The Board then requested they be provided with updates on the LTE position.

Review/Approve Job Description(s): Ms. Tom-Steinmetz requested that this item be tabled at this time. She reported that she is currently working with the Human Resource Department regarding possible changes in the standard language of the job descriptions. The Board was in agreement with tabling this item.

Action on Contracts and Addenda: Three contracts and one addendum were presented for Board approval.

<u>PROVIDER</u>	<u>AMOUNT OF INCREASE</u>	<u>FUNDING SOURCE*</u>	<u>TOTAL</u>
<u>CONTRACT</u>			
Woodland Youth & Family – Rock’n P Ranch (#19-CCS-22) CCS Service Array - Master’s Level: Unit Rate: \$60/hour Contract effective: 02/1/2019	N/A	CCS funds	\$ 50,000.00
Attorney Steven L. Miller – Miller Appellate Practice LLC (#19-CFS-14) Legal representation for a TPR appeal Unit Rate: \$100/hour (80 hours) Contract effective: 2/1/2019	N/A	Community Aids County Levy	\$ 8,000.00
Living Well Mental Health Clinic, LLC (#19-CCS-23) Doctorate Level Unit Rate: \$270/hour Contract effective: 1/14/2019	N/A	CCS Funds	\$10,000.00

ADDENDUM

New Horizons North, Inc. (#19-CCS-01) CCS Service Array - MD (Medical Doctor) Unit Rate: \$52.25/hour Effective: 01/14/2019	\$25,000.00	CCS funds	\$ 666,798.30
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A MOTION WAS MADE BY MICHAEL BUB, SECONDED BY EARL HINKEL TO APPROVE THE CONTRACTS AND ADDENDUM AS PRESENTED. A ROLL CALL VOTE WAS TAKEN. THE MOTION CARRIED WITH A VOTE OF EIGHT AYES, ONE ABSENT (WILLNER).

Director’s Report:

- ❖ Ms. Tom-Steinmetz updated the Board on the current vacancies.
- ❖ She distributed a handout from Donald Everhard, after-hours crisis worker summarizing his crisis on-calls for 2018. There were fewer total crisis calls in 2018 compared to the past three years. Overall, since 2002, detentions have steadily decreased by almost half.

Jen Meyer, Clinical Services Coordinator did report that there has been an increase in crisis on-calls during regular business hours.

- ❖ Ms. Tom-Steinmetz reported that there have been some additional computer problems at the agency. IT continues to work with outside providers on recovering the files that have been lost.
- ❖ Ms. Tom-Steinmetz told the Board that La Follette School of Public Affairs at UW-Madison has contacted her regarding if there is interest in having an intern from their school review the program structure and management of Human Services after the transition into the Family Care Program. She indicated that she had sent the school an application and believed that it could be beneficial to have an objective analysis of the department.
- ❖ The January 2019 General Relief Report was distributed and reviewed.

Set Next Meeting Date: The next Human Services Board meeting is scheduled for Wednesday, March 13, 2019 at 9:30 a.m. at the Human Services Department.

Adjourn: A MOTION WAS MADE BY MICHAEL BUB, SECONDED BY SCOTT MILDBRAND TO ADJOURN. THE MOTION CARRIED. THE MEETING ADJOURNED AT 10:37 A.M.

Handouts distributed: Contract/Addenda List; General Relief Report for January 2019; On-Call/Crisis Calls Report for 2018 from Don Everhard

Respectfully submitted:

Kathy Barr
for Paula Dubiak, Secretary

TAYLOR COUNTY HUMAN SERVICES BOARD
January 23, 2019
Taylor County Human Services Department

Call Meeting To Order: Chairman Rollie Thums called the meeting to order at 9:30 a.m.

Members Present: Scott Mildbrand, Lori Willner, Michael Bub, Chris Wilczek, Dan Makovsky, Earl Hinkel, Paula Dubiak, and Rollie Thums.

Members Absent: Catherine Lemke (excused)

Other Attendees: (for all or a portion of the meeting) Deb Tom, Liza Daleiden, Jen Meyer, Peggy Kellnhofer, Rhonda Rudolph, Cheryl Ketelhut, and Kathy Barr.

Approve the Agenda: DAN MAKOVSKY MADE A MOTION TO APPROVE THE AGENDA CONTAINING 14 ITEMS. EARL HINKEL SECONDED THE MOTION. THE MOTION CARRIED.

