

Human Services Board
December 13, 2021
Third Floor County Board Room, Taylor County Courthouse

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

Members Present: Rollie Thums, Cathy Lemke, Scott Mildbrand, Michael Bub, Lori Willner, Paula Dubiak, Earl Hinkel

Members Absent: Lisa Carbaugh

Other Attendees: Marie Koerner, Liza Daleiden

Approve Agenda. A motion was made by Dubiak, seconded by Mildbrand, to approve the agenda with five items. A unanimous vote cast, the motion carried.

Closed Session. A motion was made by Mildbrand, seconded by Lemke, at 9:30 a.m. to go into Closed Session pursuant to Wisconsin State Statutes, Section 19.85 (1)(c), for the purpose of conducting interviews for the Human Services Director position. A roll call vote cast, seven (7) voting aye, one (1) absent (Carbaugh), the motion carried. A unanimous vote cast, the motion carried.

Open Session. A motion was made by Lemke, seconded by Hinkel, to go into open session at 12:37 p.m. A unanimous cast, the motion carried.

Adjournment. A motion was made by Lemke, seconded by Dubiak, to adjourn at 12:37 p.m.

Secretary: Marie Koerner

TAYLOR COUNTY HUMAN SERVICES BOARD
December 8, 2021
Taylor County Education Center – Rooms 101A & 101B

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

Members Present: Rollie Thums, Catherine Lemke, Lisa Carbaugh, Earl Hinkel, Mike Bub, Lori Willner and Paula Dubiak in person.

Members Absent: Chris Wilczek and Scott Mildbrand

Other Attendees: (for all or a portion of the meeting) Liza Daleiden, Julie Clarkson, Peggy Kellnhofer, Rhonda Rudolph, Staci Rothamer, Tori Borman, Jenn Arndt, and Emily Gojmerac, Star News in person. Cheryl Ketelhut, Jen Meyer and Marie Koerner via zoom.

Approve Minutes from the November 17, 2021, meeting: PAULA DUBIAK MADE A MOTION TO APPROVE THE NOVEMBER 17, 2021, MEETING MINUTES. EARL HINKEL SECONDED THE MOTION. THE MOTION CARRIED.

Approve the Agenda: CATHERINE LEMKE MADE A MOTION TO APPROVE THE AGENDA CONTAINING 15 ITEMS. MIKE BUB SECONDED THE MOTION. THE MOTION CARRIED.

Agency Staff Reports: Staci Rothamer, Receptionist, spoke about being a returning employee. She talked about her previous work in the agency and that she is happy to be back, stating that she loves helping members in the community and the staff at Taylor County Human Services are amazing; she is excited to be working within the agency. Chairman, Rollie Thums, thanked Staci for her time and the work she does at Human Services.

Public Input: Jessica Mudgett, Housing Authority spoke on behalf of Taylor County Supportive Housing regarding new location for the Homeless Shelter. She reported that the location suggested at the last board meeting, Deerview Meadows, is a perfect fit for the vision they have for the homeless shelter; with 8 rooms it holds the proper amount of people they were hoping for, and no renovations are needed. Jessica reports that she has been in contact with the owner/seller and he is willing to work with them. They will make a 10% down payment and payments will be made with the use of Capital Funding. If city approves the conditional use permit, they are hoping to have their doors open by February 2022. Questions were asked and discussion was had. Jessica thanked the board for their time.

Discussion between Board Members and Human Services employees regarding various operational topics. No action will be taken on any of the topics discussed: Chairman, Rollie Thums, read an email provided by Chris Wilczek that she is resigning her position from being on the Human Service Board. Paula Dubiak provided the Board with an ADRC update. The ADRC is having difficulty hiring a full-time Disability Specialist to cover Forest and Taylor counties. If a full-time employee cannot be located, the ADRC will pursue two part-time positions (one for Taylor and one for Forest counties). Funding will be \$40,000 for Taylor County and \$40,000 for Forest County. Health insurance for the ADRC is insurance provided by ETF, state insurance. Next ADRC Meeting is December 13, 2021. Chairman, Rollie Thums spoke regarding the interviews for the agency director position. Interviews will be held on Monday, December 13th, 2021. Questions were asked and discussion was had. Mike Bub provided an update regarding the Giving Tree.

Approve filling vacancy(ies): Ms. Daleiden updated the Board that the Birth to Three Coordinator will be retiring in February 2022. Ms. Daleiden requested approval to fill the Birth to Three Coordinator position. Questions were asked and discussion was had. EARL HINKEL MOTIONED TO APPROVE FILLING THE BIRTH TO THREE COORDINATOR POSITION. LISA CARBAUGH SECONDED THE MOTION. THE MOTION CARRIED

Approve updated job description for the Director: Ms. Daleiden presented an updated job description for the agency Director position. Mike Bub suggested a wording change in the "Essential Duties, and Responsibilities" number 1; to add "county" before "agency". Therefore, it would read "county and agency goals". Ms. Daleiden agreed. As modified, CATHERINE LEMKE MOTIONED TO APPROVE THE JOB DESCRIPTION FOR THE DIRECTOR. EARL HINKEL SECONDED THE MOTION. THE MOTION CARRIED.

Approve 2022 Outpatient Clinical Fees: Rhonda Rudolph, Business Manager, explained the 2022 Outpatient Clinical Fees handout and that Board approval is required. MIKE BUB MOTIONED TO APPROVE 2022 OUTPATIENT CLINICAL FEES. CATHERINE LEMKE SECONDED THE MOTION. A ROLL CALL VOTE WAS TAKEN. THE MOTION CARRIED WITH SEVEN AYES.

Action on contracts and addenda/amendments: One new contract and two contract amendments were brought to the board for approval. Handout distributed: December Contract/Amendments Sheet. Discussion was had and questions were answered. MIKE BUB MOTIONED TO APPROVE THE NOVEMBER CONTRACTS/AMENDMENTS. EARL HINKEL SECONDED THE MOTION. A ROLL CALL VOTE WAS TAKEN. THE MOTION CARRIED WITH SEVEN AYES.

Review Remote Work: Ms. Daleiden presented the November Remote Work Logs for review. Handout(s) distributed: November Remote Work Log Forms (15 employees). The board reviewed the logs, questions were asked, and discussion was had.

Approve Director's Expense Summary: None.

Director's Report: Ms. Daleiden presented the Director's Report. Handout(s) distributed: December 2021 Director's Report, November 2021 General Relief Report, November 2021 Revenue Report, November 2021 Expense Report, Children and Families Caseload Numbers through November 2021, CLTS/C-COP Caseload Numbers through August 2021, B3 Caseload Numbers through September 2021, Adults & Elderly Caseload Numbers through July 2021, Crisis Caseload Numbers through July 2021, CCS Caseload Numbers through September 2021, Mental Health Outpatient through September 2021, and Mental Health Case Management Caseload Numbers through July 2021. Ms. Daleiden updated that contract maintenance will remain with fiscal staff. Ms. Daleiden stated that Economic Assistance unit remains busy and starting in January they will be re-posting the job for the open position. Ms. Daleiden reported that Children and Family Services receives a high volume of calls, but this remains consistent. Ms. Daleiden reports she and HR are working on a job description for a full-time CLTS position. This position will be requested at the next meeting as numbers continue to increase and deadlines continue to not be met, causing warnings from the State. Ms. Daleiden explained Clinical Services had an increase Crisis and APS and they are working on getting caught up with notes in hopes to have more accurate numbers for the Board at next meeting. Ms. Daleiden

gave appreciation and thank you to clerical staff for all their hard work backfilling for the past six months. The Social Committee is working on activities to spread cheer.

Set Next Meeting Date: The next Human Services Board meeting is scheduled for Wednesday, January 26th, 2022 at the Education Center, Room 101 A & B.

Adjourn: A MOTION WAS MADE BY MIKE BUB TO ADJOURN. CATHERINE LEMKE SECONDED THE MOTION. THE MOTION CARRIED. The meeting adjourned at 10:40 a.m.

Handouts distributed: December 8, 2021 Meeting Agenda; Drafted November 17, 2021 HS Board Meeting Minutes; December Contract/amendments sheet; November Remote Work Log Sheets; November 2021 Director's Report, November 2021 General Relief Report, November 2021 Revenue Report, November 2021 Expense Report, Children and Families Caseload Numbers through November 2021, CLTS/C-COP Caseload Numbers through September 2021, B3 Caseload Numbers through September 2021, Adults & Elderly Caseload Numbers through July 2021, Crisis Caseload Numbers through July 2021, CCS Caseload Numbers through October 2021, Mental Health Outpatient through October 2021, and Mental Health Case Management Caseload Numbers through July 2021.

Respectfully submitted:

Tori Borman
for Paula Dubiak, Secretary

TAYLOR COUNTY HUMAN SERVICES BOARD

November 17, 2021

Courthouse – 3rd Floor County Board Room

Call Meeting to Order: Chairman Rollie Thums called the meeting to order at 9:29 a.m.

Members Present: Rollie Thums, Catherine Lemke, Lisa Carbaugh, Earl Hinkel, Scott Mildbrand, Mike Bub, Chris Wilczek, Lori Willner and Paula Dubiak in person.

Members Absent: None.

Other Attendees: (for all or a portion of the meeting) Liza Daleiden, Julie Clarkson, Peggy Kellnhofer, Jen Meyer, Rhonda Rudolph, Emily Hannemann, Tori Borman, and Jenn Arndt in person. Cheryl Ketelhut via zoom.

Approve Minutes from the October 13, 2021, meeting: EARL HINKEL MADE A MOTION TO APPROVE THE OCTOBER 13, 2021, MEETING MINUTES. CHRIS WILCZEK SECONDED THE MOTION. THE MOTION CARRIED.

Approve the Agenda: CATHERINE LEMKE MADE A MOTION TO APPROVE THE AGENDA CONTAINING 15 ITEMS. PAULA DUBIAK SECONDED THE MOTION. THE MOTION CARRIED.

Agency Staff Reports: Emily Hannemann, Children and Family Services Case Manager, reported to the board on a case she currently has open. She has needed to be creative with options for the family as there are numerous children involved. A foster parent is working with the parents to help teach them how to function as a family. The State pushes to have children remain with siblings and family. Questions were asked and discussion was had. Chairman, Rollie Thums, thanked Emily for her time and the work she does at Human Services.

Public Input: None.

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 provided the Board with an ADRC update. The ADRC is having difficulty hiring a full-time Disability Specialist to cover Forest and Taylor counties. If a full-time employee cannot be located, the ADRC will pursue two part-time positions (one for Taylor and one for Forest counties). Health insurance for the ADRC also went up significantly despite no change with employees. Scott Mildbrand asked if the Deerview Meadows building could be a potential location for the Taylor County homeless shelter. Questions were asked and discussion was had. Jen Meyer, Clinical Services Coordinator, to suggest this location to Jessica Mudgett, Housing Authority.

Approve filling vacancy(ies): Ms. Daleiden updated there are no new vacancies; however, the Economic Assistance and AODA Counselor positions remain vacant. References are being checked for a potential Economic Assistance candidate and discussion is being had with a former AODA Counselor. It has proven difficult to find appropriate candidates to hire. State licensing issues have also posed barriers as it can take upwards of six months to receive a license or be relicensed. Scott Mildbrand asked if Ms. Daleiden felt the County policy requiring new hires to wait 90-days to receive health insurance was a roadblock. Ms. Daleiden suggested that Department Heads, Human Resources, and the Personnel Committee meet to discuss hiring

challenges within the County. Peggy Kellnofer, Economic Support Coordinator, suggested this same group also discuss ways to retain existing employees. Questions were asked and discussion was had.

Accept Juvenile Intake job duties at the agency if funding is provided to complete these duties through the Judge's budget: Ms. Daleiden explained that Juvenile Intake has been connected to Juvenile Court; however, most counties in the State have Juvenile Intake in the Children and Family Services (CFS) Unit. Juvenile Intake is statutorily mandated by the State, requiring 24/7 coverage, a five-day training, and would create more work for staff in the CFS Unit. Chairman, Rollie Thums, updated that the Personnel Committee has already approved moving funding from the Judge's budget to the Human Services budget for the Juvenile Intake position. Questions were asked and discussion was had.

