

## **TAYLOR COUNTY HUMAN SERVICES BOARD**

**May 11, 2022**

**Taylor County Human Services Department – 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, Paula Dubiak, Lori Willner, Lynn Rosemeyer, Mike Bub and Scott Mildbrand.

**Members Absent:** None

**Other Attendees:** (for all or a portion of the meeting) Suzanne Stanfley, Julie Clarkson, Rhonda Rudolph, Peggy Kellnhofer, Cheryl Ketelhut, Jen Meyer, Debbie Merkel, Amber Fallos, Nicole Hager, Tori Borman, and Emily Gojmerac with the Star News.

**Approve Minutes from the April 13, 2022 meeting:** SCOTT MILDBRAND MADE A MOTION TO APPROVE THE APRIL 13, 2022, MEETING MINUTES. CATHERINE LEMKE SECONDED THE MOTION. THE MOTION CARRIED.

**Approve the Agenda:** PAULA DUBIAK MADE A MOTION TO APPROVE THE AGENDA CONTAINING 17 ITEMS. LISA CARBAUGH SECONDED THE MOTION. THE MOTION CARRIED.

**Agency Staff Reports:** Jen Meyer, Clinical Service Coordinator and Debbie Merkel, APS/Crisis Case Manager presented and explained a PowerPoint Presentation regarding Crisis/Mental Health. Questions were asked and discussion was had. Chairman Rollie Thums will ask County Board Chairman Metz to have shortened version of presentation shared with the County Board. Chairman Rollie Thums thanked Jen and Debbie for the informative presentation and also thanked them for the work they do at Human Services.

**Introduction of Newly Elected Board Members:** Chairman, Rollie Thums started this topic prior to the Mental Health Presentation. Lynn Rosemeyer is the newly elected Human Services Board Member and she introduced herself and provided background information. Chairman, Rollie Thums then asked everyone in the room to introduce themselves.

**Election of Vice – Chairperson and Secretary for Human Services Board:** Mike Bub motioned to nominate Scott Mildbrand for Human Services Vice – Chairman and Catherine Lemke seconded. WITH SEVEN AYES, THE MOTION CARRIED. SCOTT MILDBRAND ACCEPTED THE VICE – CHAIRPERSON. Chairman, Rollie Thums motioned to nominate Paula Dubiak as Human Services Board Secretary, Scott Mildbrand seconded the motion. WITH SEVEN AYES, THE MOTION CARRIED. PAULA DUBIAK ACCEPTED THE ROLE AS SECRETARY FOR HUMAN SERVICES.

**Public Input:** This topic was after the Introduction of Newly Elected Board Members due to Amber Fallos, Director of Black River Industries explaining who she is what type of work she does that correlates with Human Services. Amber provided updates on the various programs that BRI assists Human Services with, specifically having a new summer program for the youth with disabilities, between the ages of 14-21, funded through CLTS. Amber shared that BRI also provides a Supervised Visitation Program to support families that currently work with the Children and Family Services Unit to foster a relationship with the child(ren) and parents. In

addition, she states that BRI provides In-Home Services for the elderly. Per Amber, essentially Black River Industries is here to fill in the gaps for Human Services and the community members.

**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 an update to the Committee regarding the ADRC. Questions were asked and discussion was had.

**Approve filling vacancy(ies):** None.

**Approve hiring casual, part-time B-3 employee:** Director Ms. Stanfley provided an update about the B-3 position and requested hiring a casual, part-time B-3 employee for about seven weeks with no change to the budget. MIKE BUB MOTIONED TO APPROVE THE HIRING CAUSUAL, PART-TIME B-3 EMPLOYEE, SCOTT MILDBRAND SECONDED. A ROLL CALL WAS TAKEN. THE MOTION CARRIED WITH EIGHT AYES.

**2021 Unaudited Human Services Budget Report by Rhonda Rudolph, Business Manager:** Rhonda Rudolph, Business Manager presented and explained the 2021 Year End Human Services Budget (Unaudited Numbers). In addition, Rhonda referenced the handout 2021 High Expense Overview. Questions were asked and discussion was had.

**Approve New Contracts and addenda:** One contract and four amendments were provided to the Board for approval. Handout distributed: Contracts/Addenda for the May 11, 2022 Human Services Board Meeting. Questions were asked and discussion was had. MIKE BUB MOTIONED TO APPROVE THE MAY CONTRACTS/AMENDMENTS. CATHERINE LEMKE SECONDED THE MOTION. A ROLL CALL VOTE WAS TAKEN. THE MOTION CARRIED WITHS EIGHT AYES.

**Review Remote Work:** Ms. Stanfley presented the April Remote Work Log Spreadsheet for review. Handout(s) distributed: April Remote Work Spreadsheet (included 13 employees). The board reviewed the spreadsheet, and there were no questions regarding this topic.