Approve Minutes from the December 12, 2018 meeting: PAULA DUBIAK MADE A MOTION TO APPROVE THE MINUTES FROM THE DECEMBER 12, 2018 MEETING. EARL HINKEL SECONDED THE MOTION. THE MOTION CARRIED.

Introduction of New Board Member: Chris Wilczek was welcomed as the new Board member. Introductions were then made by those in attendance.

Agency Staff Reports: Deb Tom, Economic Support Specialist shared a success story with the Board.

Public Input: There was no Public Input.

Discussion between Board Members and Human Services employees regarding various operational topics. No action will be taken on any of the topics discussed: Paula Dubiak, ADRC of the Northwoods Board member reported that the State has approved the ADRC budget; however, there is still uncertainty on the joint membership of Taylor and Forest County. Ms. Dubiak also stated that the ADRC of the Northwoods will be scheduling a meeting in Taylor County in February; once this date is known she will inform the Board members.

Approve Filling Vacancy(ies): Tammy Tom-Steinmetz was unable to attend the meeting; therefore, Deputy Director/Children & Family Services Coordinator Liza Daleiden reported there were no vacancies at this time.

Review/Approve Change in Hours for OWI Court Coordinator (LTE) Position: Chairman Thums reported that this item had already been approved by the Personnel Committee. The OWI Court Coordinator works 1200 hours annually and 20 hours per week. A request had been made to allow the coordinator to have more flexibility with her weekly hours by letting her work more or less than 20 hours per week, yet, keeping below the 1200 hours per year.

Review/Approve Clerical Position Job Description(s): Updated job descriptions for Administrative Support/Receptionist and Administrative Assistant were distributed. Chairman Thums added that these job descriptions had also been approved by the Personnel Committee.

A MOTION WAS MADE BY MICHAEL BUB, SECONDED BY EARL HINKEL TO APPROVE THE CHANGE IN HOURS FOR THE OWI COURT COORDINATOR (LTE) POSITION AND THE JOB DESCRIPTIONS FOR ADMINISTRATIVE SUPPORT/RECEPTIONIST AND ADMINISTRATIVE ASSISTANT. THE MOTION CARRIED.

Action on Contracts and Addenda: The Board was presented with a summary comparing the rates and services of the 2018 and 2019 contracts. After several questions and discussion, A MOTION WAS MADE BY MICHAEL BUB, SECONDED BY DAN MAKOVSKY TO APPROVE THE 2019 CONTRACTS AS PRESENTED. A ROLL CALL VOTE WAS TAKEN. THE MOTION CARRIED WITH A VOTE OF EIGHT AYES, ONE ABSENT (LEMKE).

Director's Report:

- ❖ Intake Referral reports were distributed for October 2018 (revised report), November 2018, and December 2018.
- ❖ Peggy Kellnhofer provided a handout and briefly discussed how the Federal Government Shutdown is affecting FoodShare benefits.
- ❖ Cheryl Ketelhut, NCR-CCS Administrator and Birth-To-Three Supervisor reported on the Birth-To-Three program. She stated that the Birth-To-Three program is a state-mandated program that provides services to children under the age of three who have developmental delays and disabilities. Ms. Ketelhut reported on how the services are provided to these children and their families, as well as the funding sources for the program. She discussed the decrease in state/federal funding in addition to private insurance denials for Birth-To-Three services, shifting the majority of the cost to counties. The Wisconsin Counties Association (WCA) and Wisconsin County Human Service Association (WCHSA) are asking for several legislative changes, including an increase in allocation, changes in types of reimbursement, and coverage by private insurance.
- ❖ Ms. Daleiden reported that in December two servers stopped working at Human Services resulting in several files being lost. The IT department continues to work on recovering those files.
- ❖ Ms. Daleiden concluded by stating that annual employee reviews are being conducted at the agency.

Set Next Meeting Date: The next Human Services Board meeting is scheduled for Wednesday, February 13, 2019 at 9:30 a.m. at the Human Services Department.

Adjourn: A MOTION WAS MADE BY MICHAEL BUB, SECONDED BY PAULA DUBIAK TO ADJOURN. THE MOTION CARRIED. THE MEETING ADJOURNED AT 10:26 A.M.

Handouts distributed: 2018/2019 Contract List; Government Shutdown Impact on FoodShare article; Intake Referral Report for October 2018 (revised version), November 2018, and December 2018; Job descriptions for Administrative Assistant and Administrative Support/Receptionist

Respectfully submitted:

Kathy Barr for Paula Dubiak, Secretary