Approve hiring casual, part-time employee in the CFS Unit: Ms. Daleiden requested that the board approve hiring a casual, part-time employee in the CFS Unit. This position would work two days per week, up to three days per week. Questions were asked and discussion was had. SCOTT MILDBRAND MOTIONED TO APPROVE HIRING CASUAL, PART-TIME EMPLOYEE IN THE CFS UNIT. EARL HINKEL SECONDED THE MOTION. A ROLL CALL VOTE WAS TAKEN. THE MOTION CARRIED WITH NINE AYES.

Discuss DHS 1 Update Options and Approve Policy: Rhonda Rudolph, Business Manager, explained DHS Administrative Code, Chapter 1, Uniform Fees, Liability and Collections. There are two options for the agency to handle fees, liability, and collections; both were explained. Questions were asked and discussion was had. MIKE BUB MOTIONED THAT THE AGENCY POLICY FOR FEES, LIABILITY, AND COLLECTIONS REMAIN THE SAME. EARL HINKEL SECONDED THE MOTION. THE MOTION CARRIED.

Action on contracts and addenda/amendments: One new contract and three contract amendments were brought to the board for approval. Handout distributed: November Contract/Amendments Sheet. Discussion was had and questions were answered. SCOTT MILDBRAND MOTIONED TO APPROVE THE NOVEMBER CONTRACTS/AMENDMENTS. CATHERINE LEMKE SECONDED THE MOTION. A ROLL CALL VOTE WAS TAKEN. THE MOTION CARRIED WITH NINE AYES.

Review Remote Work: Ms. Daleiden presented the October Remote Work Logs with the board for review. Handout(s) distributed: October Remote Work Log Forms (11 employees). The board reviewed the logs, questions were asked, and discussion was had.

Director's Report: Ms. Daleiden presented the Director's Report. Handout(s) distributed: November 2021 Director's Report, October 2021 General Relief Report, October 2021 Revenue Report, October 2021 Expense Report, Children and Families Caseload Numbers through October 2021, CLTS/C-COP Caseload Numbers through August 2021, B3 Caseload Numbers through August 2021, Adults & Elderly Caseload Numbers through July 2021, Crisis Caseload Numbers through July 2021, CCS Caseload Numbers through September 2021, Mental Health Outpatient through September 2021, and Mental Health Case Management Caseload Numbers through July 2021. Rhonda Rudolph, Business Manager, updated on the General Relief (GR) Program. GR was first created in 1995 to help clients with the cost of medication co-pays and

rental assistance. Throughout the years, GR has been used less and less. Corporation Counsel is currently reviewing State statutes to help update the program. More information will be presented at the next meeting as it may be beneficial to add these funds back to County levy and instead, add more funds to the agency discretionary fund. Peggy Kellnhofer, Economic Support Coordinator, stated that the Economic Support Unit is busy with changing COVID-19 rules, increasing applications for those that do not qualify for insurance through the Marketplace, and being down six employees in the Northern Income Maintenance Consortium. Julie Clarkson, CFS Coordinator, stated that half of the staff in the Children and Family Services Unit are signed up for Juvenile Intake training in February 2022, and the other half is signed up for March 2022. She stated that the CFS Unit is very efficient and will do a nice job with the new Juvenile Intake duties. Jen Meyer, Clinical Services Coordinator, updated that staff in the Clinical Services Unit have completed a training regarding Crisis and Mental Health that will be included in the yearly employee training provided through Human Resources. HR has also recommended that County Board members attend this training. The Clinical Services Unit will also provide an all-staff training to the agency on December 2, 2021. Cheryl Ketelhut, CCS/CLTS/C-COP/B-3 Coordinator, reported the State has been contacting the agency due to an increase of children on the Children's Long-Term Support (CLTS) waitlist. The State asks that children are served by the CLTS Program as requests come in. Due to the increase in requests, staff are unable to meet the strict timeline requirements of the CLTS Program. Two years ago, CLTS enrollments were 15-18 children; currently, the agency has 41 children enrolled, four children on the waitlist, and 11 new referrals pending. The recertification for the CCS Program will be in December, Children's Long-Term Support/Birth to Three file reviews will also be in December. Rhonda Rudolph, Business Manager, reported that the agency is still testing ExecuTime, and workers continue to fill out two different timesheets. The agency was awarded additional grant funds of \$25,000 to go toward the cost of the new Crisis/APS position. Year-to-date expenses are high, and it is anticipated year end numbers will be over budget. The Social Committee is working on winter all staff that will follow-up from July's training.

Set Next Meeting Date: The next Human Services Board meeting is scheduled for Wednesday, December 8, 2021, at the Education Center, Room 101 A & B.

Adjourn: A MOTION WAS MADE BY CATHERINE LEMKE TO ADJOURN. LISA CARBAUGH SECONDED THE MOTION. THE MOTION CARRIED. The meeting adjourned at 11:02 a.m.

Handouts distributed: November 17, 2021 Meeting Agenda; Drafted October 13, 2021 HS Board Meeting Minutes; November Contract/amendments sheet; October Remote Work Log Sheets; November 2021 Director's Report, October 2021 General Relief Report, October 2021 Revenue Report, October 2021 Expense Report, Children and Families Caseload Numbers through October 2021, CLTS/C-COP Caseload Numbers through August 2021, B3 Caseload Numbers through August 2021, Adults & Elderly Caseload Numbers through July 2021, Crisis Caseload Numbers through July 2021, CCS Caseload Numbers through September 2021, Mental Health Outpatient through September 2021, and Mental Health Case Management Caseload Numbers through July 2021.

Respectfully submitted:

Jenn Arndt
for Paula Dubiak, Secretary

TAYLOR COUNTY HUMAN SERVICES BOARD

October 13, 2021

Courthouse – 3rd Floor County Board Room

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

Members Present: Rollie Thums, Catherine Lemke, Lisa Carbaugh, Earl Hinkel, Scott Mildbrand, Chris Wilczek, Lori Willner and Paula Dubiak in person.

Members Absent: Michael Bub

Other Attendees: (for all or a portion of the meeting) Liza Daleiden, Julie Clarkson, Peggy Kellnhofer, Cheryl Ketelhut, Rhonda Rudolph, Deb Tom, Linda Daniels, and Marlana Livingston in person. Jasmin Skerven via zoom.

Approve Minutes from the September 8th, meeting: EARL HINKEL MADE A MOTION TO APPROVE THE SEPTEMBER 8th, 2021, MEETING MINUTES. CATHERINE LEMKE SECONDED THE MOTION. THE MOTION CARRIED.

Approve the Agenda: PAULA DUBIAK MADE A MOTION TO APPROVE THE AGENDA CONTAINING 14 ITEMS. CHRIS WILCZEK SECONDED THE MOTION. THE MOTION CARRIED.

Agency Staff Reports: Deb Tom, Economic Support Specialist, reported to the board on a case she was recently working on that she reported to the fraud unit. When talking to people about their economic assistance program, staff are trained to ask and listen for red flags that indicate fraud. After talking to a consumer, Deb made the distinction that fraud may be occurring and reported it to the fraud unit in the consortium. Peggy Kellnhofer, Economic Support Coordinator, pointed out that experienced workers like Deb, are great at their jobs because they can take the questions that they have to ask, and turn them into open ended ones to get more information. Chairman, Rollie Thums, thanked Deb for her time and the work she does at Human Services.

Public Input: None.

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 provided the Board with an ADRC update. ADRC received funding to hire a Disability Specialist. Discussion are being held on whether that will be two part-time positions (one for Taylor and one for Forest counties) or a full-time position that would be shared between the two.

Approve filling vacancy(ies): Ms. Daleiden requested approval to fill upcoming vacancy of four positions today. The first was an Economic Assistance position. Due to staff member leaving, Taylor County must fill this position within the consortium. Questions were asked and discussion was had. SCOTT MILDBRAND MOTIONED TO APPROVE FILLING THE ECONOMIC ASSISTANCE WORKER POSITION. EARL HINKEL SECONDED THE MOTION. THE MOTION CARRIED. The second position was the Part-Time Casual AODA Counselor position. Due to currently having no AODA counselors on staff and still needing to complete mandated AODA assessments, Ms. Daleiden requested the board allow this position to be filled in one of the two vacant AODA Counselor positions. Questions were asked and discussion was had. CATHERINE LEMKE

MOTIONED TO APPROVE FILLING THE PART-TIME CASUAL AODA COUNSELOR POSITION. EARL HINKEL SECONDED THE MOTION. THE MOTION CARRIED. The third position was the CCS Service Facilitator position. Due to staff member accepting an offer for another position within the agency, this existing position needs to be filled. Questions were asked and discussion was had. EARL HINKEL MOTIONED TO APPROVE FILLING THE CCS SERVICE FACILITATOR POSITION. CHRIS WILCZEK SECONDED THE MOTION. THE MOTION CARRIED. The fourth and final position requested to be filled is the Agency Director Position. After 32 years of service to this agency, Liza Daleiden is retiring. Liza's last day will roughly be February 1st, 2022, so there is ample time to find someone, and hopefully be trained before her departure. Questions were asked and discussion was had. SCOTT MILDBRAND MOTIONED TO APPROVE FILLING THE HUMAN SERVICES AGENCY DIRECTOR POSITION. LISA CARBAUGH SECONDED THE MOTION. A ROLL CALL VOTE WAS TAKEN. THE MOTION CARRIED WITH EIGHT AYES AND ONE ABSENT.

Approve hourly wage for Part-Time Casual AODA Counselor: Ms. Daleiden requested that the board approve the hourly wage of \$60/hour for the part-time casual AODA counselor. In the past, this worker has come back to work for this agency contracted or part-time and is asking for higher pay. Questions were asked and discussion was had. EARL HINKEL MOTIONED TO APPROVE THE HOURLY WAGE FOR PART-TIME CASUAL AODA COUNSELOR AND TO SEND TO THE PERSONNEL COMMITTEE FOR FINAL APPROVAL. LISA CARBAUGH SECONDED THE MOTION. THE MOTION CARRIED.

Approve intern for agency Psychiatrist: Ms. Daleiden requested that the board approve an intern position for an intern working with agency Psychiatrist. Questions were asked and discussion was had. EARL HINKEL MOTIONED TO APPROVE THE INTERN FOR AGENCY PSYCHIATRIST. CATHERINE LEMKE SECONDED THE MOTION. THE MOTION CARRIED.

Action on contracts and addenda/amendments: Two new contracts and two contract amendments were brought to the board for approval. Handout distributed: October Contract/Amendments Sheet. Discussion was had and questions were answered. EARL HINKEL MOTIONED TO APPROVE THE OCTOBER CONTRACTS/AMENDMENTS. PAULA DUBIAK SECONDED THE MOTION. A ROLL CALL VOTE WAS TAKEN. THE MOTION CARRIED WITH EIGHT AYES AND ONE ABSENT.

Review Remote Work: Ms. Daleiden presented the September Remote Logs with the board for review. Handout(s) distributed: September Remote Log Forms (15 employees). The board reviewed the logs, and no concerns were brought up.

Director's Report: Ms. Daleiden presented the Director's Report. Handout(s) distributed: October 2021 Director's Report, September 2021 General Relief Report, September 2021 Revenue Report, September 2021 Expense Report, Children and Families Caseload Numbers through September 2021, CLTS/C-COP Caseload Numbers through August 2021, B3 Caseload Numbers through August 2021, Adults & Elderly Caseload Numbers through June 2021, Crisis Caseload Numbers through June 2021, CCS Caseload Numbers through August 2021, Mental Health Outpatient through August 2021, and Mental Health Case Management Caseload Numbers through June 2021. Ms. Daleiden went through agency trends on monthly unit report. No activity on the General Relief this past month. Peggy Kellnhofer, Economic Support Coordinator, stated that the Economic Support unit is maintaining and nothing new to report.

