



**Minutes**  
**Human Services and Health Board Meeting**  
**Wednesday March 2, 2022-6:00 pm**  
**Dodge County Administrative Building**  
**Auditorium Rooms H & I**  
**127 East Oak St, Juneau, WI 53039**

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1. Call to Order by Chairperson Mary Bobholz at 6:00 p.m.
2. Roll Call and Non-Committee Member County Board Attendance

**Board Present:** Mary Bobholz, Jennifer Keyes, Timothy Kemmel, David Godshall, Andrew Johnson, Donald Hilgendorf, Mary Rosecky

**Absent/Excused:** Jenifer Hedrick, Kira Sheahan-Malloy

**Staff Present:** Director Becky Bell, Division Manager Angela Petruske, Accounting Technician Felicia Bruyette, County Administrator Jim Mielke, Division Manager Sheila Drays, Division Manager Alyssa Schultz

**Others Present:**

3. Public Comment: NA
4. Approval of the minutes of the February 2, 2022 Human Services & Health Dept. Board meeting  
Motion by Donald Hilgendorf to approve the February 2, 2022 Human Services & Health Department Board meeting minutes. Seconded by Andrew Johnson. Motion carried.

**5. BOARD ACTION**

A. Create One Full-Time, Benefited Position of Community Health Educator (Combine One Filled, Funded, 0.50 FTE, Benefited Position of *Community Health Educator* and a *Public Health Educator* LTE position)

Ms. Bell informed the board about the intent to combine two positions, a part time position within the ADRC and a full time LTE position which has been approved by the Human Resources Committee at the beginning of January. The intent is to combine the position so that 20 hours are focused in ADRC and 20 hours are focused on Public Health, making it a full time position. Ms. Bell expressed the belief that by doing so, it will enhance the mission of Public Health. This position would have 20 hours funded by ADRC grant funding and the other 20 hours funded by Public Health grant funding. Ms. Bell explained that this position will not take over any open nurse positions, but will help to enhance the Public Health Department. There is possible interest in this full time position by an employee in the ADRC. Motion by Mary Bobholz to approve the intent to combine the two positions into a full time position. Motion seconded by Jenifer Keyes. Motion carried.

**B. Advisory Resolution Supporting Dodge County Public Health**

Ms. Bell stated that staff in the Public Health department were faced with more work and more tasks during Covid-19. The public has spoken out about Public Health several times during the pandemic. Since then, Human Services and Health Department has lost half of the nursing staff that was previously employed. Based on conversations with the Executive Committee, a resolution has been created to support Public Health and let the department staff know how much Dodge County appreciates and supports everything that they have done. Motion by Tim Kemmel to approve the motion. Motion seconded by Andrew Johnson. Motion carried.

**6. DIRECTORS REPORT– Ms. Bell**

**A. Annual Report**

A copy of the Human Services and Health Department Annual Report for 2021 was provided to Board members. Ms. Bell thanked Sheila Drays, Angela Petruske, and Alyssa Schultz for their work and help with leading the Human Services and Health Department. Ms. Bell informed the Board that throughout 2021, Dodge County saw an increase in mental health severity, suicide, adult protection services, child placement, economic support, and AODA use. These factors impacted the department in many ways and have shown that Human Services and Health Department sees the struggles of the citizens. The struggles within Dodge County are partially to do with what was happening in society. It is believed that these impacts have contributed to the budget shortfall for 2021. Ms. Bell went on to thank Jim Mielke for supporting the Department and extended a thank you to the Board Members as well for believing in the services and advocating for the Human Services and Health Department.

**B. Out of State Placements**

Ms. Bell informed the Board that there are currently still four out of state youth placements. Three of the four placements are in the process of discharge planning discussions.

**C. Public Health Updates**

Ms. Bell updated the Board on current situations pertaining to the Public Health Department. The most recent weekly update handout for Covid-19 was provided to all members. This will be the last weekly update provided as Covid-19 protocols have changed. In addition to the discontinuation of weekly updates, Public Health will no longer be reporting daily cases through social media. The Dodge County website will provide links to the State of Wisconsin and the CDC on the county website for anybody to access those numbers. Masking guidelines are also continuing to change as Dodge County has been identified as a low transmission county. At this time, individuals between the ages of 18 to 70 are no longer receiving contact tracing phone calls. The State of Wisconsin gave all Public Health Departments the flexibility to make their own priorities in their respective communities. Ms. Bell stated that Kim Mueller, the current Interim Public Health Officer, is helping Dodge County to make changes pertaining to Covid-19 that mirror Fond du Lac County. Curative Lab is continuing testing four days a week in Beaver Dam with testing open to anybody in the state, not just Dodge County residents. There has been a decrease in Covid-19 cases over the last month with numbers continuing to go down. With the decrease in numbers, Dodge County Human Services and Health Department made the decision to end several LTE contact tracer positions at the end of February due to the low workload. There are still currently three contact tracers on staff and changes will be made going forward as necessary.

**D. Staff Retention and Recruitment Discussion**

Ms. Bell informed the Board that Human Services and Health Department is continuing to have positions available with little interest. The Public Health Officer position has remained available and there have been no further applications. There was one candidate who is no longer interested in the position. Public Health also continues to have a nursing shortage. Ms. Bell informed the Board that a discussion was brought forth to the Human Resources Committee to ask for a \$6,000 sign on bonus for the vacant Public Health nursing positions. The sign on bonus was approved by the committee in accordance with a policy that is in existence within the County. Ms. Bell also stated that there are also Social Work positions available in CPS for initial assessments. Positions are advertised by the Human Resources Department online, in schools, etc. There is a career fair in Beaver Dam on March 10<sup>th</sup> that the Department will be attending to talk about current vacant positions. Dodge County will have three different booths there; one for Clearview, one for Human Resources, and one for the Human Services and Health Department.

**E. 2021 Preliminary Budget Shortfall Discussion**

Ms. Bell let the Board know that at this time, the 2021 Budget Shortfall is not going to be as significant as was originally determined. Ms. Petruske was able to stay in contact with WIMCR and was allowed to resubmit back up documentation on cost reporting for Human Services and Health Department programs. It is now determined that the Department should be receiving a payment rather than a take back from WIMCR.

**7. COMMUNITY SUPPORT SERVICES REPORT-Ms. Drays**

- A. Statistics for January
- B. Dining center comments

**8. CLINICAL & FAMILY SERVICES REPORT-Ms. Schultz**

- A. Statistics for January

Ms. Schultz noted that several statistics increased in the month of January, which increased the amount of caseloads. CPS case load is currently stable with the expectations of seeing placement numbers decreasing in the near future.

- B. Out of home costs

Ms. Schultz reported that institution costs are higher for January, but that those numbers should remedy with placements being moved either back into state, or going home from placements.

- C. January report/expenses from Northwest Connections-After Hours Crisis
- D. Northwest Connections-After Hours Crisis Calls and Mobile Requests 2020-Present

**9. FISCAL & SUPPORT SERVICES REPORT – Ms. Petruske**

- A. Review 2021 expenditures & Revenues

Ms. Petruske informed the Board that the predicted budget shortfall is appearing to be right around \$1.4 million dollars

- B. Review 2022 Expenditures and Revenues
- C. Budget Adjustment Forms

10. Next Meeting will be on Wednesday, April 6<sup>th</sup>, 2022 at 6:00pm

11. Adjourned at 6:45 p.m.

  
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Jennifer Keyes, **Secretary**

  
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Mary Bobholz, **Chairperson**

  
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Felicia Bruyette, **Recording Secretary**