**Director's Report:** Ms. Stanfley presented the Director's Report. Handout(s) distributed: May 2022 Director's Report, April 2022 Revenue Report, April 2022 Expense Report, Children and Families Services caseload numbers through April 2022, CLTS/CCOP Caseload numbers through March 2022, Adult Protective(APS) caseload numbers through March 2022, Birth to Three Caseload numbers through March 2022, Crisis Caseload numbers through March 2022, CCS Caseload numbers through March 2022, Mental Health Outpatient caseload numbers through March 2022, Mental Health Case Management caseload through March 2022. Ms. Stanfley shared trainings from April and beginning of May which included Suicide and Risk Assessment-Behavioral Health Training Partnership-UW Green Bay. Ms. Stanfley provided an update regarding the grade change for the JDQ for Case Manager-Adult Protective Services (APS)/Crisis position which was approved at the last Finance and Personnel Committee Meeting. In addition, Ms. Stanfley provided an update regarding the Administrative Support/Receptionist Position. The Board was provided an update regarding the new Customer Complaint form/Client Rights and Grievance Resolution Procedures by Ms. Stanfley. Peggy Kellnhofer updated the committee that Governor Evers proclaimed the week of May 1-May 7 as Economic Support Specialists/Case Manager's Week. The consortium provides an average of 29,500 community residents with

FoodShare benefits so they can put food on the table, 35,000 cases Healthcare benefits so they are able to take care of their health care needs, and over 300 cases Childcare assistance so parents are able to work or participate in an approved activity. Julie Clarkson provided an update for Children and Family Services which included information on the Social Worker/Case Manager who was hired will start their onboarding process on May 16, 2022, but the official start date is scheduled for June 1. Jen Meyer reported for Clinical Services Unit and touched base on the Mental Health Presentation that she provided in beginning of the meeting and mentioned that May is Mental Health Awareness. Cheryl Ketelhut provided an update on her unit and stated they started a pilot trial for referrals to complete Mental Health and Substance Abuse Functional Screens. Appointments will be scheduled when the consumer initially calls for the referral. It is hoped this will lead to people following up more and receiving services in a timelier manner. Cheryl reported there are 20 families waiting for services for their children as they are on the CLTS wait list. Rhonda Rudolph, Fiscal Manager gave an update regarding the April Revenue and Expense Reports, which now include Juvenile Intake.

**Closed Session: The Human Services Board will go into Closed Session at approximately 11:00 a.m. pursuant to Section 19.85 (1)©, Wisconsin State Statutes, for the purpose of discussing the Human Services Director's Leave of Absence. A roll call vote will be taken:** At 11:30, MIKE BUB MOTIONED TO GO INTO CLOSED SESSION. SCOTT MILDBRAND SECONDED THE MOTION. ROLL CALL WAS TAKEN. MOTION WAS CARRIED.

**Open Session:** At 12:04 p.m. SCOTT MILDBRAND MOTIONED TO BRING BACK TO OPEN SESSION. LYNN ROSEMEYER SECONDED. ROLL CALL WAS TAKEN. THE MOTION CARRIED. Open session was resumed.

MIKE BUB MOTIONED TO APPROVE DIRECTOR'S MATERNITY LEAVE (6 TO 8 WEEKS) WITH THE OPTION TO WORK PART TIME AS NEEDED THROUGH THIS LEAVE. LYNN ROSEMEYER SECONDED. ROLL CALL WAS TAKEN. THE MOTION CARRIED.

**Set Next Meeting Date:** The next Human Services Board meeting is scheduled for Wednesday, June 15, 2022 at Taylor County Human Services Board Room at 9:30 a.m.

**Adjourn:** A MOTION WAS MADE BY LISA CARBAUGH TO ADJOURN. PAULA DUBIAK SECONDED THE MOTION. THE MOTION CARRIED. The meeting adjourned at 12:09 p.m.

Handouts distributed: May Meeting Agenda; Draft April 13th, 2022 HS Board Meeting Minutes; May Contract/amendments sheet; April Remote Work Log spreadsheet; May 2022 Director's Report, April 2022 Revenue Report, April 2022 Expense Report, Children and Families Services caseload numbers through April, CLTS/CCOP Caseload numbers through March 2022, Adult Protective(APS) caseload numbers through March 2022, Birth to Three Caseload numbers through March 2022, Crisis Caseload numbers through March 2022, CCS Caseload numbers through March 2022, Mental Health Outpatient caseload numbers through March 2022, Mental Health Case Management caseload through March 2022. 2021 Unaudited Budget, 2021 High Expense Overview, Economic Support Specialists and Case Manager's Week Proclamation

Respectfully submitted:

Tori Borman  
for Paula Dubiak, Secretary

## **TAYLOR COUNTY HUMAN SERVICES BOARD**

**April 13, 2022**

**Taylor County Human Services Department – Board Room**

**Call Meeting to Order:** Vice Chairman Scott Mildbrand called the meeting to order at 9:30 a.m.

**Members Present:** Rollie Thums (arrived late), Catherine Lemke, Lisa Carbaugh, Paula Dubiak, Lori Willner, Earl Hinkel, and Scott Mildbrand in person.