Julie Clarkson, CFS Coordinator, stated that the Children and Family Services unit is very busy, and is seeing an increase in court cases. Ms. Clarkson also reported that the unit is going through some trainings (i.e., Family First) and is assisting the judge with Juvenile Intake for child cases since they did not fill that position. Discussions are being had on if Human Services will be taking on this task. Lastly, she reported that the agency is receiving some calls on individuals/families willing to foster children due to the Foster Care signs purchased and distributed throughout the county. Jasmin Skerven, Clinical Lead, reported on behalf of the clinical unit for Jen Meyer. The unit is still very busy and is looking forward to their new crisis worker coming and getting the full time AODA position filled. The unit also has finished preparing the Crisis and Mental Health training that will be given to County/courthouse staff. The unit will be offering times of when they will be presenting, and county board members and workers can sign up to attend. Cheryl Ketelhut, CCS/CLTS/C-COP/B-3 Coordinator, reported the following: CCS and CLTS enrollments are on hold until new person is hired, recertification for the CCS program in December, Children's Long-Term Support/Birth to Three file reviews in December, CCS policy plan and review are completed and will be approved at October CCS Coordination Committee meeting, collaboration with clinical unit on transitioning former CCS worker into the clinical unit, and unit is looking forward to filling the CCS Service Facilitator position. Rhonda Rudolph, Business Manager, reported that the agency is still experiencing troubles with ExecuTime, causing workers to fill out two different timesheets. With assistance from Liza and Jen, two supplemental grants have been applied for and currently are waiting to hear back from. Ms. Daleiden reported that the agency had its active threat training (Medford Police Department), as well as a presentation of what drugs are being seen in Taylor County (Sheriff's Department). Social committee is working on winter all staff that will follow-up from July's training.

Set Next Meeting Date: The next Human Services Board meeting is scheduled for Wednesday, November 10, 2021, at the Education Center, Room 101 A & B.

Adjourn: A MOTION WAS MADE BY CATHERINE LEMKE TO ADJOURN. CHRIS WILCZEK SECONDED THE MOTION. THE MOTION CARRIED. The meeting adjourned at 10:41 a.m.

Handouts distributed: October 13, 2021 Meeting Agenda; Drafted September 8, 2021 HS Board Meeting Minutes; October Contract/amendments sheet; September Remote Work Log Sheets; October 2021 Director's Report; September 2021 General Relief Report; September 2021 Revenue Report; September 2021 Expense Report; Children and Families Caseload Numbers through September 2021; CLTS/C-COP Caseload Numbers through August 2021; B3 Caseload Numbers through August 2021; Adults & Elderly Caseload Numbers through June 2021; Crisis Caseload Numbers through June 2021; CCS Caseload Numbers through August 2021; Mental Health Outpatient through August 2021; and Mental Health Case Management Caseload Numbers through June 2021

Respectfully submitted:

Marlana Livingston
for Paula Dubiak, Secretary

TAYLOR COUNTY HUMAN SERVICES BOARD

September 8th, 2021

Education Center Room 101 A & B

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

Members Present: Rollie Thums, Catherine Lemke, Lisa Carbaugh, Earl Hinkel, Scott Mildbrand, Chris Wilczek, and Paula Dubiak in person.

Members Absent: Michael Bub & Lori Willner.

Other Attendees: (for all or a portion of the meeting) Liza Daleiden, Julie Clarkson, Peggy Kellnhofer, Jen Meyer, Julie Goldschmidt, and Marlana Livingston in person. Lexy Belter and Amber Fallos, BRI via video conference.

Approve Minutes from the September 1st, meeting: PAULA DUBIAK MADE A MOTION TO APPROVE THE SEPTEMBER 1ST, 2021, MEETING MINUTES. EARL HINKEL SECONDED THE MOTION. THE MOTION CARRIED.

Approve the Agenda: CATHERINE LEMKE MADE A MOTION TO APPROVE THE AGENDA CONTAINING 12 ITEMS. CHRIS WILCZEK SECONDED THE MOTION. THE MOTION CARRIED.

Agency Staff Reports: Clerical unit had nothing to report, due to being so busy with covering for front desk staff on FMLA and another staff member recently putting in their 30-day resignation.

Public Input: Julie Goldschmidt, Intake worker, expressed her frustrations with how the county as her employer, dealt with a COVID-19 contact that she experienced due to doing her job as Intake Worker at Taylor County Human Services. Questions were answered and discussion was had. Chairman, Rollie Thums, thanked Julie for coming and will talk to Marie at Human Resources to see what can be done, but no action will happen at this meeting today.

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 provided the Board with an ADRC update. ADRC is revamping their working from home policy and no further updates on funding from the state. Chairman, Rollie Thums, requested that Rhonda Rudolph, Business Manager, give a quick overview of the budget to the two board members that were not present at the budget meeting last week. Rollie also shared his and a couple of other board members experience touring Black River Industries. He said it was very eye-opening and it would recommend anyone go take a tour there to see what they do there.

Approve filling vacancy (ies): Ms. Daleiden requested approval to fill upcoming vacancy of the Administrative Assistant position due to resignation of current worker. A MOTION WAS MADE BY SCOTT MILDBRAND TO APPROVE FILLING THE ADMINISTRATIVE ASSISTANT POSITION. CATHERINE LEMKE SECONDED. THE MOTION CARRIED.

Action on contracts and addenda/amendments: One new contract and two contract amendments were brought to the board for approval. Handout distributed: September Contract/Amendments Sheet. Discussion was had and questions were answered. EARL HINKEL MOTIONED TO APPROVE THE SEPTEMBER CONTRACTS/AMENDMENTS. LISA CARBAUGH

SECONDED THE MOTION. A ROLL CALL VOTE WAS TAKE. THE MOTION CARRIED WITH 7 AYES AND TWO ABSENT.

Review Remote Work: Ms. Daleiden presented the August Remote Logs with the board for review. Handout(s) distributed: August Remote Log Forms (9 employees). The board reviewed the logs, questions were answered, and discussion was had.

Director's Report: Ms. Daleiden presented the Director's Report. Handout(s) distributed: September 2021 Director's Report, August 2021 General Relief Report, August 2021 Revenue Report, August 2021 Expense Report, Children and Families Caseload Numbers through August 2021, CLTS/C-COP Caseload Numbers through July 2021, B3 Caseload Numbers through July 2021, Adults & Elderly Caseload Numbers through May 2021, Crisis Caseload Numbers through May 2021, CCS Caseload Numbers through July 2021, and Mental Health Case Management Caseload Numbers through July. 2021. No activity on the General Relief this past month. Ms. Daleiden updated the board on where the agency was on the Incident Debriefing Team. Five staff have signed up and will begin training. Peggy Kellnhofer, Economic Support Coordinator, stated that the Economic Support unit is maintaining and nothing new to report. Julie Clarkson, CFS Coordinator, stated that the Children and Family Services unit is maintaining and there is nothing new to report. Jen Meyer, Clinical Services Coordinator, reported that August was another busy month, and by the looks of it nothing is slowing down. She touched on the upcoming suicide walk, crisis and mental health training for the county, and the increase of meth and other substance abuse use that is increasing crisis and mental health services. Cheryl Ketelhut, CCS/CLTS/CCOP/B-3 Coordinator, reported the following in writing: recertification for the CCS program in December, Children's Long-Term Support/Birth to Three file reviews in December, Birth to Three continues to meet benchmark for timelines. Rhonda Rudolph, Business Manager, reported that the agency is experiencing some troubles with ExecuTime, so staff in the meantime are filling out two different timesheets. Ms. Daleiden reported that the next All Staff meeting will be an active threat training, and the Social Committee is working on a winter all-staff to follow up from July's training.

Set Next Meeting Date: The next Human Services Board meeting is scheduled for Wednesday, October 13, 2021, in the 3rd Floor County Board Room – Courthouse.

Adjourn: A MOTION WAS MADE BY CHRIS WILCZEK TO ADJOURN. CATHERINE LEMKE SECONDED THE MOTION. THE MOTION CARRIED. The meeting adjourned at 10:29 a.m.

Handouts distributed: September 8th Meeting Agenda; Drafted September 1, 2021 HS Board Meeting Minutes; August Remote Work Log Sheets; September 2021 Director's Report; August 2021 General Relief Report; August 2021 Revenue Report; August 2021 Expense Report; Children and Families Caseload Numbers through August 2021; CLTS/C-COP Caseload Numbers through July 2021; B3 Caseload Numbers through July 2021; Adults & Elderly Caseload Numbers through May 2021; Crisis Caseload Numbers through May 2021; CCS Caseload Numbers through July 2021; and Mental Health Case Management Caseload Numbers through July

Respectfully submitted:
Marlana Livingston
for Paula Dubiak, Secretary

TAYLOR COUNTY HUMAN SERVICES BOARD

September 1, 2021

Human Services Department Boardroom

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

Members Present: Rollie Thums, Catherine Lemke, Michael Bub, Earl Hinkel, Lori Willner, Chris Wilczek, and Paula Dubiak in person.

Members Absent: Lisa Carbaugh and Scott Mildbrand.

Other Attendees: (for all or a portion of the meeting) Liza Daleiden, Cheryl Ketelhut, Julie Clarkson, Peggy Kellnhofer, Jen Meyer, Rhonda Rudolph, and Marlana Livingston in person.

Approve Minutes from the August 11, 2021, meeting & Public Hearing: MIKE BUB MADE A MOTION TO APPROVE THE AUGUST 11, 2021, MEETING MINUTES. EARL HINKEL SECONDED THE MOTION. THE MOTION CARRIED.

Approve the Agenda: CATHERINE LEMKE MADE A MOTION TO APPROVE THE AGENDA CONTAINING 9 ITEMS. CHRIS WILCZEK SECONDED THE MOTION. THE MOTION CARRIED.

Public Input: None.

CHAIRMAN, ROLLIE THUMS, REQUESTED THE BOARD JUMP AHEAD TO AGENDA ITEM NUMBER SIX, REVIEW AND APPROVE 2022 PROPOSED BUDGET, DUE TO THIS SPECIAL MEETING TO BE CALLED TO JUST GO OVER THE 2022 BUDGET. HE OFFERED TO TABLE THE AGENDA ITEMS 5 & 7 TILL NEXT WEEKS MEETING, BUT AFTER DISCUSSION THE BOARD DECIDED THAT THOSE ITEMS COULD BE DISCUSSED AFTER GOING OVER THE BUDGET.

Review and Approve 2022 Proposed Budget: Liza Daleiden, Director, and Rhonda Rudolph, Business Manager, presented to the board the Proposed 2022 Budget. Handouts Provided: 2022 Budget Summary & 2022 Budget. Some main points touched on and discussed was an increase in Health Insurance costs by 5% as set by county guidelines, breakdown of the budget by department, and to move \$1,000 within the budget to discretionary funds. Mike Bub requested that for next year's budget if the board could receive actual revenue for the past three – four years by major funding sources. Also, it might be beneficial for the board to receive a report that shows yearly placements for Taylor County and the costs associated. After discussion, A MOTION WAS MADE BY EARL HINKEL TO APPROVE THE 2022 PROPOSED BUDGET AND TO MOVE \$1000 FROM WITHIN THE BUDGET TO DISCRETIONARY FUNDS AND SEND IT TO THE BUDGET REVIEW. CATHERINE LEMKE SECONDED THE MOTION. A ROLL CALL VOTE WAS TAKEN. THE MOTION CARRIED WITH SEVEN AYES AND TWO ABSENT.

Approve filling Vacancy (ies): AODA Counselor position: Ms. Daleiden requested approval to fill this vacancy for AODA counselor due to resignation of current worker. A MOTION WAS MADE BY MIKE BUB TO APPROVE FILLING THE POSITION OF AODA COUNSELOR. EARL HINKEL SECONDED. A ROLL CALL VOTE WAS TAKEN. THE MOTION CARRIED WITH SEVEN AYES AND TWO ABSENT.

Discuss Location of upcoming Board Meetings Due to Rise in Covid Positive Numbers: Ms. Daleiden requested to the board that if board meetings could be moved to a larger space due to rising COVID positive numbers in Taylor County. The board agreed, but requests that staff be present at meetings, and only use video conferencing when absolutely needed.

Review Next Meeting Date & Time: The next Human Services Board meeting is scheduled for Wednesday, September 8, 2021, at 9:30 a.m. in the Education Center Room 101 A&B.

