

**WISCONSIN SOCIAL SERVICES ASSOCIATION**  
**Executive Committee Meeting**  
**March 27, 2009**  
**Sauk Co. HSD**

**PRESENT:** Jaci Fuller, David Zeller, Kathy Brown, Christy Duhr, Denise Jeffers, Christy Mancl, Sherri Arnold, Fran Snippen, Kevin Loef and Dave Turk

**SECRETARY'S REPORT:** Jaci received an e-mail from Theresa Hannes. She is resigning as WSSA Secretary. Jaci responded accepting the resignation and thanked her.

Jaci did the 2008/2009 Annual Report for the Executive Committee. Discussed. Copy of report will be given out with registration packet to every conference attendee.

**MINUTES OF 1/23/09:** Minutes were reviewed and there were no corrections. **MOTION:** Christy M./Fran to accept. Carried.

**TREASURER'S REPORT:** Sherri distributed copies of the financial report. Since last meeting, seven more checks for individual memberships have been received. She paid the bill for the last issue of **UPDATE**. **MOTION:** Christy M./Denise to accept. Carried.

**CORRESPONDENCE:** Kathy stated that she called AAA to renew her membership and no problem with getting the lower rate for being a member of WSSA. The rate she paid was \$45.90 instead of \$53.00.

Jaci received a copy of the ES Proclamation from Christy M. Jaci had contact with Laurie Teuberet, DHS Cares Policy Call Center and Linda McCart, DHS and worked with them on the proclamation. They got the proclamation signed by the Governor and will be sending a hard copy to Jaci. Jaci will make copies and send to all agency directors. Laurie can have it put on the broadcast system.

Jaci sent letters regarding co-sponsorship of the conference. No responses as yet.

Sheboygan County HHSD had sent in their agency membership. Sherri and Fran had inquired about whether or not directors were included in the agency membership and he/she is not. Only individuals included and social/human services board members.

Jaci received an e-mail from Carisa Rasmussen, Accessible Homes, L.L.C. She was inquiring as to an opportunity to speak at this year's conference. Jaci passed it on to Conference Planning Committee and she will be a presenter.

Christy M. forwarded an e-mail to Jaci from Darlene Stein, an on line marketing consultant. She was asking about exchanging links with her clients. Jaci did not respond to the e-mail, and committee agreed.

Jaci received a letter from John Granchay, Past President of WSSA. John reported that he is doing good and keeping busy.

A letter was received from Chuck Sekel, Director of Forest County DSS. He stated that their membership liaison will be Allyson Bocek.

Jaci received an e-mail from Susie Jordahl. She wanted WSSA to know that her husband Les, passed away. Les received an Honorary Life Award in 1993

She also received an e-mail from Rose Siwula, Waushara County. Rose has taken Maralyn Trayler's place on the ES/EBD Committee. Maralyn recently retired.

Kelly Goettl, Chippewa County, sent an e-mail to Jaci. Kelly is interested in WSSA but participating is limited due to caseload size, etc. Deb Solis, Dane County, informed Jaci that her agency's ES workers are also overwhelmed. Kelly did send a list of all E.S. supervisors in West Central District and to keep her in mind for next year.

Fred Baewer, retired, sent Jaci his new e-mail address.

Beryl Rydberg's daughter sent a letter to Sherri letting her know that her mother passed away on 1/15/09. Beryl received the Honorary Life Award in 1999.

**LIABILITY INSURANCE:** David Zeller had contacted another insurance company and they stated that for general liability the cost would be \$388.00 and bonding treasurer would be \$170.00. It would be through National Specialty Insurance Company. Both quotes are lower than the other insurance company's quotes. Discussed. As for Executive Committee liability, Dave will check further with the company. **MOTION:** Fran/Kevin to accept this company's liability and bonding insurance policies as well as to include Executive Committee liability cost. Carried. Jaci and David will complete the forms after today's meeting.

**2009 CONFERENCE PLANNING COMMITTEE:** Dave Turk distributed copies of conference booklet, conference at a glance, budget, and team meeting. February minutes had been e-mailed to committee members.

Dave asked about the annual business meeting and if would prefer it be held in the morning rather than at 4:00 p.m. Committee members were in agreement that it be at 8:00 a.m. Thursday morning (5/28). The change will be made.

Dave had contacted several individuals regarding the golf outing. No one was interested in setting it up and appears to be no time for it, so it will not be held this year.

Committee is still talking about what give away to have for attendees. They would like to have a drawing for a significant prize but have not finalized as yet. The committee will be meeting again on 4/24.

As for their budget, so far things are staying within the stated amount. They have 11 vendors thus far. Clinicare will be getting their money returned to them as they have agreed to pay for this year's lanyards.

Brochures should be going out soon and it will also be on the website.

Executive Committee will be meeting on Tuesday afternoon (5/26) and there is a room set aside to meet. After the meeting, people can gather in Jaci's room after 5:00 to socialize. Jaci stated that her room can also be used for past presidents to meet in after the Past Presidents luncheon.

Jaci asked if there would be anything for people to recognize new attendees. Dave stated that he would look into the matter.

As for the workshop on the future of WSSA, Dave invited all committee members to attend.