**Members Absent:** Mike Bub

**Other Attendees:** (for all or a portion of the meeting) Suzanne Stanfley, Julie Clarkson, Rhonda Rudolph, Peggy Kellnhofer, Cheryl Ketelhut, Jen Meyer, Tammy Schreiber and Tori Borman in person.

**Approve Minutes from the March 9, 2022 meeting:** EARL HINKEL MADE A MOTION TO APPROVE THE MARCH 9, 2022, MEETING MINUTES. CATHERINE LEMKE SECONDED THE MOTION. THE MOTION CARRIED.

**Approve the Agenda:** PAULA DUBIAK MADE A MOTION TO APPROVE THE AGENDA CONTAINING 12 ITEMS. LISA CARBAUGH SECONDED THE MOTION. THE MOTION CARRIED.

**Agency Staff Reports:** Tammy Schreiber, Foster Care/Kinship Coordinator presented to the Board regarding Foster Care and need Foster Care in Taylor County. During the presentation, Tammy explained the process of how individuals or families can become Foster Parents. Tammy also shared current statistics for Taylor County and the number of current Foster Homes that are available. Questions were asked and discussion was had. Vice Chairman Scott Mildbrand thanked Tammy for the informative presentation and also thanked her for the work she does at Human Services.

**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 an update to the Committee regarding the ADRC. Questions were asked and discussion was had.

**Approve filling vacancy(ies):** Administrative Support/Receptionist: Director, Ms. Stanfley reported the open position and asked for approval to fill the position. EARL HINKEL MOTIONED TO APPROVE THE FILLING OF ADMINISTRATIVE SUPPORT/RECEPTIONIST. CATHERINE SECOND THE MOTION. THE MOTION CARRIED WITH SIX AYES.

**Approval of the Ordinance to Repeal Section 13.13, General Relief Program, Human Services, Taylor County:** Ms. Stanfley provided the Ordinance to Repeal Section 13.13-General Relief Program to the Board. County Repeal approval is needed as the General Relief Program is in County Code under 13.13-Human Services-General Relief. Ms. Stanfley explained that Wisconsin Department of Health Services repealed State Statute authorizing program in July of 2009, therefore Taylor County is not mandated to provide this program. Taylor County Human Services has another County Levey Funded Line that could assist with items that the General Relief Fund assisted with in the past (Discretionary Funds). The last time General Relief was used was January of 2021. EARL HINKEL MOTIONED THE APPROVAL OF THE ORDINANCE TO REPEAL

SECTION 13.13, GENERAL RELIEF PROGRAM, HUMAN SERVICES, TAYLOR COUNTY. LISA CARBAUGH SECONDED THE MOTION. THE MOTION CARRIED WITH SIX AYES.

**Approve New Contracts and addenda:** Four contracts and two amendments were provided to the Board for approval. Handout distributed: Contracts/Addenda for the April 13, 2022 Human Services Board Meeting. Discussion was had and questions were asked. LISA CARBAUGH MOTIONED TO APPROVE THE MARCH CONTRACTS/AMENDMENTS. PAULA DUBIAK SECONDED THE MOTION. A ROLL CALL VOTE WAS TAKEN. THE MOTION CARRIED WITHS SIX AYES.

**Review Remote Work:** Ms. Stanfley presented the March Remote Work Spreadsheet for review. Handout(s) distributed: March Remote Work Spreadsheet (included 12 employees). The board reviewed the spreadsheet, questions were asked, and discussion was had.

**Director's Report:** Ms. Stanfley presented the Director's Report. Handout(s) distributed: April 2022 Director's Report, March 2022 Revenue Report, March 2022 Expense Report, Children and Families Services caseload numbers through March, CLTS/CCOP Caseload numbers through February 2022, Adult Protective(APS) caseload numbers through February 2022, Birth to Three Caseload numbers through February 2022, Crisis Caseload numbers through February 2022, CCS Caseload numbers through February 2022, Mental Health Outpatient caseload numbers through February 2022, Mental Health Case Management caseload through February 2022. Ms. Stanfley shared Director Trainings from March which included CPS Access and DHS/DCF New Director Orientation. Ms. Stanfley provided the Board with some handouts from the New Director Orientation which included an Overview of County Health and Human Serves Mandates/Finances and a Summary of Revenue Sources. Ms. Stanfley shared the updated Taylor County Human Services Department Brochure. Ms. Stanfley reported on the process of the JDQ for the Case Manager-Adult Protective Services (APS)/Crisis position and indicated that the new JDQ's were moved forward for review to Carlson Dettmann Consulting. Ms. Stanfley additionally provided an update regarding the Substance Abuse Block Grant. Questions were asked and discussion was had. Peggy Kellnhofer updated the committee that the May 2022 renewals for Health Care and Caretake Supplement were postponed by DHS. Julie Clarkson provided an update for Children and Family Services which included announcing that the Unit has hired a Social Worker/Case Manager who will start on May 16, 2022. In addition, Julie reported on caseloads which included eight placements in one week. Jen Meyer reported for Clinical Services Unit and relayed that the Certified Substance Abuse Counselor will be starting on Monday, April 18, 2022. Jen Meyer also provided an update regarding the Mental Health Case Manager leave of absence and the plan that will come with that. In addition, Jen Meyer provided a brief update regarding placement statuses and the process for stepping down placements. Cheryl Ketelhut, CCS Coordinator provided an update on her unit and touched base where the CLTS and CCS caseload numbers are including the waitlists. In addition, she spoke about the family leave for the Birth to Three Coordinator and what it will look like for caseload for the mandated program. Rhonda Rudolph, Fiscal Manager spoke about the project she currently is working on with CLA. In addition, she explained the handouts for Expense and Revenue reports, no significant changes and, will provide more accurate numbers for budget for 2021 next Board Meeting. The Social Committee continues to create activities to spread cheer and positivity.