Adjourn: A MOTION WAS MADE BY MIKE BUB TO ADJOURN. CATHERINE LEMKE SECONDED THE MOTION. THE MOTION CARRIED. The meeting adjourned at 10:39 a.m.

Handouts: Distributed: September 1st Meeting Agenda, Drafted August Public Hearing Minutes; Drafted August HS Board Meeting Minutes; 2022 Budget & Budget Summary.

Respectfully submitted:

Marlana Livingston
for Paula Dubiak, Secretary

TAYLOR COUNTY HUMAN SERVICES BOARD

August 11, 2021

Human Services Department Boardroom

Call Meeting to Order: Chairman Rollie Thums called the meeting to order at 9:50 a.m.

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

Members Absent: Lisa Carbaugh

Other Attendees: (for all or a portion of the meeting) Liza Daleiden, Cheryl Ketelhut, Julie Clarkson, Peggy Kellnhofer, Jen Meyer, Rhonda Rudolph, Michelle Deml, Lori Wash and Marlana Livingston in person.

Approve Minutes from the July 14, 2021, meeting: EARL HINKEL MADE A MOTION TO APPROVE THE JULY 14TH, 2021, MEETING MINUTES. CHRIS WILCZEK SECONDED THE MOTION. THE MOTION CARRIED.

Approve the Agenda: CATHERINE LEMKE MADE A MOTION TO APPROVE THE AGENDA CONTAINING 14 ITEMS. SCOTT MILDBRAND SECONDED THE MOTION. THE MOTION CARRIED.

Agency Staff Reports: Julie Clarkson, Children and Families Services Coordinator presented for the Children's Family Services Unit. She reported that there has been an increase in cases and severity of cases in the past couple months. In the past two months, the CFS unit has had two cases with serious injury or death. These cases are proving to be traumatic for these case workers because they are not only exposed to these traumatic events once, but multiple times because they must interview everyone involved which can take weeks. Going forward this agency is looking to have a debriefing process in place for workers who have seen/dealing with trauma. Ms. Clarkson also noted that having an EAP county program would also be beneficial to these workers emotional health and help avoid burnout. The board thanked Ms. Clarkson for her report.

Public Input: None.

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 provided the Board with an ADRC update. Taylor County ADRC has decided to keep its doors open with the new Delta Variant of COVID 19 going around. Employees can work from home if they want, but the office will remain open for services.

Approve New Position; Case Worker/Crisis/APS: This agenda item was approved at the last Human Services Board meeting but was sent back by Personnel to further discuss how this position would be funded. Handout(s) distributed: Case Manager/APS/Crisis Worker Job Description and MH/APS/Crisis Worker Funding sheet. Human Services supervisors took turns explaining the high need for this position and went through the annual estimated cost of position. Lori Walsh (Crisis Worker) and Michelle Deml (Case Manager) gave their firsthand experiences doing this work. After much discussion, MICHAEL BUB MOTIONED TO APPROVE THE CASE WORKER/CRISIS/APS POSITION, WITH THE PROVISION THAT THE BOARD REVIEWS

THIS POSITION IN SIX MONTHS AND ONE YEAR FROM NOW. CATHERINE LEMKE SECONDED THE MOTION. A ROLL CALL VOTE WAS TAKEN. THE MOTION CARRIED WITH SEVEN AYES, ONE NAY, AND ONE ABSENT.

Approve filling vacancy (ies): No vacancies this month.

Action on contracts and addenda/amendments: No new contracts and/or amendments this month.

Approve Additional 5 hours Per Week as Needed for Admin Support Staff Coverage (while worker is out on maternity leave): Ms. Daleiden requested that the board approve an additional 5 hours per week as needed for Admin Support Staff, to cover for the front desk worker who will be out on family leave. Admin Support Staff are more than willing to help during this time but may need more time in a week to get the additional tasks done. Questions were asked, and discussion was had. MIKE BUB MADE A MOTION TO APPROVE ADDITIONAL 5 HOURS PER WEEK AS NEEDED FOR ADMIN SUPPORT STAFF FOR COVERAGE WHILE STAFF MEMBER IS OUT ON FAMILY LEAVE. SCOTT MILDBRAND SECONDED THE MOTION. A ROLL CALL VOTE WAS TAKEN. THE MOTION CARRIED WITH EIGHT AYES AND ONE ABSENT.

Review Remote Work: Ms. Daleiden presented the July Remote Logs with the board for review. Handout(s) distributed: July Remote Log Forms (12 employees). Ms. Daleiden also presented a color coded excel document that uses the same information as the Remote Work Logs but makes the information easier to look at. The board reviewed the logs, and thanked workers for their time.

Director's Report: Ms. Daleiden presented the Director's Report. Handout(s) distributed: August 2021 Director's Report, July 2021 General Relief Report, July 2021 Revenue Report, July 2021 Expense Report, Adults & Elderly Caseload Numbers through April 2021, Mental Health Case Management Caseload Numbers through April 2021, B3 Caseload Numbers through June 2021, CCS Caseload Numbers through June 2021, CLTS/C-COP Caseload Numbers through June 2021, Crisis Caseload Numbers through May 2021, and Children and Families Caseload Numbers through July 2021. One payment action was taken on the General Relief this past month. Ms. Daleiden has been looking into working with other counties on an Incident Debriefing Team. Each county would have a debriefing team, and in the event that something would happen that needs debriefing in a county, another county's team would facilitate that debriefing. Ms. Daleiden also expressed the need of EAP program. Not only would this help employees stay healthy but avoid employee burnout. Peggy Kellinhofer, Economic Support Coordinator, stated the consortium was about to have its in person Fall All Staff, but it was decided to do it virtually due to the rise of the Delta variant. Julie Clarkson, CFS Coordinator, announced that Nicole Van Luen, previous intern, has accepted the vacant CPS worker position. Jen Meyer, Clinical Services Coordinator, wanted to acknowledge the good collaboration and warm hand off of services that is happening between the Clinical unit and the CCS unit. Cheryl Ketelhut, CCS/CLTS/CCOP/B-3 Coordinator, reported the following: CLTS numbers are through the roof and new state budget is allowing continuous enrollment for eligible children, starting preparations for December Regional 4 county CCS Recertification, CST Grant Application and Budget for 2022 has been submitted, and new Birth to Three review process will show areas for improvement. Rhonda Rudolph, Business Manager, started working on the 2022 budget and is hoping to learn more

about position budgeting in Incode (general ledger system) which could potentially automate the process even more. Ms. Rudolph is also looking to start ExecuTime with using dual systems for upcoming pay period and then go live with the following pay period. She will provide a step-by-step instruction for Human Services staff. Ms. Daleiden reported that the agency had an all-staff training in July, that was put on by the social committee. This training was well received, and staff was vulnerable with their experiences working here. The next quarterly all staff, the agency plans on working on active threat situations. The Safety Committee is planning to do another fire drill (unannounced) and drug training due to the rise of use (especially meth) in our area.

Set Next Meeting: The Human Services Board scheduled two meetings. The first meeting is scheduled for Wednesday, September 1st, 2021. This meeting is set to specifically go over the budget. The second meeting is scheduled for Wednesday, September 8th, 2021. This will be set for the monthly Human Services Board meeting.

Adjourn: A MOTION WAS MADE BY CATHERINE LEMKE TO ADJOURN. PAULA DUBIAK SECONDED THE MOTION. THE MOTION CARRIED. The meeting adjourned at 11:37 a.m.

Handouts distributed: August Meeting Agenda; Drafted July 14, 2021 HS Board Meeting Minutes; Job Description for Case Manager/APS/Crisis Worker; MH/APS/Crisis Worker Position Annual Estimated Cost; Remote Work Log Sheets; August 2021 Director's Report; General Relief Report for July 2021; July 2021 Revenue Report; July 2021 Expense Report; Adults & Elderly Caseload Numbers through April 2021; Mental Health Case Management Caseload Numbers through April 2021; B3 Caseload Numbers through June 2021; CCS Caseload Numbers through June 2021; CLTS/C-COP Caseload Numbers through June 2021; Crisis Caseload Numbers through May 2021; Children and Families Caseload Numbers through July 2021.

Respectfully submitted:

Marlana Livingston
for Paula Dubiak, Secretary

TAYLOR COUNTY HUMAN SERVICES BOARD - PUBLIC HEARING

August 11, 2021

Taylor County Education Center

Call Meeting to Order: The Public Hearing on the 2022 Plan and Budget for the Taylor County Human Services Department was held on Wednesday, August 11, 2021, at the Taylor County Education Center.

THE PUBLIC HEARING WAS CALLED TO ORDER BY CHAIRMAN ROLLIE THUMS AT 9:30 AM.

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

Members Absent: Lisa Carbaugh

Human Services staff: Liza Daleiden, Rhonda Rudolph, Peggy Kellnhofer, Jen Meyer, Michelle Deml, Lori Walsh, Julie Clarkson, Cheryl Ketelhut and Marlana Livingston.

Introduction to Public Hearing Liza Daleiden, Human Services Director and Rollie Thums, Human Services Board Chair: Human Services Director Liza Daleiden and Chairman Rollie Thums welcomed the individuals in attendance.

Human Services Conducts Public Hearing for Year 2021 Plan and Budget: Next, Chairman Thums asked if anyone in attendance wanted to provide oral testimony. Those that provided oral testimony was Amber Fallos and Francine Reinke (via letter)

Amber Fallos, director of Black River Industries (BRI), spoke to the board about all the services BRI provides to the community, especially the ones this agency utilizes (CCS, Parent Education, and Supervised Visits). She informed the board that BRI's rates will be increasing for 2022. This is due to increased Family Care rates that are set up the state and increasing their hiring wage to stay competitive for employment. Ms. Fallos thanked the board for their continued support and funding and the Human Services staff was also thanked for their work with consumers. She also offered that if anyone wanted to come tour BRI, they are more than welcome to.

Ms. Daleiden read a letter to the board from Francine Reinke on her experience with the Community Comprehensive Services (CCS). Ms. Reinke had nothing but praises to say about the CCS program, and all the support it has given her with her recovery. Ms. Reinke ended her letter with, "Overall, this Comprehensive Services Program has extremely changed my life for the better, and I can strongly say they have helped me improve in every aspect. This program is crucial for me." Scott Mildbrand, Vice-Chair of this committee and Taylor County Board Representative for the North Central Region CCS Committee, stated that CCS is a valuable program.

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

CHARIMAN, ROLLIE THUMS, ADJOURNED THE PUBLIC HEARING AT 9:42 AM.

Respectfully submitted:

Marlana Livingston
for Paula Dubiak, Secretary

TAYLOR COUNTY HUMAN SERVICES BOARD

July 14, 2021

Human Services Department Boardroom

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

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

Members Absent: Lisa Carbaugh

Other Attendees: (for all or a portion of the meeting) Cheryl Ketelhut, Julie Clarkson, Peggy Kellnhofer, Jen Meyer, Rhonda Rudolph, Larry Brandl, and Marlana Livingston in person. Liza Daleiden appeared virtually.

Approve Minutes from the June 9, 2021, meeting: MICHAEL BUB MADE A MOTION TO APPROVE THE June 9, 2021, MEETING MINUTES. CHRIS WILCZEK SECONDED THE MOTION. THE MOTION CARRIED.

Approve the Agenda: EARL HINKEL MADE A MOTION TO APPROVE THE AGENDA CONTAINING 19 ITEMS. SCOTT MILDBRAND SECONDED THE MOTION. THE MOTION CARRIED.

Agency Staff Reports: Jen Meyer, Clinical Coordinator presented for the clinical unit. She reported it was a strange month of June not only for how busy it was, but the unit had to prepare for two potential Jury Trials for crisis detentions. Ms. Meyer explained to the board the process on how a consumer gets detained, how much time goes into preparing for a jury trial, how much a jury trial could end up costing the county, and how staff time spent on preparation for the trial affects the rest of the unit with their workloads. Discussion was had and the board thanked Ms. Meyer for her report.

