

**MINUTES**  
**WEDNESDAY, JANUARY 4, 2023**  
**OCONTO COUNTY DEPARTMENT OF HEALTH AND HUMAN SERVICES BOARD**  
**301 WASHINGTON STREET, COURTHOUSE BUILDING "A" COUNTY BOARD ROOM #3041**

**(Draft minutes until approved by Board)**

BOARD PRESENT: Tom Bitters, Barton Schindel, Jolene Barkhaus, Judith Buhrandt, Carole Heise, Stephanie Holman, Kathy Gohr, Karl Ballestad

BOARD ABSENT: Carolyn Barke

OTHERS PRESENT: Al Sleeter, County Board Chair; Erik Pritzl, County Administrator; Scott Shackelford, Director; Betty Bickel, Deputy Director/Operations Manager; Will Kline, Vocational Service Manager; Debra Konitzer, Public Health Manager; Chris Hanke, Community Services Manager; Heather Ondik, Economic Support Manager; Carrie Kleinschmidt, Family Services Manager; Erin Helman, Family Services Supervisor; Kyla Soper, Family Services Supervisor; Beth Ellingson, Corporation Counsel; David Behrend, County Board Supervisor; Tatum Lardinois, Case Worker; Wendy Dey, Confidential Secretary

**1. Call Meeting to Order**

The meeting was called to order at 9:01 a.m. by Chair Bitters.

**2. Approval of Agenda**

2.1 Change in Sequence – None

2.2 Removal of Items – None

Motion by Gohr/Barkhaus to approve the agenda as written. The motion was voted on and carried.

**3. Approval of Minutes of Previous Meeting**

- Motion by Barkhaus/Holman to approve the December 7, 2022 meetings minutes as presented. The motion was voted on and carried.

**4. Communications**

- Carrie Kleinschmidt, Family Services Manager, introduced case worker, Tatum Lardinois.

**5. Resolution Installation of Gas Line and Radian Heating in Warehouse at New View Industries**

Following an explanation by Will Kline, Vocational Services Manager, motion by Schindel/Buhrandt to approve Resolution Installation of Gas Line and Radiant Heating in Warehouse at New View Industries. The motion was voted on and carried.

**6. Resolution American Rescue Plan Coronavirus Fiscal Recovery Funding for Child Care Expansion in Oconto County**

Motion by Gohr/Holman to suspend the Rules and move item #6 after item #12. The motion was voted on and carried.

**7. Discussion Neogov Human Resources Hiring Software**

Debra Konitzer, Public Health Manager, led a discussion regarding the Neogov Human Resources Hiring Software. The software will support efficient recruitment and onboarding of disease investigation staff in response to an outbreak. COVID related funding will be utilized for this software.

**8. Approval of 2023 Contracts; REM Wisconsin II Inc., Community Resource Specialist Staffing Agency, Bellin Psychiatric Center, Stay at Home Care LLC, Bridge the Gap, Exceptional Equestrians, Wakoda Trails LLC, FW Consulting DHFS LLC, SV North, In Focus Counseling LLC, Marinette County DHHS, Dr. Thapa, and Brotoloc Health Care Systems Inc.**

Chris Hanke, Community Services Manager and Will Kline, Vocational Services Manager presented 2023 contracts. Following discussion, motion by Schindel/Buhrandt to approve the 2023 contracts as presented. The motion was voted on and carried.

**9. Approval of Budget Adjustments**

Following discussion, motion by Barkhaus/Schindel to approve the Budget Adjustments. The motion was voted on and carried.

**10. Review of Prior Months Vendor Payments**

The Board reviewed vendor payments for December 2022.

**11. Board of Health Report**

- Debra Konitzer, Public Health Officer/Public Health Manager reported on Respiratory Illnesses in Oconto County. Influenza cases continue to rise. To date, there have been two pediatric deaths in Wisconsin. According to Wisconsin Department of Health

Services, between 10-1-2019 and 9-30-2020 there were 22 hospitalizations due to respiratory illnesses in Oconto County. Thus far this season, which started on 10-1-2022 there are 16. There currently is no information available for the 2020-2021 season from the State.

- Konitzer also reported that for the month of January, Public Health is offering Radon test kits at a discounted rate of only \$5.00. Kits may be purchased at Health and Human Services or at several clerk's offices throughout the County, including, Town of Townsend, Town of Mountain, City of Oconto Falls, Town of Riverview, Town of Little Suamico, and Village of Suring.
- Konitzer also updated the Board regarding the new Software Expressions Software. Testing has begun and live data should be available in a few weeks.

## **12. Manager Division Reports**

- Heather Ondik, Economic Support Manager, reported that there was over \$200,000.00 in overpayments in 2022, Oconto County will receive 15% of the total overpayments that are recouped, and the State will receive the rest. Ondik also reported that there will be a new licensed in-home child care provider in Oconto.
- Community Services Division: Chris Hanke, Community Services Manager, reminded the Board that we should all watch out for our elderly community members, especially when the weather is bad.
- Will Kline, Vocational Services Manager, reported that in December an installment of the Greater Green Bay Community Foundation Grant was received. Kline updated the Board regarding the lease of a new van for New View Industries. With this lease, there will now be two vans available for the transportation needs of clients. Kline also reported that there was a water pipe leak over the holiday weekend that resulted in a power outage in the boiler room.
- Betty Bickel, Deputy Director/Operations Manager, reported on recruitment. An offer was made for the Accountant I position, pending background check, and there will be an opening for the day services worker. Bickel updated the Board regarding the office cubicle project. On 1/31/2023, KI will be coming back to replace the damaged wall panels. This should take a few days.
- Kyla Soper, Child Welfare Supervisor, reported that there are currently 38 youth placed in out of home care.
- Erin Helman, Child Welfare Supervisor, reported that Family Services is very busy. There are six relatively new staff that are completing their training. They should be fully trained by the end of February.

All reports were treated as information to the Board.

## **6. Resolution American Rescue Plan Coronavirus Fiscal Recovery Funding for Child Care Expansion in Oconto County**

- Following discussion, motion by Barkhaus/Holman to amend the resolution to include the following conditions for payment. The motion was voted on and carried.
  - ◆ Whereas, Encompass Early Education and Care, Inc., will have 20% of the project cost available to start construction; and
  - ◆ Whereas, no additional operating funds will be made available to Encompass Early Education and Care, Inc., after project completion; and
  - ◆ Be it further resolved, the Oconto County Finance Director, County Administrator and Treasurer are authorized to release the funding after receiving confirmation from Encompass Early Education and Care, Inc., that funds for the full project cost have been committed.
- Motion by Heise/Holman to approve the amended resolution and forward it onto the County Board Meeting for approval. The motion was voted on and carried.

## **13. Approval of Attendance at Non-County Meeting(s)- None**

## **14. Announcements/General Information (no action to be taken) - None**

## **15. Set Next Meeting Date(s)**

Next regular meeting is scheduled for Wednesday, February 8, 2023

## **16. Adjournment**

Chair Bitters declared the meeting adjourned at 10:37 a.m.