**Set Next Meeting Date:** The next Human Services Board meeting is scheduled for Wednesday, May 11th, 2022 at Taylor County Human Services Board Room at 9:30 a.m.

**Adjourn:** A MOTION WAS MADE BY LISA CARBAUGH TO ADJOURN. CATHERINE LEMKE SECONDED THE MOTION. THE MOTION CARRIED. The meeting adjourned at 10:35 a.m.

Handouts distributed: April Meeting Agenda; Draft March 9th, 2022, HS Board Meeting Minutes; April Contract/amendments sheet; March Remote Work Log spreadsheet; March 2022 Director's Report, March 2022 Revenue Report, March 2022 Expense Report, Children and Families Services caseload numbers through March, CLTS/CCOP Caseload numbers through February 2022, Adult Protective(APS) caseload numbers through February 2022, Birth to Three Caseload numbers through February 2022, Crisis Caseload numbers through February 2022, CCS Caseload numbers through February 2022, Mental Health Outpatient caseload numbers through February 2022, Mental Health Case Management caseload through February 2022. TCHSD Agency Brochure, handouts from Ms. Stanfley Director trainings.

Respectfully submitted:

Tori Borman  
for Paula Dubiak, Secretary

## **TAYLOR COUNTY HUMAN SERVICES BOARD**

**March 9, 2022**

**Taylor County Human Services Department – 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, Paula Dubiak, Lori Willner, Earl Hinkel, and Mike Bub in person.

**Members Absent:** Scott Mildbrand

**Other Attendees:** (for all or a portion of the meeting) Suzanne Stanfley, Julie Clarkson, Rhonda Rudolph, Peggy Kellnhofer, Cheryl Ketelhut, Jen Meyer, and Tori Borman in person.

**Approve Minutes from the February 9, 2022 meeting:** MIKE BUB MADE A MOTION TO APPROVE THE FEBRUARY 9, 2022, MEETING MINUTES. EARL HINKEL SECONDED THE MOTION. THE MOTION CARRIED.

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

**Agency Staff Reports:** Jen Meyer, Clinical Supervisor provided an overall report regarding the Clinical Services Unit and expressed appreciation of the position that was added for a combined case worker for APS and Crisis as that remains busy. Jen reported with excitement that the unit remains to stay caught up on notes. Additionally, it was noted that AODA Counselor position was reposted with a closing date of Friday, March 18, 2022. Chairman, Rollie Thums, thanked Jen 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 an update to the Committee regarding the ADRC. Questions were asked and discussion was had.

**Approve resolution expressing appreciation to Laura Holmes for many years of service to Taylor County:** Chairman, Rollie Thums stated this resolution, and the other resolution can be approved together by Board members. Resolution was read to the Board for Laura Holmes who began employment at Taylor County Human Services on December 10, 2007. Laura Holmes spent the next 14 years assisting and providing support to numerous children and families as the Birth to Three Coordinator and as a CLTS Case Manager up until her retirement which was February 4, 2022.

**Approve resolution expressing appreciation to Liza Daleiden for her many years of service to Taylor County:** Resolution was read to the Board for Liza Daleiden who became an employee for Taylor County Human Services on January 29, 1999. In the 32 years that Liza was a dedicated employee she worked in various programs, providing her skills and knowledge to all consumers she encountered. At the time of her retirement on February 1, 2022, she was the Director of Taylor County Human Services. EARL HINKEL MOTIONED TO APPROVE RESOLUTION FOR LAURA HOLMES AND LIZA DALEIDEN. PAULA DUBIAK SECONDED. MOTION CARRIED. Will



need to resign at next meeting due to a change.

**Approve filling vacancy(ies):** None.

**Approve New Contracts and addenda:** Three contracts and two amendments were provided to the Board for approval. Handout distributed: Contracts/Addenda for the March 9, 2022 Human Services Board Meeting. Discussion was had and questions were answered. PAULA DUBIAK MOTIONED TO APPROVE THE MARCH CONTRACTS/AMENDMENTS. LISA CARBAUGH SECONDED THE MOTION. A ROLL CALL VOTE WAS TAKEN. THE MOTION CARRIED WITHS SEVEN AYES.