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 provided the Board with an ADRC update. Staff are looking at applying for grants. With the state budget being set till 2022, nothing new to report on the proposed change in funding.

Approve Updated Job Description: Supervisors brought to the board an updated job description for the Case Worker/Crisis/APS position. The update makes the description more specific and appropriate to what the position entails currently, specifically in how it is defined for safety and time spent. Discussion was had and questions were answered. SCOTT MILDBRAND MADE A MOTION TO APPROVE THE UPDATED JOB DESCRIPTION FOR THE CASEWORKER/CRISIS/APS POSITION. CHRIS WILCZEK SECONDED THE MOTION. THE MOTION CARRIED.

Approve New Position; Case Worker/Crisis/APS: Ms. Meyer and other unit supervisors' requests that the board approves adding a caseworker/crisis/aps position to the clinical unit. This position would be beneficial because it would be another body to manage high caseloads the county is seeing. Discussion was had on benefits on the new position, how the position would be funded, and how adding a position would affect the employee cap at TCHSD. During

the discussion, the board decided to jump to agenda item #14 (Relinquish Fuel Assistance (WHEAP) Program to DOA) to aid in their decision. After much discussion, MICHAEL BUB MOTIONED TO LEAVE VACANT THE FUEL ASSISTANCE (WHEAP) & ECONOMIC ASSISTANCE PPACA POSITIONS AND CREATE NEW CLINICAL APS/CRISIS/CASE MANAGEMENT POSITION. SCOTT MILDBRAND SECONDED THE MOTION. A ROLL CALL VOTE WAS TAKEN. THE MOTION CARRIED WITH 8 AYES AND ONE ABSENT.

Approve filling vacancy (ies): Ms. Daleiden explained there is still a vacancy in the Child & Family Unit, but the job has been offered to the intern currently interning at TCHSD. Staff will update the board next meeting if the vacancy has been filled.

Action on contracts and addenda/amendments: Two new contracts and one amendment was brought for approval today. Handout(s) distributed: July Contract/Addendum Sheet. Discussion was had and questions were answered. SCOTT MILDBRAND MADE A MOTION TO APPROVE THE JULY CONTRACTS/ADDENDUMS. CATHY LEMKE SECONDED THE MOTION. A ROLL CALL VOTE WAS TAKEN. THE MOTION CARRIED WITH 8 AYES AND ONE ABSENT.

Approve 2022 Plan for Budget and Planning Process (for Public Hearing): Ms. Daleiden presented to the board the 2022 Plan for Budget and Planning Process. Handout(s) distributed: Public Participating Planning Process – 2022 Budget. Mike Bub suggested that when the budget is ready to bring to the board for approval that the agenda for that meeting is scaled down or that the board call a special meeting to just go over the budget. Board members agreed, and staff will keep that in mind while planning the next meeting. SCOTT MILBRAND MOTIONED TO APPROVE THE PLAN FOR THE BUDGET AND PLANNING PROCESS. PAULA DUBIAK SECONDED. THE MOTION CARRIED.

Approve the 2020 Annual Report: Ms. Daleiden presented to the board the 2020 Annual Report. Handout(s) distributed: 2020 Annual Report. Discussion was had and questions were answered. The board requested that all board members receive a paper copy of the annual report prior to the approval. MICHAEL BUB MADE A MOTION TO APPROVE 2020 ANNUAL REPORT. CHRIS WILCZEK SECONDED THE MOTION. THE MOTION CARRIED.

Approve Bad Debt Write-Offs: Rhonda Rudolph, Business Manager, presented to the board the 2021 Bad Debt Write-Offs List. Handout(s) distributed: 2021 Bad Debt Write-Offs List. Discussion was had and questions were answered. MICHAEL BUB MOTIONED TO APPROVE THE 2021 BAD DEBTS WRITE-OFF'S LIST. SCOTT MILBRAND SECONDED THE MOTION. A ROLL CALL VOTE WAS TAKEN. THE MOTION CARRIED WITH 8 AYES AND ONE ABSENT.

Relinquish Fuel Assistance (WHEAP) Program to DOA: Item was part of the discussion for agenda item #8 - Approve New Position; Case Worker/Crisis/APS. Ms. Rhonda Rudolph, Business Manager presented to the board to relinquish the Fuel Assistance (WHEAP) program to DOA. State funding for this program has been decreasing since 2018, and with COVID-19 pandemic with the ability to apply for assistance online, the number of applications done in the facility have decreased. The DOA has contracted with a non-profit agency that can take over the WHEAP program. This non-profit will still have an office in Taylor County available for residents who want to apply for assistance in person, or residents can apply online. Discussion was had and questions were answered. MICHAEL BUB MOTIONED TO RELINQUISH THE FUEL

ASSISTANCE (WHEAP) PROGRAM TO THE DOA. EARL HINKEL SECONDED THE MOTION. THE MOTION CARRIED.

Laying off WHEAP Employee if Program Ends: Item was discussed and motioned on in agenda item #8 - Approve New Position; Case Worker/Crisis/APS. Position will be vacated, and supervisors will follow the county Lay-Off policy for current staff employed.

Review Remote Work: Ms. Daleiden asked the board that since the county Remote Work from Home Policy was just revised and released on 7/8/2021, that the review of the July Remote Work Log could be tabled to next meeting. Board agreed. REVIEW JULY REMOTE WORK WILL BE TABLED TILL AUGUST BOARD MEETING.

Director's Report: Ms. Daleiden presented the Director's Report. Handout(s) distributed: July 2021 Director's Report, June 2021 General Relief Report, June 2021 Revenue Report, June 2021 Expense Report, Adults & Elderly Caseload Numbers through April 2021, Mental Health Case Management Caseload Numbers through April 2021, B3 Caseload Numbers through May 2021, CCS Caseload Numbers through May 2021, CLTS/C-COP Caseload Numbers through May 2021, Crisis Caseload Numbers through April 2021, Children and Families Caseload Numbers through May 2021, B3 determination status report. No actions taken on the General Relief this past month. Ms. Daleiden provided director training updates. She recently attended a training regarding Organizational Culture of Collaboration. Peggy Kellnhofer, Economic Support Coordinator, stated that EA unit is still very busy and is doing well. Julie Clarkson, CFS Coordinator, reiterated that the intern is doing well, and she has offered her the vacant CFS position. Caseload number reports were reviewed. Mike Bub requested that the Caseload reports should have the full program's name on top, instead of the acronyms. Jen Meyer, Clinical Services Coordinator, provided information regarding current staffing strains in the Clinical Services Unit and an upcoming training the crisis staff have put together. This "Crisis training" will be used for jail workers and will also be doing it for the courthouse workers. Cheryl Ketelhut, CCS/CLTS/CCOP/B-3 Coordinator CCS quarterly enrollment at end of June was 44, working on new training plan with providers so that all expectations are clear and consistent, CLTS enrollment will be at 37 by the beginning of August – 2 years ago was at 15-18 average, working on CST reports due to the State, Birth to 3 enrollment was 18. Participating in work group with DHS to develop Program Guide which will help local programs when staff turnover at the counties. Recent determination status is meets requirements, the highest level of determination by the state. Rhonda Rudolph, Business Manager, updated that auditors were the agency and did not have any concerns, Wisconsin Medicaid Cost Reporting (WIMCR) is worked on being completed by July 23, 2021. She will be begin working on the 2022 Budget once WIMCR is complete. Ms. Rudolph also provided an update regarding ExecuTime. Ms. Daleiden updated that the agency has an all-staff training scheduled for July, and that she is still looking for a phishing training. The social committee is putting on the all-staff training, popcorn Wednesday's, and other fun activities to keep staff spirits up. Safety committee has scheduled the fire drill and will be scheduling an active shooter/dangerous situation training.

Set Next Meeting & Public Hearing Date: The Human Services Public Hearing and Board Meeting are scheduled for Wednesday, August 11th, 2021. The Public Hearing will begin at 9:30 a.m. in the Education Room at the Education Center. The Human Services Board meeting will follow that meeting.

Adjourn: A MOTION WAS MADE BY CATHERINE LEMKE TO ADJOURN. EARL HINKEL SECONDED THE MOTION. THE MOTION CARRIED. The meeting adjourned at 11:07 a.m.

Handouts distributed: July Meeting Agenda; Drafted June 9th 2021 HS Board Meeting Minutes; Job Description for Case Manager/APS/Crisis Worker; July Contract/Addendum Sheet; Public Participating Planning Process – 2022 Budget; 2020 Annual Report; 2021 Bad Debt List; July 2021 Director’s Report; General Relief Report for June 2021; June 2021 Revenue Report; June 2021 Expense Report; Adults & Elderly Caseload Numbers through April 2021; Mental Health Case Management Caseload Numbers through April 2021; B3 Caseload Numbers through May 2021; CCS Caseload Numbers through May 2021; CLTS/C-COP Caseload Numbers through May 2021; Crisis Caseload Numbers through April 2021; Children and Families Caseload Numbers through May 2021; B3 determination status report.

Respectfully submitted:
Marlana Livingston
for Paula Dubiak, Secretary

TAYLOR COUNTY HUMAN SERVICES BOARD

June 9, 2021

Human Services Department Boardroom

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

Members Present: Rollie Thums, Catherine Lemke, Michael Bub, Earl Hinkel, Lori Willner, Lisa Carbaugh, Chris Wilczek, Paula Dubiak in person.

Members Absent: Scott Mildbrand

Other Attendees: (for all or a portion of the meeting) Liza Daleiden, Julie Clarkson, Peggy Kellnhofer, Jen Meyer, Rhonda Rudolph, Jenn Arndt, and Jacob Borman in person. Cheryl Ketelhut appeared virtually.

Approve Minutes from the May 12, 2021 meeting: MICHAEL BUB MADE A MOTION TO APPROVE THE MAY 12, 2021 MEETING MINUTES. EARL HINKEL SECONDED THE MOTION. THE MOTION CARRIED.

Approve the Agenda: CHRIS WILCZEK MADE A MOTION TO APPROVE THE AGENDA CONTAINING 12 ITEMS. CATHERINE LEMKE SECONDED THE MOTION. THE MOTION CARRIED.

Agency Staff Reports: Jacob Borman, CST Coordinator / CCS Service Facilitator / CLTS Support & Service Coordinator, provided a success story regarding a youth enrolled in the Coordinated Services Team (CST) and Comprehensive Community Services (CCS) Programs. With a team approach, consisting of the youth's parents, foster parents, counselor, case manager, and juvenile justice worker, the youth was able to increase home visits, the court order was dropped, and the youth graduated from high school. Services have provided a youth mentor and parent coaches and will continue in hopes of teaching independent living skills as the youth transitions to adulthood.

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 provided the Board with an ADRC update. The Disability Benefit Specialist is working out well. The Taylor County Commission on Aging will be opening senior dining sites on July 1, 2021.

Approve filling vacancy (ies): Ms. Daleiden explained there is a vacancy in the Child & Family Unit. The position was posted, but it was decided to reevaluate this position in the fall. Questions were asked and discussion was had.

Action on contracts and addenda/amendments: No new contracts and/or addenda this month.

Approve Director's Expense Summary: Ms. Daleiden did not have any expenses.

