

**Minutes for Wisconsin Nursing home Social Workers Association  
January 26, 2018 Meeting  
Holiday Inn and Suites in Rothschild/Wausau, WI**

Board members present: Jeff McCabe: Brewster Village, Appleton

Lisa Leahy: St. Croix Health Center, New Richmond

Julie Severin: Rennes Health Care, Appleton

Fawn Senn: Christian Home and Rehab Center, Waupun

Carol Wickboldt: Park View Home, Woodville

Tena Seipel: Trempealeau County ADRC, Whitehall

Nichole Duchow: Compassus Hospice, Sheboygan

Rebecca Edgren: WI Veteran's Home at King, King

Krissy Jaloszynski: Brewster Village, Appleton

Tracy Fisher: Dunn County Health Care Center, Menomonie

- 1) **Call to order:** at 9:02 a.m.
- 2) **Introductions:** Completed for Krissy and Tracy who are recently voted in board members at the Fall conference.
- 3) **Secretary Report:** Reviewed minutes from the October 4, 2017 board meeting held in WI Dells at the Kalahari. Lisa motioned to approve the minutes, Fawn 2<sup>nd</sup>, and all approved minutes from October 4, 2017 meeting. Also reviewed the minutes from the Executive Board meeting held on 12-8-17 at the Holiday Inn in Rothschild/Wausau. Lisa made a motion to approve the board meeting minutes from 12-8-17, Julie 2<sup>nd</sup> the motion, all approved.
- 4) **Treasurer's Report:** Presented by Julie with current balance at \$20,474.26, with membership at 111 members. Tena made a motion to approve the treasurer's report, Lisa 2<sup>nd</sup> the motion. All approved. Julie indicated she would be meeting with a CPA soon to discuss complete tax reporting for WNHSWA and to ensure she is completing forms correctly. Julie indicated that she would be needing to purchase minimal supplies for her role as treasurer in the amount of 20.00 or less. Board members indicated that would be fine and did not feel a vote was needed for the small amount.

- 5) **PDC, Person Directed Care:** Jeff indicated that the PDC is presenting at the WALA (WI Assisted Living Association) conference in March 2018. Jeff stated that they are discussing connecting with local universities for others to join the conference from remote sites via online participation.
- 6) **Historian:** Fawn indicated she is going to the Alzheimer's conference in May 2018 and can take the board and tablecloth. Jeff currently has the tablecloth and board from the Focus conference. No one is signed up to go to Focus 2018.
- 7) **Marketing:** Jeff indicated the new tablecloth worked well at the Focus 2017 conference. Rebecca will pick up plastic holders and will print off names of attendees each conference per the list derived by the person who collects the registrations (currently Julie Severin).  
Jeff has letters to NH administrators and SW's ready to send out to inform them of WNHSWA and our role/benefit.  
Jeff will also check into having brochures and business cards made up for WHNSWA. Discussed that Jeff will change the wording in the brochures to indicate person in long term care versus persons in nursing home care.  
Discussed advertising in the NASW newsletter/brochure. Becky made a motion to contact someone from NASW regarding the cost and what we could include in the advertisement for \$265.00. Tena seconded the motion.  
Also discussed that anyone who renews their membership by March 1, 2018 will get their name put in a drawing to win the registration for the Alzheimer's conference in May 2018.
- 8) **Website Updates:** Nichole stated that she added the conferences for this year and job postings. Nichole indicated that she could speak with the IT contractor to see about updating our website.
- 9) **CEU's:** Fawn indicated she is waiting for the final draft for the spring 2018 conference to send for CEU approval.
- 10) **New Business:** Nichole indicated that she could use a laptop for board business. Tena made a motion for Nichole and Julie to buy a new laptop for Nichole for up to 1500.00. Lisa seconded the motion. Julie and Nichole will make the purchase so they can make sure they get compatible computers with Julie's current laptop for member registration and website updates.  
Discussed board composition that we currently have NH social workers, ADRC worker, a Hospice worker, we could benefit from having an Ombudsman back on the board, and possibly a dementia care specialist, and someone from an assisted living facility.
- 11) **Spring 2018 conference:** date is April 13, 2018 in Wausau. Board meeting will be the evening before. Conference fees for the spring conference will be as follows: 175.00 for membership and conference. 90.00 per member for the conference only. 3+

- members from one facility will be 225.00. Nonmember will be 140.00 for the conference only. Student will be 30.00 for the conference. Nichole made a motion to approve the 2018 spring conference rates, Carol seconded the motion.
- 12) **Board member duties:** All board members need to write up a list of duties and descriptions of what we do for our positions for the board to review and approve to pass on from one board member to the next, so they know the expectations, roles, and responsibilities of that position.
  - 13) **Timeline:** Reviewed the timeline. Determined that the secretary would keep the timeline changes current and bring the updated timeline to the next meeting.
  - 14) **Next Meeting:** April 12th at 6 p.m. at the Holiday Inn and Suites Rothschild/Mosinee/Wausau, WI.
  - 15) **Fall Conference 2018:** The fall WNHSWA conference will be held at the Best Western in Eau Claire, WI on September 13<sup>th</sup> and 14<sup>th</sup>, 2018. Lisa is currently looking for a motivational speaker to present.
  - 16) **Fall conference locations for 2019:** Green Lake, Sheboygan, or Stevens Point were discussed. Lisa will get more information to bring to the next meeting.
  - 17) **Adjournment:** at 12:18 pm motion by Lisa, 2<sup>nd</sup> by Julie, all approved.

