

**Minutes**  
**Human Services and Health Board Meeting**  
**Wednesday April 5, 2023-5:00 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 Jenifer Hedrick at 5:00 p.m.
2. Roll Call and Non-Committee Member County Board Attendance

**Board Present:** Marilyn Klobuchar, Jody Steger, Mary Rosecky, Jenifer Hedrick, David Godshall, Lisa Derr, David Guckenberger, Steve Kauffeld

**Absent/Excused:** Jennifer Keyes

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

**Others Present:** County Administrator Cameron Clapper, County Board Chairman David Frohling

3. Approval of the minutes of the March 1, 2023 Meeting

Motion by Jody Steger to approve the March 1, 2023 minutes with a spelling error noted under section 4: Directors Report. Seconded by Marilyn Klobuchar. Supervisor Guckenberger requested to abstain from voting as he was absent for the March Human Services and Health Board Meeting. Motion carried.

4. Capital Consortia Unwinding Plan Presentation – Ms. Beranek & Ms. Lyman

Ms. Bell let the Board know that the presenters were unexpectedly unable to attend the meeting. This agenda item will be put on the May agenda.

5. **DIRECTORS REPORT – Ms. Bell**

**A. 2023 Position Updates**

Ms. Bell explained that the Department will be making changes based upon staff vacancies. There is a position vacancy at the reception point on ground floor. The Public Health fiscal receptionist will be moved into that position and WIC staff will cover the Public Health reception area. The individual being moved will continue to do the billing for Public Health. Public Health also has a vacancy for an RN position which will not be filled at this time. The Department will analyze the overall workload in Public Health and determine if or when there is a need to fill that position. Public Health is continuing to work on rebuilding programs back to pre-Covid levels. Women, Infants, and Children (WIC) also needs to reduce program expenditures per the State of Wisconsin. The State informed the Department that isn't meeting the needs of the program. Peer support specialists for the WIC program must have been pregnant in the last seven years and must have been breastfeeding for at least six months in the seven year time frame.

Human Services and Health is currently looking at the population that the Department is serving and has served over the last several years to see if there are any candidates that would qualify. A Spanish speaking

individual is needed for that position as well. Depending on the candidates, the Department may hire one or two individuals for peer support specialist. Ms. Bell informed the Board that the Department receives \$21,000 for the breast feeding program. Mr. Godshall inquired if the peer support specialists will be county employees. Ms. Bell explained that the intent is to contract that position. Ms. Bell also explained that a Lactation Certification does not qualify staff to cover a peer support specialist spot through the WIC program. With the changes being made in Public Health, it is estimated that there will be an overall cost savings of \$105,000 while still adequately delivering services to the public.

Ms. Bell also informed the Board that there are two social worker positions open that the Department is choosing not to fill at this time, but will continue to monitor on a monthly basis to ensure that there is sufficient staffing based on caseload. The reason to not fill these positions is that out of home placements have decreased, leaving caseloads per worker in line with the national average. The average national caseload is between 14 to 17 and Dodge County is averaging between 10 to 12, which is optimal. If numbers should rise, the Department would then hire for a social worker position.

#### B. Retention and Recruitment Discussion

Ms. Bell informed the Board that the Department is having difficulties with retention and recruitment of Behavioral Health Therapists. There have been three resignations with no applications. It has been determined that individuals are leaving for positions with more flexibility, higher pay, telehealth options, and no evening hours. The Department is looking at how to make this position more appealing to potential new hires. There is not much that can be done as far as salary. Ms. Schultz added that the Department is down five staff in total between the CCS and Outpatient programs. Supervisor Derr noted that other departments have offered bonuses for new hires. Ms. Bell explained that retention and recruitment bonuses are not an option for the Human Services and Health Department at this time. Supervisor Guckenberger inquired how long the positions have been vacated and what kind of recruiting efforts are being made. Ms. Bell stated that some positions have been vacant for as many as six months with no applications coming in. A list of all the professionals in the state is being gathered and postcards advertising for positions are being mailed out. There is also outreach to local schools, colleges, and other Department connections. The Department also entertains the idea of interns if an individual is qualified. Several applicants have denied job offers based on salary and the lack of flexibility to work from home. Discussion was held between Board members regarding exit interviews, issues causing employees to leave, and bonuses. County Administrator Clapper added that he would get more information on policies, recruitment efforts, and sign on bonus tolerances and bring that information back to the Board. Supervisor Guckenberger inquired if the wages are comparable to market wages or if they need to be evaluated. Ms. Bell and Mr. Clapper stated that they would get together with Human Resources and provide more information on that as well.

#### C. Funding to Cover Room and Board Costs for Substance Use Disorder Residential Treatment Grant

Ms. Bell informed the Board that the Department did receive a grant of \$58,523 which will be based on reimbursement of costs incurred.

#### D. Medication Assisted Treatment (MAT) Funding in a Jail Setting Grant

Ms. Bell informed the Board that the Department received a grant of \$20,250 for MAT Funding in a Jail Setting

#### E. Annual Report

Ms. Bell inquired if there were any questions about the Annual Report. No questions were brought forth at this time.

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

**A. Review 2022 Expenditures & Revenues**

Ms. Petruske informed the Board that as of today, 2022 is officially closed. The Department came in with a surplus of \$713,424 which will be moved into reserves.

**B. Review 2023 Expenditures & Revenues**

Ms. Petruske explained that as of March, the Department is seeing a surplus. However, those numbers usually fluctuate throughout the year depending when revenue comes in. First quarter analysis will be completed for the May Human Services and Health Board meeting.

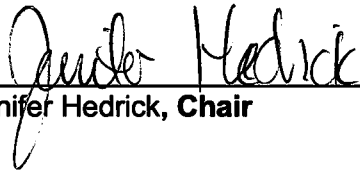
**C. Budget Adjustment Forms – Supervisor Guckenberger made a motion to approve all of the budget adjustment forms. Seconded by Supervisor Klobuchar. Motion carried.**

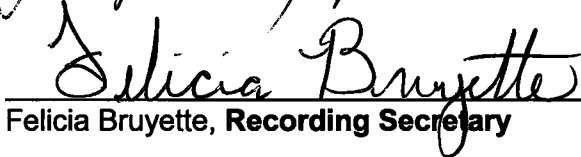
**7. Public Comment: N/A**

**8. Next Meeting – May 3, 2023 at 5:00 P.M.**

**9. Adjourned at 5:57 PM, Motion to adjourn by Jody Steger. Seconded by Mary Rosecky. Motion carried.**

  
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Jennifer Keyes, Secretary

  
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Jenifer Hedrick, Chair

  
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Felicia Bruyette, Recording Secretary