**Review Remote Work:** Ms. Stanfley presented the February Remote Work Logs for review. Handout(s) distributed: February Remote Work Log Forms (13 employees). The board reviewed the logs, questions were asked, and discussion was had.

**Approve Director's Expense Summary:** None.

**Director's Report:** Ms. Stanfley presented the Director's Report. Handout(s) distributed: March 2022 Director's Report, February 2022 Revenue Report, February 2022 Expense Report, Children and Families Services caseload numbers through February, CLTS/CCOP Caseload numbers through January 2022, Adult Protective(APS) caseload numbers through January 2022, Birth to Three Caseload numbers through January 2022, Crisis Caseload numbers through January 2022, CCS Caseload numbers through January 2022, Mental Health Outpatient caseload numbers through January 2022, Mental Health Case Management caseload through January 2022. Ms. Stanfley reported that the Management Team will be honoring Social Workers for Social Worker Appreciation Month which is in March. Ms. Stanfley explained the training that she participated in with some other supervisors, knowing that Taylor County Human Services is responsible for Emergency planning, and how to better adapt to ensure all consumers, including special needs populations are provided for. It was reported that the State Statute governing the General Relief Program was repealed, effective July 1, 2009. Ms. Stanfley indicted that a county repeal will need to be completed as currently this program is in the Human Services Chapter 13 County Code. The County Clerk will be working on a repeal for approval at the April meeting. Ms. Stanfley provided an update to the Board regarding Birth to Three Job Description, Personnel Committee tabled the Job Description, that was approved by Human Service Board on January 27, 2022. Questions were asked and discussion was had. Ms. Stanfley additionally reported the JDQ for the Case Manager-APS/Crisis position needs to be completed since job description created/updated and approved on 7/14/2021. Peggy Kellnhofer reported the Economic Assistance Unit hired a new worker for Taylor County and will begin employment on March 21, 2022. Relays this employee will be starting the new training process and will take about 3 months to be on their own. Julie Clarkson reports for Children and Family Services, including the current open position in the unit and interviews will be scheduled soon. Julie Clarkson relayed that she is on a committee for Youth Homelessness. In Taylor County, it is reported there are 12 that are homeless or at a risk of being homeless that have aged out of Foster Care. The Youth Homeless Committee is tasked to assist in addressing and serving youth homelessness throughout the State. Jen Meyer reported for Clinical Services and relayed the AODA Counselor position was reposted and there was high interest, hoping to be fully staffed soon. Jen asked about the Crisis Program/Mental Health Presentation, and Board agreed to put this on our

agenda for May. This will be completed to provide some education on this topic. Cheryl Ketelhut, CCS Coordinator reports regarding her unit and touched base where the CLTS caseload numbers are including the waitlist. Rhonda Rudolph, Fiscal Manager did relay to the Board the billing CLTS for Functional Screens is possible if enrollment occurs timely (90 days) and with the wait list as it stands, we cannot bill for that time as children are on the wait list too long. She further explained that the CLTS Case Management Rate includes the cost of the offices needed for the program, which makes it a fully funded State Program. Cheryl Ketelhut reported a family leave that will be happening for Birth to 3 staff, trying to find a process for coverage as this is a mandated program as well. Rhonda Rudolph, Fiscal Manager explained the handouts for Expense and Revenue reports, no significant changes and will close out 2021 Budget by the end of March, will provide the updated information next Board Meeting. The Social Committee continues to create activities to spread cheer and positivity.

**Set Next Meeting Date:** The next Human Services Board meeting is scheduled for Wednesday, April 13th, 2022 at Taylor County Human Services Board Room at 9:30 a.m.

**Adjourn:** A MOTION WAS MADE BY MIKE BUB TO ADJOURN. LISA CARBAUGH SECONDED THE MOTION. THE MOTION CARRIED. The meeting adjourned at 10:48 a.m.

Handouts distributed: March Meeting Agenda; Draft February 9th, 2022, HS Board Meeting Minutes; Director Report, March Contract/amendments sheet; February Remote Work Log Sheets; February 2022 Director's Report, February 2022 Revenue Report, February 2022 Expense Report, Children and Families Services caseload numbers through February, CLTS/CCOP Caseload numbers through January 2022, Adult Protective(APS) caseload numbers through January 2022, Birth to Three Caseload numbers through January 2022, Crisis Caseload numbers through January 2022, CCS Caseload numbers through January 2022, Mental Health Outpatient caseload numbers through January 2022, Mental Health Case Management caseload through January 2022.

Respectfully submitted:

Tori Borman  
for Paula Dubiak, Secretary

**TAYLOR COUNTY HUMAN SERVICES BOARD**  
**February 9, 2022**  
**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, Paula Dubiak, Lori Willner, Earl Hinkel, and Mike Bub in person. Scott Mildbrand via zoom.

**Members Absent:**

**Other Attendees:** (for all or a portion of the meeting) Suzanne Stanley, Rhonda Rudolph, Peggy Kellnhofer, Cheryl Ketelhut, Jen Meyer, Larry Brandl, Jacob Borman, Tori Borman, and Emily Gojmerac, Star News in person.