Director's Report: Ms. Daleiden presented the Director's Report. Handout(s) distributed: June

2021 Director's Report, May 2021 General Relief Report, May 2021 Revenue Report, May 2021 Expense Report, March 2021 Adults & Elderly Caseload Numbers, March 2021 Mental Health Case Management Caseload Numbers, March 2021 Mental Health Outpatient Caseload Numbers, April 2021 B3 Caseload Numbers, April 2021 CCS Caseload Numbers, April 2021 CLTS/C-COP Caseload Numbers, April 2021 Crisis Caseload Numbers, May 2021 Children and Families Caseload Numbers. There was no spending of General Relief in May. There is a monthly payback being received. Ms. Daleiden provided director training updates. She recently attended a training regarding performance reviews and would like to change how agency performance reviews are conducted. Rollie Thums would like to see a copy of what is currently used. Ms. Daleiden explained the agency recently experienced an internet and phone outage. The IT Department was very helpful, and some staff were able to work remotely. Peggy Kellnhofer, Economic Support Coordinator, provided an update regarding a recent Management Evaluation Review conducted by the State for the Northern Income Maintenance Consortium (NIMC). The NIMC was praised by the State, having an extremely low error rate and high customer service satisfaction rate. She also updated that there is an all-staff training being planned for the NIMC in September, to be held in Taylor County. Julie Clarkson, CFS Coordinator, updated that an intern started last week, the new worker is doing very well, screened-in Child Protective Service reports are up, and staff are busy with a jury trial this week. Questions were asked and discussion was had. Caseload number reports were reviewed. Birth to Three (B3) numbers have increased as kids are seeing their medical providers and providers are aware of what B3 offers. Children's Long-Term Support (CLTS) numbers have also increased as the State has changed how program eligibility is calculated. Crisis numbers continue to be high. Jen Meyer, Clinical Services Coordinator, provided information regarding current staffing strains in the Clinical Services Unit. Staff are trained to back each other up the best they can, but caseload numbers continue to increase. Crisis and Adult Protective Service cases continue to increase, creating more need for follow-up, increased court orders, and increased placements at facilities or group homes. Staff cannot get their work completed in 40 hours, creating comp time or overtime. Questions were asked and discussion was had. A new position will be requested at the next meeting. Rhonda Rudolph, Business Manager, will work with Ms. Meyer to present information that reflects extra hours needed each week, spending on comp time and overtime, caseloads, placements costs, etc. Cheryl Ketelhut, CCS/CLTS/CCOP/B-3 Coordinator shared that CCS policies are still being reviewed, the Annual Report is being worked on, and CLTS caseloads have doubled in the past two years. She also provided information regarding upcoming changes with B3 file reviews. Rhonda Rudolph, Business Manager, updated that auditors were the agency and did not have any concerns, Wisconsin Medicaid Cost Reporting (WIMCR) has been started and will continue to be worked on. Ms. Rudolph also provided an update regarding ExecuTime. Mike Bub offered to assist in moving this system along. Ms. Daleiden updated that the agency has an all-staff training scheduled for July and she would like part of this training to include training on phishing. Mike Bub noted this was on the IT Committee agenda.

Set Next Meeting Date: The next Human Services Board meeting is scheduled for Wednesday, July 14, 2021 at 9:30 a.m. in the Human Services Boardroom.

Adjourn: A MOTION WAS MADE BY PAULA DUBIAK TO ADJOURN. LISA CARBAUGH SECONDED THE MOTION. THE MOTION CARRIED. The meeting adjourned at 10:51 a.m.

Handouts distributed: June Meeting Agenda; Drafted May 12, 2021 HS Board Meeting Minutes; June 2021 Director's Report; General Relief Report for May 2021; May 2021 Revenue Report; May 2021 Expense Report; March 2021 Adults & Elderly Caseload Numbers; March 2021 Mental Health Case Management Caseload Numbers; March 2021 Mental Health Outpatient Caseload Numbers; April 2021 B3 Caseload Numbers; April 2021 CCS Caseload Numbers; April 2021 CLTS/C-COP Caseload Numbers; April 2021 Crisis Caseload Numbers; May 2021 Children and Families Caseload Numbers.

Respectfully submitted:

Jenn Arndt
for Paula Dubiak, Secretary

TAYLOR COUNTY HUMAN SERVICES BOARD

May 12, 2021

3rd Floor County Board Room – Courthouse

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

Members Present: Rollie Thums, Catherine Lemke, Michael Bub, Paula Dubiak, Earl Hinkel, Scott Mildbrand, Lori Willner, Lisa Carbaugh, and Chris Wilczek in person.

Members Absent: None.

Other Attendees: (for all or a portion of the meeting) Liza Daleiden, Rhonda Rudolph, Larry Brandl, and Jenn Arndt in person. Cheryl Ketelhut and Andria Farrand appeared virtually.

Approve Minutes from the April 14, 2021 meeting: MICHAEL BUB MADE A MOTION TO APPROVE THE APRIL 14, 2021 MEETING MINUTES. CATHERINE LEMKE SECONDED THE MOTION. THE MOTION CARRIED.

Approve Minutes from the May 5, 2021 meeting: MICHAEL BUB MADE A MOTION TO APPROVE THE MAY 5, 2021 MEETING MINUTES. CATHERINE LEMKE SECONDED THE MOTION. THE MOTION CARRIED.

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

Agency Staff Reports: Ms. Daleiden provided an update of learning how to use the Salvation Army voucher system to obtain a bus ticket for a person in need. This was an unusual situation that provided a learning experience for the agency.

Introduction of Board Members: Chairman Rollie Thums introduced newly elected Board Member, Lisa Carbaugh.

Election of Vice - Chairperson and Secretary for Human Services Board: MICHAEL BUB MADE A MOTION TO ELECT SCOTT MILDBRAND VICE – CHAIRPERSON AND PAULA DUBIAK SECRETARY. CHRIS WILCZEK SECONDED THE MOTION. THE MOTION CARRIED.

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 provided the Board with an ADRC update. The ADRC has recently hired a full-time Disability Benefit Specialist. The ADRC has also learned there will be no changes to allocations until 2022.

Approve filling vacancy (ies): Ms. Daleiden explained a Children & Family Social Worker / Case manager has resigned. This will leave a vacancy in the Child & Family Unit. She has gone forward with posting and advertising for this position but needs approval to fill this vacancy. CATHERINE LEMKE MADE A MOTION TO FILL THE VACANCY. LISA CARBAUGH SECONDED THE

MOTION.

Action on contracts and addenda/amendments: Two 2021 contracts were brought to the Board for approval. Handout(s) distributed: May Contract/Addendum Sheet. Questions were answered and discussion was had. A third contract was listed on the Contract/Addendum Sheet but was not ready at this time. CHRIS WILCZEK MADE A MOTION TO APPROVE THE MAY CONTRACTS/ADDENDUMS. PAULA DUBIAK SECONDED THE MOTION. A ROLL CALL VOTE WAS TAKEN. THE MOTION CARRIED WITH NINE AYES.

2020 Unaudited Human Services Results: Handout(s) distributed: Human Services Results (Unaudited Numbers) 2020, 2020 High Expense Overview, Program CCS, Program Crisis, and Program MHCM. Rhonda Rudolph reviewed the handouts, explaining in 2020 the agency had low child placement costs, higher than average insurance revenue, and COVID-19 grant funds. Questions were answered and discussion was had. Program reports detailing number of clients served, service hours, enrollments, and discharges were reviewed. Questions were answered and discussion was had. All agreed a column should be added to the Program reports to reflect active client numbers. It was also agreed that the Program reports could replace the monthly Intake Referrals report.

Director's Report: Ms. Daleiden presented the Director's Report. Handout(s) distributed: May 2021 Director's Report, April 2021 Intake Referrals, April 2021 General Relief Report, April 2021 Revenue Report, and April 2021 Expense Report. There were no changes with the General Relief Report in April 2021. Ms. Daleiden provided director training updates. She also explained the agency liked the new county onboarding process through Human Resources for the new CFS hire. Ms. Daleiden shared that May is Foster Care Month. The agency currently has nine licensed foster homes, with only two available for limited placements. Ms. Daleiden expressed the need to recruit foster care providers. Questions were answered and discussion was had. Ms. Daleiden also noted that May is Mental Health Awareness Month. Agency crisis staff have created an interactive crisis training for jail staff. This training will be adjusted to bring to the County Board for county employees. Cheryl Ketelhut, CCS/CLTS/CCOP/B-3 Supervisor shared that CCS policies are being reviewed in preparation for the 2021 recertification, there is work being done to create an assessment for clients enrolled in more than one program, CCS providers in Iron, Price, and Sawyer counties are being recruited, Birth to Three referrals are increasing, and the agency participated in a local diaper drive recently. Rhonda Rudolph, Business Manager, updated on new timesheet software, Wisconsin Medicaid Cost Reporting (WIMCR) opened May 3 until July 23, and auditors are scheduled for June 7 to June 11. Ms. Daleiden updated that she would like to offer an agency training on phishing. Mike Bub noted this would be beneficial for the entire county. Discussion was had and Ms. Daleiden will continue to pursue options for this training.

Set Next Meeting Date: The next Human Services Board meeting is scheduled for Wednesday, June 9, 2021 at 9:30 a.m. in the 3rd Floor County Board Room – Courthouse.

Adjourn: A MOTION WAS MADE BY PAULA DUBIAK TO ADJOURN. CATHERINE LEMKE SECONDED THE MOTION. THE MOTION CARRIED. The meeting adjourned at 10:20 a.m.

Handouts distributed: May Meeting Agenda; Drafted April HS Board Meeting Minutes; Drafted May 5, 2021 HS Board Meeting Minutes; May 2021 Contract/Addendum Description Sheet;

Human Services Results (Unaudited Numbers) 2020; 2020 High Expense Overview; Program CCS; Program Crisis; Program MHCM; May 2021 Director's Report; General Relief Report for April 2021; Intake & Referrals for April 2021; April 2021 Revenue Report; April 2021 Expense Report.

Respectfully submitted:

Jenn Arndt

for Paula Dubiak, Secretary

TAYLOR COUNTY HUMAN SERVICES BOARD

May 5, 2021

3rd Floor County Board Room – Courthouse

Call Meeting to Order: Chairman Rollie Thums called the meeting to order at 9:01 a.m.

Members Present: Rollie Thums, Catherine Lemke, Michael Bub, Paula Dubiak, Earl Hinkel, Scott Mildbrand, Lori Willner, Lisa Carbaugh, and Chris Wilczek in person.

Members Absent: None.

Other Attendees: (for all or a portion of the meeting) Liza Daleiden, Peggy Kellnhofer, Jen Meyer, Anthony Schmidt, Don Everhard, Lori Walsh, Lexy Belter, Courtney Graff, Andria Farrand, Marie Koerner, and Jenn Arndt in person. Dr. Randall Cullen appeared virtually.

Approve the Agenda: EARL HINKEL MADE A MOTION TO APPROVE THE AGENDA CONTAINING FIVE ITEMS. SCOTT MILDBRAND SECONDED THE MOTION. THE MOTION CARRIED.

Correspondence to the Board – review a complaint and responses: Andria Farrand, Taylor County Clerk, read an email that she sent to Liza Daleiden on April 27, 2021 at 4:15 pm. Other recipients of this email included Rollie Thums, Michael Bub, Catherine Lemke, Earl Hinkel, Scott Mildbrand, Marie Koerner, Patty Krug, and Michele Armbrust. Ms. Farrand's email detailed her experience regarding a situation that occurred in her office on April 27, 2021. Courtney Graff, Taylor County Corporation Counsel, explained this situation must be looked at as a concerned citizen notifying Human Services that they did not like the process. Liza Daleiden, Human Services Director, explained the Crisis Program and her role within that program. Jen Meyer, Clinical Services Coordinator, explained events that occurred in the Human Services Department on April 27, 2021 that lead to decisions that were made. She also explained the 24-Hour Crisis Hotline and how it works within the Crisis Program for Taylor County. Don Everhard, Mobile Crisis Worker, explained how a crisis situation is assessed and responded to. Much discussion was had regarding the events that took place on April 27, 2021 and how communication can be improved going forward.

Review policies and procedures: There was much discussion regarding having signage in every County department regarding the 24-Hour Crisis Hotline. There was also discussion regarding crisis training for all County Department Heads and County Board Members. Liza Daleiden and Jen Meyer will work with Marie Koerner, Human Resource Manager, to arrange this.

Adjourn: A MOTION WAS MADE BY MICHAEL BUB TO ADJOURN. CATHERINE LEMKE SECONDED THE MOTION. THE MOTION CARRIED. The meeting adjourned at 10:22 a.m.

Handouts distributed: Taylor County Crisis/Emergency Detention Procedures and 24-Hour Crisis Hotline business card.

Respectfully submitted:

Jenn Arndt

for Paula Dubiak, Secretary

TAYLOR COUNTY HUMAN SERVICES BOARD

April 14, 2021

3rd Floor County Board Room – Courthouse

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

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

Members Absent: None.