Minutes submitted by Tena Seipel, WNHSWA Secretary

**Minutes for Wisconsin Nursing home Social Workers Association  
July 27, 2018 Meeting**

**Best Western Plus in Eau Claire, WI**

Board members present: Jeff McCabe--President: Brewster Village, Appleton

Lisa Leahy—Vice-President: St. Croix Health Center, New Richmond

Fawn Senn—CEU's: Christian Home and Rehab Center, Waupun

Tena Seipel--Secretary: Trempealeau County ADRC, Whitehall

Nichole Duchow--Webmaster: Compassus Hospice, Sheboygan

Rebecca Edgren: WI Veteran's Home at King, King WI

Krissy Jaloszynski: Brewster Village, Appleton

Tracy Fischer: The Neighbors of Dunn County, Menomonie

Carol Wickboldt--Historian: Park View Home, Woodville

Missing from the meeting: Julie Severin--Treasurer: Rennes Health Care, Appleton

- 1) **Call to order:** at 9:00 a.m.
- 2) **Introductions:** None needed.
- 3) **Tour:** completed of the Best Western Plus Conference Center area meeting rooms by Best Western staff.
- 4) **Secretary Report:** Reviewed minutes from the April 12, 2018 board meeting held at the Holiday Inn and Suites in Rothschild/Wausau, WI. Tracy indicated that her last name and name of her facility were incorrect. Jeff indicated the meeting time and date of this meeting was incorrect on the notes. These errors will be corrected on the minutes. Lisa motioned to approve the minutes, Nichole 2<sup>nd</sup>, and all approved minutes from April 12, 2018 meeting.
- 5) **Treasurer's Report:** Presented by Jeff in Julie's absence, with current balance at \$29,972.31, with membership at 120 members. Lisa made a motion to approve the treasure's report, Becky 2<sup>nd</sup> the motion. All approved. Discussion held regarding the application form for registering more than one social worker at a facility. May need to add more lines and spaces for multiple staff. Consider sending additional registration sheets in the spring for registration renewals for facilities with more than one social worker.
- 6) **PDC, Person Directed Care:** Jeff indicated that they meet next in August. Jeff indicated that the DPC is trying to rebuild the group with a mega rule focus. Discussion

held about the new survey process and that a few board members have experienced the new survey process.

- 7) **Historian:** Carol indicated that she is retiring from her job at Park View Home in late August 2018 but would like to remain on the board as Historian and maintain her SW certification and licensure for a while. Card and gift of 100.00 was given to Carol for her retirement. Lisa indicated she spoke with UW-Eau Claire social work students recently about the formation and purpose of WNHSWA. Lisa indicated she was able to get some back ground information from Carol to complete her presentation. Angela Lasnicka is signed up to go to Focus 2018. Angela will take the WNHSWA table cloth and the board to Focus after the fall conference in September.
- 8) **Marketing:** Membership certificates are being sent to members when they send in their membership dues for confirmation of membership.
- 9) **Website Updates:** Website is up and running. Discussed submitting pictures of the gift baskets for the fall conference to put on the website. Requested that everyone who brings a gift basket submit a picture to Nichole to put on the website.
- 10) **CEU's:** Fawn indicated that she will submit CEU approval for the fall 2018 conference, now that she has received the completed brochure.
- 11) **Scholarships:** We received 3 scholarship applications this year. Jessica Morelock of Menasha was chosen as the winner of the \$1000.00 Sister Veronica scholarship. Erica Grycowski from Sheboygan and Shantell Henderson of Milwaukee will each receive \$250.00 scholarships. A total of \$1500.00 will be awarded this year in WNHSWA scholarships.
- 12) **New Business:** Jeff indicated that he spoke with Marc from NASW-WI and he encouraged him to become a member of NASW-WI so that any concerns from the WNHSWA group can be presented by NASW-WI at legislative events or to legislators. Discussion held about this and the board approved to pay for Jeff's membership dues to NASW-WI as a representative for WNHSWA.
- 13) **Spring 2019 conference:** optional dates are April 5<sup>th</sup> or April 12<sup>th</sup>, 2019 in Wausau. Ethics and boundaries will be offered. Discussed having Metastar present on the mega rule updates for the other 2 hour session.
- 14) **Board member duties:** Collected the board member duties and reviewed them in the bylaws as well. Discussed also placing this listing on the website.
- 15) **Bylaws:** reviewed completely. Angela offered to type the bylaws as we are unable to find the location of the currently typed bylaws. Tena will type up and add the duties of the positions to add as an attachment to the bylaws. Wording changed in the bylaws to open up membership to persons employed in long term care services such as Hospice, ADRC's, AFH's, CBRF's, etc.
- 16) **Timeline:** Reviewed the timeline.

- 17) **Next Meeting:** Scheduled for September 12, 2018 at 6 p.m. at the Best Western in Eau Claire, WI.
- 18) **Fall Conference 2018:** The fall WNHSWA conference will be held at the Best Western in Eau Claire, WI on September 13<sup>th</sup> and 14<sup>th</sup>, 2018. Board meeting will be on September 12, 2018 at 6 pm.
- 19) **Fall conference 2019 location/dates:** Country Springs Hotel in Pewaukee, WI to be held on 10-9-19 to 10-11-19. Board meeting will be on 10-9-19 at 6pm.
- 20) **Cracker barrel:** presented Becky with a baby gift as she is due to have her first baby later this year.
- 21) **Adjournment:** at 1:21 pm motion by Carol, 2<sup>nd</sup> by Lisa, all approved.

Minutes submitted by Tena Seipel, WNHSWA Secretary