Jaci mentioned the annual report which she did for the Executive Committee, but also will need one from Conference Planning Committee, Operations Committee, WSSA Treasurer and ES/EBD Committee as well as IMAC Advisory Committee. Jaci will contact Jackie Bennett regarding the IMAC report and the also the ES/EBD Committee, although she had mentioned it previously to Rose S. Reports can be put into the registration packets.

Some contracts have been received back from speakers but still waiting for others. One version had been done for those paying and another for the ones who have no cost.

Jaci asked about membership liaisons who will be attending the conference. She has thank you cards/envelopes but inquired as to a small gift which last year was a pen. Discussed. Jaci had two samples of WSSA magnets. Kathy will check into the cost.

As for committee members, Dave T. stated that several people on their committee can not attend meetings but help back at the office. Jaci stated that she did not have Kerri Ingersoll's address/phone number. Dave will e-mail her the information.

Jaci distributed copies of information she had put together. There is a letter, benefits of WSSA, information on annual business meeting, and AAA. Suggestion was for Jaci to put date and time on regarding the business meeting. All four sheets can be put in registration packet.

Dave asked for any ideas for co-chairs for Conference Planning committee for next year as well as conference site. He is looking at perhaps having a central location such as Wausau or Stevens Point. As Dave is president-elect, he will also be looking at meeting dates/places.

**AWARDS AND SCHOLARSHIPS:** Jaci has not received any request for scholarships. As for awards, she submitted an Honorary Life for Edie Udulutch who retired on 1/16/09. **MOTION:** Fran/Dave Z. to accept. Carried. She also submitted an Honorary Life for Maralyn Trayler who retired on 3/1/09. **MOTION:** Christy D/Christy M. to accept. Carried.

Jaci received two nominations for E.S. Award. Nominees were Denise Jeffers and Christy Duhr. Discussed. **MOTION:** Kathy/Christy M. to accept both nominees. Carried.

**STATE OFFICES:** For office of President-Elect, we have Christy Duhr; Parliamentarian is David Zeller and Secretary is Fran Snippen. No other nominations were received. At the Annual Business meeting, Jaci will ask if there are any nominations from the floor. If not, the slate of officers will be declared elected.

There is a ballot process sheet, and if anyone has an old one, number four should be taken off as it has previously been changed. (It was deleted as it had required a ballot even if only one individual running for office.)

**UPDATE:** The UPDATE recently mailed out. Committee thanked Christy M. for all her hard work over the past years. Sherri and Jaci will now be doing the UPDATE. Jaci distributed a list of duties UPDATE staff. Committee members can review and let Jaci know if any questions/corrections.

**MEMBERSHIP APPLICATION AND BROCHURE:** Sherri stated that she can do the application in-house so won't have to pay for anyone to print it, and the WSSA brochure she and Kevin will look at but can probably also do in-house.

**WEBSITE:** In past years Mark Schmitt has paid the bill which is due 3/30 and submitted it for reimbursement. Jaci will check with Mark to see if he can also do the same this year. Marjean Sutherland has done a great job at keeping the website updated. Sherri mentioned the WSSA application and asked if it could be on a PDF file. Discussed. Sherri will contact Marjean.

**MEMBERSHIP LIST:** Jaci went through as much of the list as she could and knew some people that should be off the list. Discussed. Sherri will send a list of Sauk County members for Dave to review, South Central for Christy D. to look over, and North Central for Kathy to review. Jaci will send a letter out to people to renew membership if not at conference.

**APRIL AND MAY LIAISON POSTERS:** Jaci distributed copies of poster for April and May to be sent to membership liaison. Again, Jaci did a very nice job.

**REGIONAL MEETINGS:** In September/October, Committee will plan to have regional meetings. Jaci asked if any ideas for speakers and/or topics. She had received an e-mail from Gerald Huber in LaCrosse to look at topic of mental health and substance abuse. Discussed. Kathy suggested have form at conference for attendees to complete inquiring as to what they would like to have for a workshop. Jaci stated she will do it and it can be in the registration packet. She will e-mail committee members to review. Suggestion: If WSSA member, lower rate.

**OTHER BUSINESS:** As Theresa resigned as Secretary, discussed and a motion is required regarding Secretary's position for remainder of membership year. **MOTION:** Christy M/Christy D. that Kathy complete the term of 2008/09 Secretary.

**ANNUAL BUSINESS MEETING:** Jaci stated that she did an agenda for the annual business meeting. Kathy will review it and make 50 copies for the meeting.

**DISTRICT REBATES:** District rebates should be given out at end of membership year. Discussed. Sherri will compile a list of members for each district for May meeting.

**DISTRICT AUDITS:** As for district audits, would need to do South Central and Southeastern Districts as other districts' accounts are already handled by the Executive Committee/State Treasurer. Discussed. Christy D. will e-mail Jaci on who is South Central District Treasurer and Jaci will contact Southeastern District Treasurer Diane Gruber.

**AGENDA:** Agenda set for May meeting.

**ADJOURNMENT: MOTION:** Christy M/Denise to adjourn. Carried. Adjourned at 12:11 p.m.

Respectfully submitted by:

Kathy Brown

