

JACKSON COUNTY DEPARTMENT OF HEALTH AND HUMAN SERVICES BOARD MEETING MINUTES
December 21st, 2022 - 10:00 am
421 County Road R | Black River Falls WI 54615
Meeting ID: 846 5051 8208; Password: 060873

Members Present: Ron Carney, Thomas Clark, Sarah Peloquin, Daryl Boe, Max Hart, Desiree Gearing-Lancaster, Michelle Clark-Forsting, Beth Smetana, and Lori Chown

Members Excused Absent:

Staff Present: Jessica Stinson, Daina Dobbs, Christine Hovell, Laurie Goetzka, Tammy Handly, and Angie Shafer

Staff Absent: Carly Keller and Jackie McDonell

Guests Present: Jeff Amo, Cindy Altman, Susie Meinerz, Rowena Nelson, Jessica Buss, Ben Rodenberg, and Mark Larsen

Call to Order

Carney called the meeting to order at 10:00 am.

Approve minutes of the November 16, 2022 meeting

Peloquin made a motion to approve the minutes of the November 16, 2022 meeting, seconded by Smetana. Motion carried unanimously.

Public Comments/Community Updates

None

Introduction of New DHHS Staff

Daryl Boe introduced himself to the board members and staff, board members and staff introduced themselves to each other.

Closed Session

A motion was made by Chown to move into closed session for the purpose of considering employment of specific public employees over which the County has jurisdiction and exercises responsibility. Seconded by Gearing-Lancaster. Motion carried unanimously.

Open Session

A motion was made by Clark to move into open session. Seconded by Gearing-Lancaster. Motion carried unanimously.

Request Approval of Intermittent Leave of Absence of Children and Families Access Worker

A motion was made by Chown to approve the intermittent leave of absence of Children and Families Access Worker for up to 6 months. Seconded by Smetana. Motion Carried unanimously.

DHHS Board Member Needed for the ADRC Advisory Committee

Shafer stated that the ADRC Advisory Committee meets the third Monday of the month from 1:30 p.m. to 3:15 p.m. and is still needing a DHHS Board member. Chown volunteered to be on the ADRC Advisory Committee starting February 2023.

Request Approval to Hire Economic Support Specialist

After discussion, a motion was made by Smetana to approve the hire of an Economic Support Specialist. Seconded by Clark. Motion carried unanimously.

Request Approval of Annual Protective Placement and Protective Service Reviews (APPR) Policy and Procedure

Shafer presented and answered questions regarding the policy. After discussion, a motion was made by Peloquin to approve the Annual Protective Placement and Protective Service Reviews (APPR) Policy and Procedure. Seconded by Clark-Forsting. Motion carried unanimously.

Request Approval of Adult Protective Services Policy and Procedure

Shafer presented and answered questions regarding the policy. After discussion, a motion was made by Peloquin to approve the Adult Protective Services Policy and Procedure. Seconded by Clark-Forsting. Motion carried unanimously.

Request Approval of Adult Protective Services Initial Assessment Policy and Procedure

Shafer presented and answered questions regarding the policy. After discussion, a motion was made by Peloquin to approve the Adult Protective Services Initial Assessment Policy and Procedure. Seconded by Clark-Forsting. Motion carried unanimously.

Request Approval of Women's Infants and Children Program (WIC) Interpreter Policy and Procedure

Handly presented and answered questions regarding the policy. After discussion, a motion was made by Gearing-Lancaster to approve the Women's Infants and Children Program (WIC) Interpreter Policy and Procedure. Seconded by Peloquin. Motion carried unanimously.

Request Approval to Update Jackson County Environmental Health Citation and Forfeiture Policy and Procedure

Handly and Rodenberg presented and answered questions regarding the policy. After discussion, a motion was made by Chown to approve the Jackson County Environmental Health Citation and Forfeiture Policy and Procedure. Seconded by Peloquin. Motion carried unanimously.

Request Approval of Chapter 11 Jackson County Ordinance Resolution

Handly and Rodenberg presented and answered questions regarding the ordinance. After discussion, a motion was made by Smetana to approve the Chapter 11 Jackson County Ordinance Resolution. Seconded by Chown. Motion carried unanimously.

Request Approval to Update Chapter 11 Jackson County Ordinance

After discussion, a motion was made by Smetana to approve the Chapter 11 Jackson County Ordinance. Seconded by Clark-Forsting. Motion carried unanimously.

Public Health Update

Handly presented and answered questions regarding the Public Health Update.

Request Approval to Hire 1.0 FTE Accounts Payable and Receivable Specialist

After discussion, a motion was made by Chown to approve the Hire 1.0 FTE Accounts Payable and Receivable Specialist. Seconded by Gearing-Lancaster. Motion carried unanimously.

Request Approval to Hire .80-1.0 FTE Behavioral Health Fiscal Specialist

After discussion, a motion was made by Chown to approve the Hire .80-1.0 FTE Behavioral Health Fiscal Specialist. Seconded by Gearing-Lancaster. Motion carried unanimously.

Request Approval to Reclass the Fiscal Analysis and Contract Administrator to Business Services Supervisor and Contract Administrator Resolution

After discussion, a motion was made by Chown to approve the Reclass the Fiscal Analysis and Contract Administrator to Business Services Supervisor and Contract Administrator Resolution. Seconded by Clark. Motion carried unanimously.

Request Approval to Reclass the Fiscal Analysis and Contract Administrator to Business Services Supervisor and Contract Administrator

After discussion, a motion was made by Smetana to approve the Reclass the Fiscal Analysis and Contract Administrator to Business Services Supervisor and Contract Administrator. Seconded by Chown. Motion carried unanimously.

Request Approval of Business Services Supervisor and Contract Administrator Job Description

After discussion, a motion was made by Chown to approve the Business Services Supervisor and Contract Administrator Job Description. Seconded by Peloquin. Motion carried unanimously.

Directors Report

Hovell stated that warming shelters, hotel vouchers, and food vouchers were given to those who lost power this past week. Meeting this afternoon in preparation for the next storm that is coming. Jessica Buss received the award of excellence from Anu Family Services. ADS had a grant and hosted bingo bash for seniors and created totes for these seniors. The CDC caught wind of the totes and liked the totes so much that the state is going to be taking the totes and using them. Jessica Stinson gave an update on a CLTS grant fund that they applied for and stated that they were 1 of 69 to receive the grant for \$600,000, this will be used for the all-abilities park.

Business Services Update

Hovell and Nelson presented and answered questions regarding the November schedule of vouchers and highlighted key aspects of the report. After discussion, a motion was made by Gearing-Lancaster to approve the November schedule of vouchers as presented, seconded by Clark. Motion carried.

Hovell and Nelson presented and answered questions regarding the November Fiscal Report.

Hovell and Nelson presented and answered questions regarding Placement Costs.

Schedule Next Meeting Date and Time

The next scheduled DHHS Board meeting will be on **January 18, 2022 at 10:00 am** at the Jackson County Department of Health and Human Services Black River Conference Room located at 421 County Road R Black River Falls, WI 54615.

Adjournment

Carney made a motion to adjourn, seconded by Chown. Meeting was unanimously adjourned at 11:26 am.

Respectfully submitted,
Brooke Studebaker