



# PORTAGE COUNTY

## MEETING MINUTES

### HEALTH AND HUMAN SERVICES BOARD

PORTAGE COUNTY ANNEX  
CONFERENCE ROOMS 1 & 2  
1462 STRONGS AVENUE  
STEVENS POINT, WI 54481

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Monday, December 16, 2024

4:30 PM

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#### REMOTE ATTENDANCE & COMMENT

To attend this meeting by telephone : dial 1-872-242-7813 , after dialing the number you will then be asked to enter in a meeting number. Use the following meeting number: 993 363 570, then press #

To attend this meeting by video: [Join the meeting now](#)

#### CALL TO ORDER

The Health and Human Services Board meeting was called to order at 04:30 PM

Members Present: Jeanne Dodge, Dave Medin, Julie Morrow, Chris Doubek, Bob Gifford, Joseph Jarabek, Bev Laska, Suzanne Oehlke, Amber Garner

Attending In-Person: Jeanne Dodge, Dave Medin, Julie Morrow, Chris Doubek, Bob Gifford, Joseph Jarabek, Bev Laska, Suzanne Oehlke, Amber Garner

Attending Online: None

Members Excused: None

Members Absent: None

Staff Attending: Kim Vagueiro, Director; Katie Gonzalez Martin, Office Supervisor; Craig Sankey, Children and Family Services Manager; Jessica Hake, Community Programs Manager; John Pavelski, County Executive

#### PRESENTATIONS

1. Division of Children and Family Services Q3 2024 Statistics

Craig Sankey, Children and Family Services Manager, presented the Division of Children and Family Services statistics for the third quarter 2024.

#### REPORTS

2. Director's Report

- Health and Human Services Staffing, Operations, and Activities

Director Vagueiro provided the Director's Report.

3. November 2024 Health and Human Services Vendor Invoice List

The vendor invoice list for November 2024 was provided.

#### PUBLIC NOTICE

**Members of the public who wish to address the Committee on specific agenda items must register their request at this time, with such comments subject to the public comment ordinance and the reasonable control of the Committee Chair as set forth in Robert's Rules of Order.**

#### APPROVAL OF MINUTES

4. December 2, 2024 Meeting Minutes

A motion was made by Dave Medin, seconded by Suzanne Oehlke, to Approve the Health and Human Service Board Committee meeting minutes from December 2, 2024. Motion to Approve carried by voice vote, with no negative votes.

#### DISCUSSION/POSSIBLE ACTION

5. Discussion/Information re: 2025 Contracts Less than \$25,000 for Health and Human Services Department

Director Vagueiro provided the 2025 Contracts Less than \$25,000 for Health and Human Services Department list.

6. Discussion and Possible Action re: 2025 Contracts Greater Than \$25,000 but Less Than \$100,000 for Health and Human Services Department

A motion was made by Julie Morrow, seconded by Bev Laska, to Approve the 2025 Contracts Greater Than \$25,000 but Less Than \$100,000 for Health and Human Services Department list. Motion to Approve carried by voice vote, with no negative votes.

7. Discussion and Possible Action re: Resolution Authorizing for 2025 Contracts Over \$100,000 for Health and Human Services Department

A motion was made by Bob Gifford, seconded by Amber Garner, to Approve the Resolution Authorizing 2025 Contracts Over \$100,000 for Health and Human Services Department. Motion to Approve carried by voice vote, with no negative votes.

8. Discussion and Possible Action: 2025 Health and Human Services Department Fee Schedule

A motion was made by Amber Garner, seconded by Bev Laska, to Approve the 2025 Health and Human Services Department Fee Schedule. Motion to Approve carried by voice vote, with no negative votes.

9. Discussion/Possible Action Re: Special Meeting Attendance (Portage County Ordinance 3.1.47 & 3.1.48)

- Request for special meeting attendance
- Approval of attendance of special meetings
- Special meeting attendance reports

Citizen Member Garner reported on the Healthy People of Portage County meeting on December 4, 2024. A motion was made by Julie Morrow, seconded by Bob Gifford, to Approve Citizen Member Garner's report and Special Meeting Per Diem - Expense Report. Motion to Approve carried by voice vote, with no negative votes.

10. Discussion/Possible Action Re: Approval of Special Meeting Per Diem - Expense Reports (Board-Appointed)

A motion was made by Bob Gifford, seconded by Chris Doubek, to Approve Special Meeting Per Diem - Expense Reports for Jeanne Dodge for the Permanency Planning Committee meeting on December 4, 2024, Suzanne Oehlke for the CCOP Advisory Committee meeting on December 9, 2024, and Bob Gifford for the December CAP Services Advisory Committee meeting. Motion to Approve carried by voice vote, with no negative votes.

## **BOARD MEMBER REPORTS FROM ATTENDANCE AT APPOINTED COMMITTEE MEETINGS**

11. Amber Garner for the Health People of Portage County Meeting

12. Supervisor Bob Gifford for the CAP Services Advisory Committee Meeting and Woodlands Enhanced Health Services Advisory Committee Meeting

Supervisor Gifford reported on the December CAP Services Advisory Committee meeting.

13. Supervisor Suzanne Oehlke for the Comprehensive Community Services (CCS)/Coordinated Services Team (CST) Advisory Committee Meeting and Children's Community Options Programs (CCOP) Advisory Committee Meeting

Supervisor Oehlke reported on the CCOP Advisory Committee meeting on December 9, 2024.

14. Supervisor Jeanne Dodge for the Permanency Planning Committee Meeting

15. Citizen Member Bev Laska for the Permanency Planning Committee Meeting

## **CLOSED SESSION**

16. Enter into Closed Session pursuant to Wis. Stats. Sec. 19.85(1)(F) to consider cases which involve social or personal histories of specific persons which, if discussed in public, would be likely to have a substantial adverse effect upon the person's reputation.

A motion was made by Bev Laska, seconded by Dave Medin, to enter into Closed Session.  
The motion to enter into Closed Session carried by the following vote:

9 Yes: Jeanne Dodge, Dave Medin, Julie Morrow, Chris Doubek, Bob Gifford, Joseph Jarabek, Bev Laska, Suzanne Oehlke, Amber Garner

0 No: None

0 Abstain: None

**OPEN SESSION**

**17. Reconvene to Open Session**

A motion was made by Bob Gifford, seconded by Bev Laska, to reconvene to Open Session. Motion to reconvene to Open Session carried by voice vote, with no negative votes.

**NEXT MEETING DATE**

**18. January 6, 2025**

**ADJOURNMENT**