

COMMITTEE: FOREST COUNTY HUMAN SERVICES DEPARTMENT BOARD (FCHSDB)
DATE: MAY 22, 2025
TIME: 10:00 A.M
PLACE: COUNTY BOARD ROOM

CALL TO ORDER

Vice Chair Augustin called the meeting of the Human Services Department to order at 11:00 a.m.

ROLL CALL

Members present: Augustin, Karl, Pfeifer, L. Skallerud, Rosa, R. Skallerud
Absent: Anderson, Goode, Brugger
Others present: Tracy Ferraro, Jamie Zarda, Kathy Fohrman, Melissa Ison

APPROVE AGENDA

Motion by Karl to approve the agenda, second by R. Skallerud. All present voting (AYE). Motion carried.

APPROVE HUMAN SERVICES MINUTES FROM MAY 8, 2025 MEETING

Motion by Karl, second by L. Skallerud to approve minutes from the May 8th Human Services Meeting. All present voting (AYE). Motion carried.

PUBLIC COMMENT

County Board Chairman Skallerud wanted to let the committee know that Cindy Gretzinger has resigned from the board. Augustin will fill in for now, and they will attempt to fill the vacancy.

DISCUSSION/ACTION ON THE HEADWATERS CONTRACT

The contract with Headwaters has expired. It was updated and approved for 2025. Motion to approve contract by Pfeifer, second by Karl. All present voting (AYE). Motion carried.

UPDATE ON RUMMAGE SALE FUNDRAISER

Jamie said the fundraiser went well. They received a gift from Pfeifer to raffle off and thanked her. Jamie said a lot of community members also donated a lot, and gave a thank you to them as well. Between the rummage sale and the food, they were able to raise \$1,000.00. The Crandon Farmers Market contacted the ADRC and offered one of their spots free of charge to sell food at one of the market days, and the money could be put towards home meals.

DISCUSSION/APPROVAL OF CENTER FOR INDEPENDENT LIVING CONTRACT

This provides medical transportation. The service is not through the ADRC. R. Skallerud made a motion not to renew the contract. Jamie will contact Paul Payant to review the contract. Depending on information from Payant, the nonrenewal of the contract will be effective by

either the end date of the contract (January 2025), or as of today depending on what the contract states. Jamie feels that any transportation needed can be provided by the current services offered through the ADRC. Motion carried by all.

DISCUSSION/ACTION ON ST. LUKES METHODIST CHURCH AGREEMENT

St. Lukes offered the church to ADRC if needed for any events. Jamie would like to sign an MOU with the church to have in place in case they use it for an event.

DISCUSSION/ACTION ON RESIGNATION OF EBS/DBS SPECIALIST

R. Skallerud made a motion to accept the resignation of Tawny Booth, second by Rosa. Will forward the job description to Personnel and Finance committee to fill the position again.

DISCUSSION/ACTION ON REPLACEMENT OF BOARD MEMBER THAT PASSED

Motion by R. Skallerud to begin to look to fill the position, second by Karl. All present voting (AYE). Motion carried.

DISCUSSION/ACTION ON HIRING ADDITIONAL BUS DRIVER

Discussion on the need for another bus driver. This driver is needed because the service is much needed and busy. They are looking for someone to fill in place of current drivers when they are unavailable or need time off. They already have the funds for one more driver. Motion by R. Skallerud, second by Rosa to forward to the Personnel and Finance Committee. All present voting (AYE). Motion carried.

DISCUSSION ON 206 BUDGET AND INCREASES FOR MEAL SITE MANAGERS AND DRIVERS

Kathy and Jamie explained that the fees for the meal sites have been waived, which is a huge help. They said it is difficult to obtain employees because their hours are limited per week. R. Skallerud requested that they put this into the budget for 2026, and the Finance committee will review when budgets are done for 2026.

APS UPDATE

Tracy advised that the caseload is going well for APS. Worker also handled mental health cases that coincide with APS. Request for APS worker to attend a one-day training in Green Bay for Elder Abuse. Approved.

Motion to amend agenda to approve any other training requests. M. Grogg was sent to a training for her new job. This was within her regular work day schedule. K. Fohrman will be attending a one-day training in Appleton to learn new software that she will be using. Trainings were approved.

DISCUSSION/ACTION ON ADMIN. ASSIST JOB POSITION

Members reviewed job description for the Administrative Assistant for the Human Service Center. Motion by L. Skallerud to approve the job description and forward to Personnel and Finance Committee. Second by Pfeifer.

DIRECTOR'S UPDATES AND REPORT

Oneida County said they will help with EPS/DBS position until it gets filled. An MOU should be written with whichever County will assist. The Raptor event was very successful. M. Grogg has begun training for her new position. IT has been asked to add a donate button to the website to assist getting donations for meals for seniors. Discussion on current website, and if it will have to be changed over like the county website will be. Numbers report for meals: 275 congregate meals and 225 home delivered meals are currently being served. Kathy is currently working on assessments for the home delivered meals. A lot of the meals are still home delivered from COVID time period. Wabeno and Crandon offer carry-out meals. They are looking at options to assist with money for the meals. R. Skallerud requested Jamie and Kathy brainstorm some ideas and bring them back to the committee.

Tracy advised that Forest County has been taken out of the current Consortium. This will take affect at the end of the fiscal year. Mental Health and Family Services has been very busy the last few weeks.

FUTURE AGENDA ITEMS

Updates and ideas from the ADRC regarding senior meals.

ADJOURNMENT

Motion by L. Skallerud to adjourn, second by Pfeifer. Meeting adjourned at 11:00 a.m.