**Approve Minutes from the January 27, 2022 meeting:** MIKE BUB MADE A MOTION TO APPROVE THE JANUARY 27, 2022, MEETING MINUTES. EARL HINKEL SECONDED THE MOTION. THE MOTION CARRIED.

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

**Agency Staff Reports:** Jacob Borman, CST Coordinator spoke about his current caseload and how the consumers are dually enrolled in various programs, such as CST, CCS, and CLTS. Jacob did explain the referral process to the Board with all he has to complete during the enrollment, case management and protocol of the various programs with all the different requirements. It was noted, though, that dually enrolled consumers have the benefit of ensuring they are getting all their needs met. Questions were asked and discussion was had. Chairman, Rollie Thums, thanked Jacob for his time and the work he 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 information regarding the ADRC and the decision was made to keep Forest and Taylor County together for another year. Paula also provided that ADRC has appointed an Interim Director from Forest County for 20 hours a week. In addition, she spoke regarding the official decision to keep ADRC and COA combined, rather than bringing program to Human Services. Questions were asked and discussion was had.

**Approve filling vacancy(ies): Children and Family Ongoing/Youth Justice Social Worker (Case Manager):** The Agency recently had an employee relocate to another position within the Agency to create this open position in Children and Family Services. MIKE BUB MOTIONED TO APPROVE CHILDREN AND FAMILY ONGOING/YOUTH JUSTICE SOCIAL WORKER. EARL HINKEL SECONDED THE MOTION. THE MOTION CARRIED WITH SEVEN AYES.

**Approve Children and Family Ongoing/Youth Justice Social Worker (Case Manager) Job Description:** Ms. Stanley presented an updated job description for the Children and Family Ongoing/Youth Justice Social Worker (Case Manager). The CFS Department is responsible for Child and Abuse Neglect Reporting Line and Juvenile Intake that was previously completed by

the Court; therefore, the Job Description was updated to reflect the change in the Essentials Duties and Responsibilities. Questions were asked and discussion was held. EARL HINKEL MOTIONED TO APPROVE THE JOB DESCRIPTION FOR THE CHILDREN AND FAMILY ONGOING/YOUTH JUSTICE SOCIAL WORKER (CASE MANAGER). LISA CARBAUGH SECONDED THE MOTION. THE MOTION CARRIED WITH SEVEN AYES.

**Approve CliftonLarsonAllen LLP Engagement Letter:** Rhonda Rudolph, Fiscal Manager explained this process with hiring Clifton method on allocating cost and general ledger by program to maximize the Agency's revenue from the state. In addition, Rhonda reports it will be approximately \$5,000 to \$8,000 project. Ms. Stanfley reports to start this project by April and complete in a week. Questions were asked and discussion was had. Chairman, Rollie Thums requested an update on this method during the May meeting. MIKE BUB MOTIONED TO APPROVE, not to exceed \$10,000. CATHERINE LEMKE SECONDED THE MOTION. ROLL CALL VOTE WAS TAKEN. THE MOTION CARRIED WITH SEVEN AYES.

**Approve New Contracts and addenda:** One new contract and two contract amendments were brought to the board for approval. Handout distributed: Contracts/Addenda for the February 9, 2022 Human Services Board Meeting. Discussion was had and questions were answered. EARL HINKEL MOTIONED TO APPROVE THE FEBRUARY CONTRACTS/AMENDMENTS. LISA CARBAUGH SECONDED THE MOTION. A ROLL CALL VOTE WAS TAKEN. THE MOTION CARRIED WITH SEVEN AYES.

**Review Remote Work:** Ms. Stanfley presented the January Remote Work Logs for review. Handout(s) distributed: January Remote Work Log Forms (17 employees). The board reviewed the logs, questions were asked, and discussion was had.

**Approve Director's Expense Summary:** None. Ms. Stanfley requested that this topic be put only on twice a year. Chairman, Rollie Thums approved. It will be placed on future agendas.

**Director's Report:** Ms. Stanfley presented the Director's Report. Handout(s) distributed: February 2022 Director's Report, January 2022 General Relief Report, January 2022 Revenue Report, January 2022 Expense Report, 2021 Contract Summary, and an Agency flow chart to explain departments, caseloads and State suggested caseloads. Board Reviewed and supervisors thoroughly explained their units and what the suggested requirements for caseloads should be. Ms. Stanfley reported for Children and Family Services, and explained that the unit remains consistent, including methamphetamine drugs are reported to be a cause with reports being screened in. Jen Meyer reported Clinical Services remains busy with an uptake in opioids use, in addition, an uptake in Residential Treatment Facilities. Crisis and APS continue to grow and don't seem to be slowing down at this time. Cheryl Ketelhut, CCS Coordinator reports regarding her unit and the barriers of having a CCS Provider and explained that if they have a therapist at Aspirus, they can't be enrolled into CCS. In addition, training aspect is not ideal. Peggy Kellnhofer reported on Economic Assistance and relays the position has been closed February 1 and will be starting the process with the applications. Peggy Kellnhofer reported on Economic Assistance and indicated that the posting for the open position closed on February 1, with interviews still needing to be scheduled. Peggy shared information on the DHS-COVID-19 Emergency "Unwinding" Partner Toolkit, which will help keep members informed as the anticipation of the emergency order ending in 2022. When the emergency order ends, the