Other Attendees: (for all or a portion of the meeting) Liza Daleiden, Peggy Kellnhofer, Cheryl Ketelhut, Julie Clarkson, Rhonda Rudolph, Marie Koerner and Jenn Arndt in person. Jen Meyer appeared virtually.

Approve Minutes from the March 10, 2021 meeting: MICHAEL BUB MADE A MOTION TO APPROVE THE MARCH 10th, 2021 MEETING MINUTES. CATHERINE LEMKE SECONDED THE MOTION. THE MOTION CARRIED.

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

Agency Staff Reports: Cheryl Ketelhut, CCS/CST/CLTS/CCOP/B-3 Supervisor, presented on the Children's Long-Term Support (CLTS) program. This is a program that serves children, up to age 18, sometimes age 21. Children who qualify for this program have a severe disability, requiring institution or nursing home care. CLTS is the only program in the State with a waitlist. Currently, Taylor County serves 33 children through this program. Children receiving services through the CLTS program often require a home or vehicle modification to remain living at home with their family. A CLTS case manager works with a company to do an assessment of needs for the child. Those needs are discussed with the family and a contractor is identified to complete the modification. The State must approve any costs that exceed \$2,000.

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 provided the Board with an ADRC update. The ADRC has been contacted by the University of Minnesota to conduct a survey regarding services to identify how efficiently the ADRC runs. Mike Bub provided Rhonda Rudolph a check for the Dave Krug fund. Scott Mildbrand would like to move meetings back to the Human Services building. Liza Daleiden reminded that this would be a violation of the number of persons allowed in the Human Services boardroom per Emergency Management. Mike Bub stated that this topic was on the County Board agenda. It was agreed to wait for County Board direction.

Approve filling vacancy (ies): Discussion was had regarding the Board Chair giving approval to the Agency Director to begin the hiring process of an existing position before getting approval from the Board. MICHAEL BUB MADE THE MOTION THAT THE DIRECTOR OF HUMAN SERVICES CAN POST EXISTING POSITIONS THAT ARE VACANT OR HAVE BEEN RESIGNED FROM,

AFTER RECEIVING APPROVAL FROM THE BOARD CHAIR. EARL HINKEL SECONDED THAT MOTION. Scott Mildbrand reminded there was a County policy that was already in place and the Board cannot go against County policy. MICHAEL BUB WITHDREW THE MOTION THAT THE DIRECTOR OF HUMAN SERVICES CAN POST EXISTING POSITIONS THAT ARE VACANT OR HAVE BEEN RESIGNED FROM, AFTER RECEIVING APPROVAL FROM THE BOARD CHAIR. Marie Koerner was asked to join the conversation. She confirmed that County policy states the department heads need to get approval from the oversight committee (or personnel committee if there is no oversight committee) before moving along with the hiring process. Board Chair can also call a meeting to approve moving along with the hiring process. More discussion was had, County policy will be followed. The Director can call Board Chair, obtain verbal permission to begin the hiring process, and if there is a need for expedition, the Board Chair can call a meeting. There are currently no positions that need filled.

Approve Interns: Ms. Daleiden presented to the Board an intern who is a current, full-time employee needing to get experience for their master's degree. Discussion was had, and questions were answered. SCOTT MILDBRAND MADE THE MOTION TO APPROVE THE INTERN. PAULA DUBIAK SECONDED THE MOTION. THE MOTION CARRIED.

Action on contracts and addenda/amendments: Four 2021 contracts were brought to the Board for approval. Handout(s) distributed: April Contract/Addendum Sheet. Questions were answered and discussion was had. PAULA DUBIAK MOTTIONED TO APPROVE THE APRIL CONTRACTS/ADDENDUMS. CHRIS WILCZEK SECONDED THE MOTION. A ROLL CALL VOTE WAS TAKEN. THE MOTION CARRIED WITH EIGHT AYES.

Retirement Resolution: A Retirement Resolution to Kathy Tingo expressing appreciation for her many years of service to Taylor County was presented. MICHAEL BUB MOTTIONED TO APPROVE THE RETIREMENT RESOLUTION. CATHERINE LEMKE SECONDED THE MOTION. THE MOTION CARRIED.

Director's Report: Ms. Daleiden presented the Director's Report. Handout(s) distributed: April 2021 Director's Report, March 2021 Intake Referrals, March 2021 General Relief Report, March 2021 Revenue Report, and March 2021 Expense Report. Discussion was had regarding the Intake Referrals report and a new version will be brought to next month's meeting. There were no changes with the General Relief Report in March 2021. Ms. Daleiden provided director training updates, new intake worker update, new CFS hire update, Admin. Support update, CST update, all staff training and meetings, social committee activities, and upcoming safety drills. Peggy Kellnhofer, Economic Assistance Supervisor, updated that a Northern Income Maintenance Consortium (NIMC) position has gone back to Bayfield County. Discussion was also had regarding COVID-19 extensions and upcoming State and Federal guideline changes. Julie Clarkson, CFS Supervisor, shared that April is Child Abuse Prevention Month. The agency has blue pinwheels in the flowerbox in honor of those children abused or neglected. She also provided child abuse and/or neglect statistics for 2019, 2020, and 2021. Cheryl Ketelhut, CCS/CLTS/CCOP/B-3 Supervisor shared that the 2020 fiscal reconciliation is complete. Rhonda Rudolph, Business Manager, updated on new accounting software and 2020 financials. Each unit supervisor updated the Board on how their units are doing and what current caseloads are looking like for agency staff. Rollie Thums asked how it is going for staff to have returned to work as of April 1, 2021. Ms. Daleiden updated that this has gone well despite ongoing

concerns staff may have. Staff continue to wear masks, social distance, and follow CDC guidelines. Many consumers are not comfortable coming to the agency; Telehealth being preferred. The agency continues to encourage consumers to at least come in once to sign paperwork. Ms. Daleiden updated that about half of the staff have permission to work remotely, per County policy, with supervisor approval.

Set Next Meeting Date: The next Human Services Board meeting is scheduled for Wednesday, May 12, 2021 at 9:30 a.m. in the 3rd Floor County Board Room – Courthouse.

Adjourn: A MOTION WAS MADE BY SCOTT MILDBRAND TO ADJOURN. CATHERINE LEMKE SECONDED THE MOTION. THE MOTION CARRIED. The meeting adjourned at 11:13 a.m.

Handouts distributed: April Meeting Agenda; Drafted March HS Board Meeting Minutes; April 2021 Contract/Addendum Description Sheet; April 2021 Director's Report; General Relief Report for March 2021; Intake & Referrals for March 2021; March 2021 Revenue Report; March 2021 Expense Report.

Respectfully submitted:
Jenn Arndt
for Paula Dubiak, Secretary

TAYLOR COUNTY HUMAN SERVICES BOARD

March 10, 2021

3rd Floor County Board Room – Courthouse

Call Meeting to Order: Chairman Rollie Thums called the meeting to order at 9:37 a.m.

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

Members Absent: Dan Makovsky

Other Attendees: (for all or a portion of the meeting) Liza Daleiden, Peggy Kellnhofer, Cheryl Ketelhut, Rhonda Rudolph, Marie Koerner and Marlana Livingston in person. Jen Meyer, Julie Clarkson, Kala Thompson, Julie Lemke, Diane Zuleger, Taylor Reinhardt, and Lexy Belter appeared virtually. Linda Daniels appeared both in person and virtually.

Approve Minutes from the February 10, 2021 meeting: PAULA DUBIAK MADE A MOTION TO APPROVE THE February 10th, 2021 MEETING MINUTES. EARL HINKEL SECONDED THE MOTION. THE MOTION CARRIED.

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

Agency Staff Reports: Kala Thompson, Child Protective Services Worker, presented on the Drug Endangered Children (DEC) program. This is a group comprised of Taylor County Human Services CPS Workers, Law Enforcement, and county schools to monitor and address children who may be in homes where drug use is going on. A memorandum of understanding is signed by those in the group, to keep information confidential, and to promote sharing so these cases can be found and dealt with. Just recently, child protective workers had a report of a DEC case, and in 24 hours-time (or less) was out checking out the home. This was a great collaboration between Human Services and Law Enforcement and the agency is thankful that a program like this exists.

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 provided the board with an ADRC update. The ADRC has hired someone to fill Sue N. position at the ADRC. Currently the ADRC is looking to fill its DBS Specialist position.

Approve filling vacancy (ies): Ms. Daleiden requested approval to hire a new Intake Worker for the Clerical Unit. Ms. Daleiden also requested to the board, if there was a way to start the hiring process of an existing position before getting approval from the board. Discussion was had, and MICHAEL BUB MADE THE MOTION THAT THE DIRECTOR OF HUMAN SERVICES CAN POST EXISTING POSITIONS THAT ARE VACANT OR HAVE BEEN RESIGNED FROM, AFTER CONSULTATION OF THE BOARD CHAIR. EARL HINKEL SECONDED THAT MOTION. Scott Mildbrand asked if there was a county policy that was already in place for this, because if so, the board cannot go against county policy. Marie Koerner was asked to join the conversation. She

confirmed that county policy states the department heads need to get approval from the oversighting committee (or personnel committee if there is no oversighting committee) before moving along with the hiring process. More discussion was had, and the motion was put on hold. Select board members plan to attend the next available personnel meeting to discuss this topic and see if the policy can be changed to something like the motion stated before. EARL HINKEL MOTIONED TO APPROVE FILLING THE VACANCY FOR THE INTAKE WORKER POSITION IN THE CLERICAL UNIT. CATHERINE LEMKE SECONDED THE MOTION. THE MOTION CARRIED.

Approve Interns: Ms. Daleiden, after going over some county policies, found that an approval process by the Human Services Board needs to happen when the agency takes on an intern or interns. In the past, the agency was just seeking approval from HR. Ms. Daleiden presented to the board four intern opportunities for the agency. One intern in the CFS unit will just be finishing up in May, another intern for the CFS unit will be starting in May, an intern for the MH/CCS unit is going through approval now with HR, and the fourth intern is a current full-time employee needing to get experience for their master's degree. Discussion was had, and questions were answered. EARL HINKEL MADE THE MOTION TO APPROVE THE CURRENT AND UPCOMING INTERNS. PAULA DUBIAK SECONDED THE MOTION. THE MOTION CARRIED.

Approve Additional 5 hours Per Week as Needed for Admin Support Staff Coverage (while worker is out on family leave): Ms. Daleiden requested that the board approve an additional 5 hours per week as needed for Admin Support Staff, to cover for an admin staff worker who will be out on family leave. Admin Support Staff are more than willing to help during this time but may need more time in a week to get the additional tasks done. Questions were asked, and discussion was had. SCOTT MILDBRAND MADE A MOTION TO APPROVE ADDITIONAL 5 HOURS PER WEEK AS NEEDED FOR ADMIN SUPPORT STAFF FOR COVERAGE WHILE STAFF MEMBER IS OUT ON FAMILY LEAVE. CHRIS WILCZEK SECONDED THE MOTION. A ROLL CALL VOTE WAS TAKEN. THE MOTION CARRIED WITH EIGHT AYES AND ONE ABSENT (MAKOVSKY). Request will now move on to Personnel Committee.

Action on Agency Remote Work Policy: Ms. Daleiden wanted to clarify with the board what should be done with the new county policy on remote work, and how that will look for the agency going forward. Handout(s) distributed: Taylor County's Remote Work Policy & Taylor County Human Services Work from Home Policy. Before this policy was in place, the Human Services Board approved a Remote Work Policy for Human Services, and for the past year the agency has been utilizing remote work during the pandemic. As of April 1st, staff will be returning to the office, since COVID numbers are down, which will decrease the 7 of staff working from home. Going forward the agency would still like to be able to do some remote work on a case-by-case basis, and in times when it makes more sense to work from home than in the office. Discussion was had, and the board stated that the agency should follow the county policy.

Action on contracts and addenda/amendments: Two new 2021 contracts and three 2020 contract amendments were brought to the board for approval. Handout(s) distributed: March Contract/Addendum Sheet. Questions were answered and discussion was had. SCOTT MILDBRAND MOTIONED TO APPROVE THE MARCH CONTRACTS/ADDENDUMS. CATHERINE LEMKE SECONDED THE MOTION. A ROLL CALL VOTE WAS TAKEN. THE MOTION CARRIED WITH EIGHT AYES AND ONE ABSENT (MAKOVSKY).

