

COMMITTEE: FOREST COUNTY HUMAN SERVICES DEPARTMENT BOARD (FCHSDB)  
DATE: August 14, 2025  
TIME: 10:00 A.M.  
PLACE: COUNTY BOARD ROOM

### **CALL TO ORDER**

Chair Augustin called the meeting of the Human Services Department to order at 10:04 am on August 14, 2025.

### **ROLL CALL**

Members present: Augustin, Karl, Rosa Goode, Miller, Pfeifer

Absent: Anderson, L. Skallerud, Brugger

Others present: Jamie Zarda, Kathy Fohrman, Danielle McLaughlin, Melissa Ison

### **APPROVE AGENDA**

Motion by Goode to approve the agenda, second by Miller. All present voting AYE. Motion carried.

### **APPROVE HUMAN SERVICES MINUTES FROM July 24, 2025 MEETING**

Motion by Miller second by Pfeifer to approve minutes from the July 24, 2025 Human Services Meeting. All present voting AYE. Motion carried.

### **PUBLIC COMMENT**

None

### **DISCUSSION/ACTION ON JOB DESCRIPTIONS OF THE HUMAN SERVICES DIRECTOR, ASSISTANT DIRECTOR**

Augustin shares with the board the Human Service Director job description and the Assistant Director job description. Melissa Ison shares the assistant job description has many of her job duties and asks if this position is taking the Supervisor duties or is it an additional position. Augustin will touch base with Patrick Cork and get clarification. Augustin also stated the position title should probably be changed as well. The Assistant Director position will be on hold until clarification. The Human Service Family worker position needs to also go to Personnel as Faith has fully transitioned to APS. A motion is made to accept the job description for the Human Services Director to be moved to Personnel and Finance committee along with the Human Services Family worker position. Motion made by Karl second by Goode. All present voting (AYE). Motion carried.

### **DISCUSSION/ACTION ON TRAINING**

Ison presented that the APS worker Faith has a Guardian ad Litem training that she needs to take. The training is free, the only charge will be the travel to Stevens Point for the day. Zarda has a Nutrition Advisory council training for Kathy Fohrman in Rhinelander. Fohrman will only be gone for 3 hours and there is no registration or cost. Motion by Goode to approve training for the 2 employees, second by Miller. All present voting AYE. Motion carried.

## **CLOSED SESSION**

The committee may consider a motion to convene into closed session pursuant to Wis. Stat. §19.85(1) (c) “considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction responsibility, considering financial, medical, social, or personal histories or disciplinary data of specific persons, preliminary consideration of specific personnel problems or the investigation of specific charges, which, if discussed in public would likely have an adverse effect on the reputation of the person referred to in such data and conferring with legal counsel concerning strategy to be adopted by the governmental body with respect to litigation in which it is or is likely to become involved. Sec. 19.85(1) (g).” This closed session relates to: a Possible litigation matters discussed in closed session HUMAN SERVICES Motion by Karl to convene to closed session, second by Miller. All present voting: Augustin AYE, Goode AYE, Pfeifer AYE, Rosa AYE, Karl AYE, Miller AYE. Motion carried. RECONVENE TO OPEN SESSION TO TAKE ACTION, IF APPROPRIATE, ON MATTERS DISCUSSED IN CLOSED SESSION Motion by Karl to reconvene to open session, second by Goode. All present voting AYE. Motion carried. The committee reconvened to open session at 10:33 a.m. NO ACTION.

## **DISCUSSION/ACTION ON DEIGNATING RESPONSIBLE PARTY TP SIGN FOR THE 5310 MOBILITY MANAGEMENT GRANT AND ANY OTHER FUTURE GRANT AWARDED TO THE DEPARTMENT**

Zarda presents the 5310 Grant mobility paperwork that needs an authorized representative. Zarda states it should probably be the current chair for the Human Services. Goode and Karl agree the Human Services Board Chair should be assigned; alternate the County Board Chair. Having 2 designees should make the process easier and streamlined. Motion made Karl second by Goode. All present voting AYE. Motion carried.

## **DISCUSSION ACTION ON ALVIN MEALSITE**

Zarda and Fohrman present to the board the Alvin meal site only has 8-10 participants which is costing the County roughly \$11,000 a year. The town of Alvin is already offering a meal 1 day a week to the town. Zarda and Fohrman state with budget cuts this is something we need to address and look at cutting the Alvin meal site. Fohrman will reach out to GWAAR to suggest and ask if the County can cut the Alvin meal site starting 01/01/2026. Motion by Goode to discontinue the Alvin meal site as of 01/01/2026 with GWAAR’s approval, second by Pfeifer. All present AYE. Motion carried.

## **DISCUSSION/ACTION ON APPROVAL TO PURCHASE (4) CELLPHONES FOR THE COA VANS TO BE FUNDED BY THE DOT AND MOBILITY MANAGEMENT GRANTS**

Zarda presents the drivers are using their own personal cellphones for drives and navigation system. Zarda states for privacy for the drivers each van should have its own cellphone. We have it in the budget so let’s utilize the grant. Motion by Pfeiffer to purchase 4 cellphones and a years’ service for the COA vans, second by Karl. All Present voting AYE. Motion carried.

## **DISCUSSION/APPROVAL ON EMPLOYEE RESIGNATION (K. Clark)**

Ison states K. Clark last day was 08/08/25. Motion to accept resignation by Goode, second by Miller. All present voting AYE. Motion carried.

### **DISCUSSION/ACTION ON THE PROCESS TO COMMUNICATE ADRC EVENTS**

Augustin would like emails to the board if events are added at the last minute so, board members are aware of events. Zarda will present a Calendar at the beginning of each month so the board is aware of events and send emails to the board if any event is added on at the last minute.

### **DIRECTORS UPDATE**

Zarda updates the board on the bake sale. The ADR/COA raised \$300.00 which in turns sponsored about 60 meals for seniors. The ADRC/COA is planning events in September to include another bake sale to raise funds for Meals on Wheels. Zarda states the recruitment process for the open positions has been difficult.

Ison updates that Social Services received a grant to fund Patrick Cork as well as the Youth Justice grant of \$89,000. The team has been learning the Ewisacwis system. The state has been training them on the system. Starting in 2026 we will have an interface for the system do it is a smooth transition from department to fiscal.

### **FUTURE AGENDA ITEMS**

- Assistant Director job description
- Trainings requests
- IM status
- Employee resignations
- Update Alvin mealsite

### **ADJOURNMENT**

Motion by Goode to adjourn, second by Miller. All present voting AYE. Motion carried. Meeting adjourned at 11:22 a.m.