special rules during COVID-19 will go away and the renewal process will resume that was in place before COVID-19. Peggy indicated that call volumes will significantly rise during this time and staff will need to be trained on the former processes. Rhonda Rudolph, Fiscal Manager spoke regarding 2021 Contract Summary that was suggested at the previous Board Meeting to see what is spent and how much the Agency contracts. The Social Committee continues to create activities to spread cheer and positivity.

**Set Next Meeting Date:** The next Human Services Board meeting is scheduled for Wednesday, March 9th, 2022 at Taylor County Human Services Board Room at 9:30 a.m.

**Adjourn:** A MOTION WAS MADE BY MIKE BUB TO ADJOURN. CATHERINE LEMKE SECONDED THE MOTION. THE MOTION CARRIED. The meeting adjourned at 11:15 a.m.

Handouts distributed: February Meeting Agenda; Drafted January 27<sup>th</sup>, 2022, HS Board Meeting Minutes; Social Worker/Case Manager (CFS) Job Description, CliftonLarsonAllen LLP Engagement Letter, February Contract/amendments sheet; January Remote Work Log Sheets; February 2022 Director's Report, January 2022 General Relief Report, January 2022 Revenue Report, January 2022 Expense Report, Agency Flow Chart for Children and Families, CCS, CLTS, B-3, and Clinical Services, and 2021 Contract Summary

Respectfully submitted:

Tori Borman  
for Paula Dubiak, Secretary

## **TAYLOR COUNTY HUMAN SERVICES BOARD**

**January 27, 2022**

**Courthouse – 3<sup>rd</sup> Floor County Board Room**

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

**Members Present:** Rollie Thums, Catherine Lemke, Lisa Carbaugh, Scott Mildbrand, Earl Hinkel, and Mike Bub in person. Paula Dubiak via zoom.

**Members Absent:** Lori Willner

**Other Attendees:** (for all or a portion of the meeting) Liza Daleiden, Suzanne Stanfley, Julie Clarkson, Rhonda Rudolph, Cheryl Ketelhut, Kim Drolshagen, Tori Borman, Jenn Arndt, and Emily Gojmerac, Star News in person. Jen Meyer and Laura Holmes via zoom.

**Approve Minutes from the December 8, 2021, meeting:** EARL HINKEL MADE A MOTION TO APPROVE THE DECEMBER 8, 2021, MEETING MINUTES. MIKE BUB SECONDED THE MOTION. THE MOTION CARRIED.

**Approve Minutes from the December 13, 2021, closed session meeting:** CATHERINE LEMKE MADE A MOTION TO APPROVE THE DECEMBER 13, 2021, CLOSED MEETING MINUTES. EARL HINKEL SECONDED THE MOTION. THE MOTION CARRIED.

**Approve the Agenda:** LISA CARBAUGH MADE A MOTION TO APPROVE THE AGENDA CONTAINING 18 ITEMS. SCOTT MILDBRAND SECONDED THE MOTION. THE MOTION CARRIED.

**Agency Staff Reports:** Kim Drolshagen, Economic Support Specialist spoke about a positive story on how she helped a caller on the EBD (Elderly, Blind, Disabled) caseload feel more relaxed regarding the programs she is enrolled in. Kim relayed that the caller noted that she was happy there are programs that can assist the lower income individuals. Chairman, Rollie Thums, thanked Kim 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:** Catherine Lemke provided information regarding the ADRC and stated that there are a couple of possibilities with combining with COA or appointing an interim Director. In addition, she spoke about Forest and Taylor County, potentially separating and being individual stand-alone ADRC counties with not sharing time and employees between both counties. Next meeting for the ADRC is Monday, January 31, 2022. Questions were asked and discussion was had.

**Approve CLTS Support and Services Coordinator Job Description:** Board Members reported that typically the position is requested first, however, Cheryl Ketelhut, CCS Coordinator provided information regarding this program and why this stand-alone job description is needed. It was explained by Ms. Daleiden that currently, they have been able to manage with having caseloads with multiple programs, but there is an increased caseload of CLTS enrollments and the CLTS waitlist having 10-11 children on it, the State is requesting to add them to a caseload. This is a State mandated program and this position is needed to be able to take on all the cases that are currently enrolled and remove children from the waitlist, per State. Questions were asked and

discussion was had.

