

HEALTH & HUMAN SERVICES DEPARTMENT

108 East North Street
Friendship, Wisconsin 53934-9443
Telephone: 608-339-4505
Toll-Free: 888-830-3454
Facsimile: 608-339-4585
e-mail: adamshhsd@co.adams.wi.us
web site: <http://www.co.adams.wi.gov>



HEALTH & HUMAN SERVICES BOARD

8 June 2007 Meeting

Call to Order and Roll Call – The meeting of the Adams County Health & Human Services Board was called to order by Bev Ward at 10:00 A.M. in the Richard C. Holt Conference Room of the Health & Human Services building in Friendship. Those in attendance included Board Chairperson Bev Ward, Pat Townsend, R.N., Jerry Kotlowski, Maureen Bruce, R.N., Jeanne Heideman, R.N., Teresa Harvey-Beversdorf, and Joyce Kirslenlohr. Board member Matt Sherd was excused.

Staff Present – Diane Osborn, Long Term Support Services Manager, Carol Johnson, Aging Director, Mandy Stanley, CSW, Youth Services Manager, Sandra Wormet ESS/W-2 Program Manager, Wendy Pierce, Financial Manager, Philip Robinson, LCSW, Clinical Services Manager, Linda McFarlin, R.N., M.A., Health Officer, and Eric G. Furtkamp, Ph.D., Director. Ron Johnson, Veteran's Services Officer, was present for the Veteran's Services portion of the agenda.

Others Present – None

Approval of Agenda and Compliance with Open Meetings Law – A motion was made by Ms. Townsend and seconded by Ms. Kirslenlohr to approve the agenda as published and to certify compliance with the Open Meetings Law. Voice vote, all in favor. Motion Carried.

Approval of Minutes – A motion was made by Ms. Harvey-Beversdorf and seconded by Ms. Townsend to approve the minutes of the 11 May 2007 HHS Board meeting. Voice vote, all in favor. Motion Carried.

Public Participation – None

Correspondence – None

Veteran's Services

Approval of monthly Veteran's Services Officer's report and June calendar. Mr. Johnson had previously distributed the monthly service officer's report for May and his monthly calendar for June. Mr. Johnson noted that the check for the County Veterans Service Grant was received and that he will speak with the new Administrative Coordinator/Director of Finance before depositing the grant check. Finally, Mr. Johnson informed Board members of problems encountered around the Memorial Day holiday, including his need to visit 13 cemeteries in order to resolve issues with the placement of flags on the graves of veterans (he reported having a number of new volunteers). A motion was made by Mr. Kotlowski and seconded by Ms. Townsend to approve the Veteran's Services Officer's report and calendar. Voice vote, all in favor. Motion Carried.

Health & Human Services

Purchase of Service Contracts – None

Conference and Workshop Requests – The Board reviewed the conference and workshop requests presented. A motion was made by Ms. Townsend and seconded by Ms. Heideman to approve the following conference and workshop attendance:

Assuring and Maintaining the Health and Well-Being of Adams County

Public Health 608-339-4513
Youth Services 608-339-4505
Economic Support 608-339-4505

Aging & Senior Center 608-339-4251
Long Term Support 608-339-4505
Outpatient Clinics 608-339-4505

- Rachel Babcock to Child Care Eligibility Policy and CARES Integration in Madison on June 26 and 27, 2007 (approximately \$78 mileage, \$40 *per diem*, \$72 lodging).
- Erin Schiferl and Matt Holtman to the 2007 Wisconsin Conference on Homelessness in Baraboo on July 24-27, 2007 (\$75 registration/ES, \$125 registration/MH, approximately \$50 mileage each, lodging \$62/MH).
- Matt Holtman to Women & Poverty Conference in Madison on September 5 and 6, 2007 (approximately \$10 mileage, \$52 *per diem*).
- Mark Rossano to Crisis Prevention Institute Instructor Certification Program in Madison on August 21-24, 2007 (\$1,199 registration, mileage, *per diem*, lodging).

Voice vote, all in favor. Motion Carried.