Director's Report: Ms. Daleiden presented the Director's Report. Handout(s) distributed: March 2021 Director's Report, General Relief Report for February 2021, and Intake Referrals for February 2021. Ms. Daleiden touched on Intake numbers, General Relief report, director training updates, intake coverage due to staff resignation, CST update, all staff training happening next week, social committee activities, and safety committee actions. The board asked where the agency was on providing new materials to show monthly agency workings. What they would like to see is the average number of cases, # of active cases, and number of cases closed per unit. Then this information can be used as a snapshot of what is going on in the agency and to see how the agency is doing compared to state recommendations. Rhonda Rudolph, Business Manager, stated she is working on getting those reports, and is hopeful to have something by the next meeting. Next, each unit supervisor updated the board on how their units are doing and what current caseloads are looking like for agency staff. Board members asked questions throughout each presentation, and staff answered.

Set Next Meeting Date: The next Human Services Board meeting is scheduled for Wednesday, April 14, 2021 at 9:30 a.m. in the 3rd Floor County Board Room – Courthouse.

Adjourn: A MOTION WAS MADE BY CATHERINE LEMKE TO ADJOURN. PAULA DUBIAK SECONDED THE MOTION. THE MOTION CARRIED. The meeting adjourned at 11:06 a.m.

Handouts distributed: March Meeting Agenda; Drafted February HS Board Meeting; March 2021 Contract/Addendum Description Sheet; March 2021 Director's Report; General Relief Report for February 2021; Intake & Referrals for February 2021; Taylor County's Remote Work Policy; Taylor County Human Services Work from Home Policy.

Respectfully submitted:
Marlana Livingston
for Paula Dubiak, Secretary

TAYLOR COUNTY HUMAN SERVICES BOARD
February 10, 2021
3rd Floor County Board Room – Courthouse

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

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

Members Absent: Lori Willner

Other Attendees: (for all or a portion of the meeting) Liza Daleiden in person. Peggy Kellnhofer, Cheryl Ketelhut and Jen Meyer appeared virtually. Rhonda Rudolph, Marlana Livingston, and Linda Daniels appeared both in person and virtually.

Approve Minutes from the January 20th, 2021 meeting: SCOTT MILDBRAND MADE A MOTION TO APPROVE THE January 20th, 2021 MEETING MINUTES. DAN MAKOVSKY SECONDED THE MOTION. THE MOTION CARRIED.

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

Agency Staff Reports: Jen Meyer, Clinical Coordinator, presented the clinical unit staff report. She reported on the two audits the clinical unit was chosen to do in the past couple of months. These audits take time to prepare and gather staff personnel files, client records, and anything else the auditors asked for. First, the unit had their DHS Audit. This audit is to make sure the agency is following state standards. The agency passed. The second audit was for the Substance Abuse Block Grant. This audit is to make sure the agency is spending block grant funds the way the grant specifies. The agency passed, and the grant monitors had no concerns.

Human Services Board Closed Session: A MOTION WAS MADE BY SCOTT MILDBRAND, SECONDED BY CHRIS WILCZEK TO GO INTO CLOSED SESSION AT 9:36 A.M. A ROLL CALL VOTE WAS TAKEN. THE MOTION CARRIED WITH A VOTE OF 8 AYES, ONE ABSENT (WILLNER).

A MOTION WAS MADE BY MICHAEL BUB, SECONDED BY PAULA DUBIAK TO GO BACK TO OPEN SESSION AT 11:00 A.M. A ROLL CALL VOTE WAS TAKEN. THE MOTION CARRIED WITH A VOTE OF 8 AYES, ONE ABSENT (WILLNER).

Public Input: There was no Public Input.

Approve distribution of Dave Krug Bench excess fund: Michael Bub reported that there is \$278.50 left over from donations to getting Dave Krug a bench for his services. Discussion was had and a MOTION WAS MADE BY EARL HINKEL THAT THE EXCESS FUNDS FROM THE DAVE KRUG BENCH DONATIONS SHOULD GO INTO THE HUMAN SERVICES DISCRETIONARY FUND. SCOTT MILDBRAND SECONDED THE MOTION. THE MOTION CARRIED.

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 provided the board with an ADRC update. The ADRC is waiting to see if the current multiple counties ADRC will break up into standalone counties. If this would happen, Taylor County would receive more funds than currently, but Forrest county would lose funds. These funds depend on if the state budget is passed.

Approve filling vacancy (ies): Ms. Daleiden reported that the agency has filled the Initial Assessment Social Worker position for the Child Protective Services unit with our agencies very own, Samantha Jerome. With that being said, Ms. Daleiden requested approval to hire a new Ongoing Case Manager for the Child Protective Services Unit. SCOTT MILDBRAND MOTIONED TO APPROVE FILLING THE VACANCY FOR THE ONGOING CASE MANAGER FOR THE CHILD PROTECTIVE SERVICES UNIT. CHRIS WILCZEK SECONDED THE MOTION. THE MOTION CARRIED.

Approve 2021 Contracts and action to any 2020 addenda: One contract addendum was brought to the board for approval. Handout(s) distributed: February Contract/Addendum Sheet. Questions were answered and discussion was had. MICHAEL BUB MOTIONED TO APPROVE THE FEBRUARY CONTRACTS/ADDENDUMS. CATHERINE LEMKE SECONDED THE MOTION. THE MOTION CARRIED.

Director's Report: Ms. Daleiden presented the Director's Report. Handout(s) distributed: February 2021 Director's Report, General Relief Report for January 2021 and Intake Referrals for January 2021. Ms. Daleiden requested from the board what kind of information they would like to see in the future to show how the agency is progressing monthly. Discussion was had, and it was decided that the agency will come up with a report that justifies the number of staff members needed. Next, each unit supervisor present updated the board on how their units are doing. Discussion was had, and questions were answered. In the fiscal unit review, the topic of the new phone contract came up. Rhonda Rudolph, Business Manager, found that the agency could save at least \$5,000.00 a year by changing the agencies current phone contract. Michael Bub raised concerns with how this will affect other projects coming up in the county. Discussion was had and Michael Bub will investigate this further.

Set Next Meeting Date: The next Human Services Board meeting is scheduled for Wednesday, March 10, 2021 at 9:30 a.m. in the 3rd Floor County Board Room – Courthouse.

Adjourn: A MOTION WAS MADE BY CHRIS WILCZEK TO ADJOURN. PAULA DUBIAK SECONDED THE MOTION. THE MOTION CARRIED. The meeting adjourned at 11:30 a.m.

Handouts distributed: February Meeting Agenda; Drafted January HS Board Meeting Minutes; Taylor County Performance Review Sheet; February 2021 Contract/Addendum Description Sheet; February 2021 Director's Report; General Relief Report for January 2021; Intake & Referrals for January 2021.

Respectfully submitted:

Marlana Livingston

for Paula Dubiak, Secretary

TAYLOR COUNTY HUMAN SERVICES BOARD

January 20, 2021

3rd Floor County Board Room – Courthouse

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

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

Members Absent: All members present.

Other Attendees: (for all or a portion of the meeting) Liza Daleiden and Marlana Livingston in person. Peggy Kellnhofer, Rhonda Rudolph, Julie Clarkson, Tori Borman, and Jen Meyer appeared virtually.

Approve Minutes from the December 9th, 2020 meeting: PAULA DUBIAK MADE A MOTION TO APPROVE THE December 9th, 2020 MEETING MINUTES. DAN MAKOVSKY SECONDED THE MOTION. THE MOTION CARRIED.

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

Agency Staff Reports: Tori Borman, Front Desk Worker, reported on the gift giving that is organized by Knights of Columbus and Human Services. 100 names were taken for gifts needed for those in the community who could not afford to buy gifts for their children and themselves for Christmas. Tori helping with the project this year made the process go by smoothly, especially with adding COVID circumstances to it. Gifts were kept in the Meeting Room in the Education Center for optimal spacing while organizing the gifts, and then were delivered to client's cars with social distancing and masks. One client reported that they were impressed with the agencies actions to provide such an amazing service, but also respecting people with their actions to stay safe with the COVID pandemic. The agency appreciates all that the Knights of Columbus and Holy Rosary does accomplish this project.

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: Chairman Rollie Thums asked the question to the board, who is the ADRC responsible to? Is it Human Services, Commission on Aging, or another entity? Discussion was had on the topic. Paula Dubiak reported that there is to be an Ad Hoc Committee meeting next Friday (February 2nd) to discuss and vote on a Resolution for funding. She also reported that Sue Nuernberger retired from the ADRC, and they are currently looking for a replacement.

Michael Bub reported that there is money left over from the bench that was donated on behalf of Dave Krug. He asked the board where should that money go? Discussion was had and a vote will take place at the next meeting.

Approve Director's Expense Summary: Ms. Daleiden presented to the board her director's expense summary, which came out to \$11.78. Handout distributed: Director's Expense Report from July 2020 to December 2020. MICHAEL BUB MADE A MOTION TO APPROVE THE DIRECTOR'S EXPENSE SUMMARY. EARL HINKEL SECONDED THE MOTION. THE MOTION CARRIED.

Director's Performance Review: Ms. Daleiden asked the board if this topic could be moved permanently every year to the February meeting. With contracts being approved in the January meeting, it would be better to move it to February. Discussion was had, and board agreed to move the Director's Performance Review to February and noted that a closed session should be added as well.

Approve filling vacancy (ies): Ms. Daleiden reported that after 29 years of service, Kathy Tingo, is retiring. Ms. Daleiden requested approval to hire a new Initial Assessment Social Worker for the Child Protective Services Unit. EARL HINKEL MOTIONED TO APPROVE FILLING THE VACANCY FOR THE INITIAL ASSESSMENT SOCIAL WORKER POSITION. CHRIS WILCZEK SECONDED THE MOTION. A ROLL CALL VOTE WAS TAKEN. 9 AYES. MOTION CARRIED.

Approve 2021 Contracts and action to any 2020 addenda: 45 contracts for 2021 were brought to the board for approval. Handouts distributed: 2020 & 2021 Contract Comparison Report. Questions were answered and discussion was had. MICHAEL BUB MOTIONED TO APPROVE THE 2021 CONTRACTS. EARL HINKEL SECONDED THE MOTION. ROLL CALL VOTE WAS TAKE. 9 AYES. MOTION CARRIED.

Director's Report: Ms. Daleiden presented the Director's Report. Handouts distributed: General Relief Report for December 2020 and Intake Referrals for December 2020. Ms. Daleiden reported that no General Relief was issued in December, but someone is making payments back. As for the boards request for a different report on how the agency is doing monthly, Rhonda Rudolph, Business Manager, is still working on that. Ms. Daleiden did run through the Intake & Referrals for December and noted that Children and Family Services unit is staying steady, and the Mental Health Unit is very busy with very high stress levels. To help cope with the high stress levels the agencies social committee is persistent on finding ways to keep spirits up and provide socially distanced interaction for everyone in the agency. Ms. Daleiden also expressed her appreciation to the board for approving the agencies work from home policy. What started out as a policy to help with here and there instances, this policy really has kept this agency going through this COVID-19 pandemic. With the help of support staff, the work that we do is still getting done even with people having to be quarantined.

Set Next Meeting Date: The next Human Services Board meeting is scheduled for Wednesday, February 10, 2021 at 9:30 a.m. in the 3rd Floor County Board Room – Courthouse.

Adjourn: A MOTION WAS MADE BY CHRIS WILCZEK TO ADJOURN. THE MOTION WAS CATHERINE LEMKE SECONDED THE MOTION. THE MOTION CARRIED. The meeting adjourned 10:12 a.m.

Handouts distributed: January Meeting Agenda; Drafted December HS Board Meeting Minutes; Director's Expense Report from July 2020 to December 2020; General Relief Report for December; Intake & Referrals for December 2020; 2020 & 2021 Contract Comparison Report.

Respectfully submitted:

Marlana Livingston
for Paula Dubiak, Secretary