**Approve CLTS Support and Services Coordinator Position:** Cheryl Ketelhut reports CLTS is a State mandated program in which enrollment has been increasing with 10-11 children on the waitlist. The funding for the clients is fully provided by the State, meaning the County does not have to budget for this particular program. Currently, Taylor County has 40 children enrolled in the program with a 10-11 child waitlist, which is not meeting the state's requirements. Cheryl Ketelhut reports that staff is currently able to manage due to the Pandemic and not being able to do the face-to-face contacts or travel associated with such. Cheryl Ketelhut provided an email from Department of Health Services along with a packet of why numbers are increasing. Questions were asked and discussion was had. MIKE BUB MOTIONED TO APPROVE THE CLTS POSITION, in contingent on state funding. LISA CARBAUGH SECONDED THE MOTION. A ROLL CALL WAS TAKEN; WITH 3 YES AND 4 NO. Will return to the agenda for February meeting.

**Approve Birth to Three Coordinator Job Description:** Ms. Daleiden presented an updated job description for the Birth to Three Coordinator. Previously it was stating "Bachelor's Degree in Early Childhood Special Education". It was revised to read "Education/Training: Bachelor's Degree in Social Work, Psychology, Education or related field is required, and Early Childhood Special Education is preferred". Currently the Case Manager has a specific teacher license, however, since it isn't always reimbursable due to private insurance. It was suggested to make the job description more flexible for the new hire. Questions were asked and discussion was held. CATHERINE LEMKE MOTIONED TO APPROVE THE JOB DESCRIPTION FOR THE BIRTH TO THREE COORDINATOR. LISA CARBAUGH SECONDED THE MOTION. ROLL CALL WAS TAKEN; WITH 5 YES AND 2 NO. THE MOTION CARRIED.

**Approve filling vacancy(ies):** None.

**Taylor County Human Services Department Authorized Positions:** Human Services currently has 43 authorized positions; however, 3 positions were eliminated, therefore it will be bringing the Agency to 40 authorized positions. The positions were specifically for the two CANS positions and one Drug Opposition positions that are no longer apart of the Agency. MIKE BUB MOTIONED TO APPROVE TAYLOR COUNTY HUMAN SERVICES DEPARTMENT AUTHORIZED POSITIONS. SCOTT MILDBRAND SECONDED THE MOTION. THE MOTIONED CARRIED WITH SEVEN AYES.

**Approve New Contracts and past year's contracts and addenda:** One new contract and two contract amendments were brought to the board for approval. Handout distributed: Contracts/Addenda for the January 27, 2022 Human Services Board Meeting. Discussion was had and questions were answered. MIKE BUB MOTIONED TO APPROVE THE DECEMBER 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 December Remote Work Logs for review. Handout(s) distributed: December 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: January 2022 Director's Report, December 2021 General Relief Report, December 2021 Revenue Report, December 2021 Expense Report, Children and Families Caseload Numbers through December 2021, CLTS/C-COP Caseload Numbers through December 2021, B3 Caseload Numbers through December 2021, Adults & Elderly Caseload Numbers through December 2021, Crisis Caseload Numbers through December 2021, CCS Caseload Numbers through December 2021, Mental Health Outpatient through December 2021, and Mental Health Case Management Caseload Numbers through December 2021. Ms. Stanfley stated that Economic Assistance unit remains busy and have started a new call system called, Genesys. New position is readvertised and closed February 1, 2022. Julie Clarkson reported that Children and Family Services unit has now started the Juvenile Intake as of January 1, 2022. The new part-time worker started January 10, 2022 and it is extremely helpful. Ms. Daleiden explained Clinical Services are currently caught up and have a plan in place to remain staying up to date. Cheryl Ketelhut reported CCS numbers are stabilizing and received the re-certification for 2 more years. CLTS and Birth to Three had file reviews. Rhonda Rudolph, fiscal manager spoke regarding budget, audit, and contracts. The Social Committee continues to create activities to spread cheer and positivity. Ms. Daleiden thanked the Board for allowing her to be the Director of the agency.

**Set Next Meeting Date:** The next Human Services Board meeting is scheduled for Wednesday, February 9th, 2022 at the Education Center, Room 101 A & B.

**Adjourn:** A MOTION WAS MADE BY CATHERINE LEMKE TO ADJOURN. LISA CARBOUGH SECONDED THE MOTION. THE MOTION CARRIED. The meeting adjourned at 11:44 a.m.

Handouts distributed: January Meeting Agenda; Drafted December 8, 2021 and Drafted December 13, 2021 HS Board Meeting Minutes; January Contract/amendments sheet; December Remote Work Log Sheets; December 2021 Director's Report, December 2021 General Relief Report, December 2021 Revenue Report, December 2021 Expense Report, Children and Families Caseload Numbers through December 2021, CLTS/C-COP Caseload Numbers through December 2021, B3 Caseload Numbers through December 2021, Adults & Elderly Caseload Numbers through December 2021, Crisis Caseload Numbers through December 2021, CCS Caseload Numbers through December 2021, Mental Health Outpatient through December 2021, and Mental Health Case Management Caseload Numbers through December 2021. CLTS Enrollment packet provided by Cheryl Ketelhut.

Respectfully submitted:

Tori Borman  
for Paula Dubiak, Secretary