

**Barron County Health & Human Services Board Meeting**  
Government Center Auditorium Veterans Memorial Auditorium  
Monday January 26, 2026 9:30 AM

**PRESENT:** Karolyn Bartlett – Chair, John Banks, Bob Heil, Toniann Knutson, Lynn Kolpack, Carol Moen, Stacey Wenzel, Patti Anderson, Diane Vaughn, Mary Matthys, Betty Borgen, Dr. Lindsey Ruppel.

**ABSENT** Nancy Keeler.

**OTHERS ATTENDING:** None.

**STAFF PRESENT:** Jeff French, County Administrator; Karla Potts-Shufelt, DHHS Director, John Muench, Director, Child Support; Child Support Program Manager, Lynette Metcalf, Jodi Busch, Finance Director, Michelle Drury, Finance Director, Rachel Sauve, Financial Analyst; DHHS Program Managers – Karla Broten, Ann Hay, Mary Olsen, Patricia Wickman; Pam Gannon, DHHS Administrative Assistant, Samantha Nelson, DHHS Administrative Assistant.

**STAFF ABSENT:** Bonnie Roemhild.

**Call to Order:** by Chair Karolyn Bartlett at 9:30 a.m.

**Public Meeting Notification:** Read by Bartlett.

**Motion: (Banks/Heil)** to approve agenda for January 26, 2026 DHHS Board meeting. Carried.

**Motion: (Moen/Anderson)** to approve minutes from the November 24, 2025 Health and Human Services Board meeting. Carried.

**Comments from the Public:** None present.

**Introduction of Public Health Officer:** Potts-Shuflet introduced Patricia Wickman as the New Public Health Officer. Trish spoke a little about herself.

**Quarterly Financials:**

- a. Child Support: Sauve gave financials for Child Support through 9-30-25, questions answered.
- b. Health & Human Services: Sauve gave financials for Health & Human through 9-30-25, questions answered.

**Consumer Financial Services Fee\*** Potts-Shuflet, Broten and Olson explained the Consumer Financial Services Fee and answered the boards questions.

**Motion (Knutson/Banks)** to approve the Consumer Financial Services Fee. All in favor, carried.

**Public Health Fee Schedule\*** Potts-Shufelt explained the new Public Health Fees and answered the boards questions.

**Motion (Moen/Wenzel)** to approve the new Public Health Fees. All in favor. Carried.

**Change in Lodging Code and Resulting Environmental Health Fee Change\*** Potts-Shuflet explained the new lodging code and fees and answered the boards questions.

**Motion (Banks/Wenzel)** to approve the Public Health Fee Change. All in favor. Carried

**Department Updates:**

**DHHS:** No additional updates.

**Child Support:** Metcalf announced retirement a Child Support worker after 32 years. Interviews will be taking place today for her replacement.

**Set next meeting date:** February 23, 2026, at 9:30 am.

**Future Agenda Items:**

**Adjourn** –Adjourned by unanimous consent at 10:28 a.m.

Respectfully submitted by Pam Gannon, Administrative Assistant and Samantha Nelson,  
Administrative Assistant.

*(Minutes are not official until approved by the DHHS Board.)*