Purchases – None

Unit, Advisory Committee, and Consortia Reports

◆ Aging & Long Term Support

- *Aging Advisory Committee* – Next meeting not yet scheduled.
- *Nutrition Advisory Committee* – Ms. Johnson had distributed the minutes of the May 16, 2007 meeting, and reviewed briefly the comments and attendance statistics. Mr. Kotlowski asked that the reference to the Administrative Coordinator/Director of Finance be corrected.
- *Long Term Support Advisory Committee* – Ms. Johnson had distributed the minutes of the April 19, 2007 meeting. Board members had no additional questions.
- *Review of Written Report of the Aging Unit Director* – Ms. Johnson was present to review the written report previously submitted to the Board. She highlighted the extension of Senior Care through December 2009, noted that Mary Deane was the most senior qualified applicant for the full-time Benefit Specialist position, and described in general terms the status of a number of elder abuse cases. Ms. Johnson also invited Board members to the annual pig roast, scheduled this year for Thursday, August 23rd.
- *Review of Written Report of the Long Term Support Services Manager* – Ms. Osborn was present to review the contents of the written report previously distributed to the Board. She noted that one more nursing home relocation has been accomplished and commented generally on the higher level of support and equipment needs of those individuals moving into the community. Ms. Osborn also informed Board members that Sandy Davis was the successful applicant for the Training Specialist – Thrift Store position, replacing Roberta Ritchhart.

◆ Public Health

- *Review of Written Report of Health Officer* – Ms. McFarlin was present to review the contents of the written report previously submitted to the Board. She highlighted the following items from her report: the partners meeting (next meeting in August at Moundview), the application for the Seal-a-Smile grant for 2007-2008, and the confirmation of a rabid bat in Marquette County. Ms. McFarlin also briefed the Board members on her discussions with Alpha Terra and Liz Hendricksen regarding the County Bloodborne pathogen program (minutes of which were included in the packet). Finally, she distributed a press release from DHFS announcing the first dead bird (a crow) which tested positive for the West Nile Virus in Wood County.

◆ Children & Family Services

- *Youth Services Advisory Committee (4-Cs)* – Mr. Robinson attended the May 11th meeting and provided a brief summary of the discussion of the restorative justice program and teen court presently being considered. Next meeting when school resumes.

Assuring and Maintaining the Health and Well-Being of Adams County

Public Health	608-339-4513	Aging & Senior Center	608-339-4251
Youth Services	608-339-4505	Long Term Support	608-339-4505
Economic Support	608-339-4505	Outpatient Clinics	608-339-4505

- *Mental Health/AODA Committee* – Mr. Robinson summarized for Board members the issues discussed at the May 31st meeting. The group is presently focusing on the crisis response system, from the perspective of a consumer, with a view to creating a subcommittee to recommend ways of making the system more aware of the needs of the consumer, preventing or minimizing psychiatric hospitalization through the development of crisis plans and alternatives to hospitalization, and involving the consumer earlier and more completely in the development of aftercare plans. The next meeting is scheduled for June 28th, possibly at Moundview Memorial Hospital.
- *Review of Written Report of Youth Services Manager* – Ms. Stanley was present to review a written report previously submitted to the Board. She noted that there were 6 calls requesting information only in May and 14 in April (these numbers were omitted from the reports for those months). The Social Worker job is advertised, and Ms. Stanley reported that the caseloads were manageable for the time being.
- *Review of Written Report of Clinical Services Manager* – Phil Robinson was present to review the written report previously distributed to the Board. He commented that both the balance between clinic openings and closings for May and the frequency and duration of inpatient hospitalizations for May were good. He also reported that the medication refill/question line was working well. Mr. Robinson also informed Board members that collecting co-payments, as authorized as a part of the 2007 budget, was a “work in progress”, with some as-yet unresolved issues.

◆ Economic Support

- *W-2 Steering Committee* – Ms. Wormet had previously distributed minutes of the May 9th meeting, which she and Ms. Townsend attended. Board members had no additional questions.
- *PAW Consortium* – The minutes of the May 29th Job Center Managers meeting were included in the packet. No administrative meeting was held in May. Ms. Wormet noted that the W-2 Case Manager assigned to Adams County, Chris Rustad, was laid off effective May 31, 2007 and that a Wood County Economic Support Specialist was assigned to cover Adams County and would be on site for some number of days per week.
- *Job Center Update* – Ms. Wormet informed Board members that Forward Services Corporation did not receive the WIA grant, and would not be involved in the Job Center effective July 1, 2007. CESA 5 has received the grant and is unwilling to employ a receptionist, even if paid through contract with the HHSD. At the present time, it appears that CESA 5 will only provide WIA Youth Services. Ms. Wormet and Dr. Furtkamp asked the Board members to reconsider the provider for reception (Resource Associate) services, now that FSC will no longer be involved. Two alternatives were suggested: North Central Community Action Council and Gemini Employee Leasing. After discussion of the benefits and drawbacks of each provider, a motion was made by Ms. Heideman and seconded by Ms. Townsend to approve an addition of a part-time receptionist/resource associate to the existing contract with Gemini Employee Leasing, Inc. Voice vote, all in favor. Motion Carried.
- *Review of Written Report of Economic Support Services/W-2 Program Manager* – Ms. Wormet was present to review the written report previously distributed to the Board. Board members had no additional questions.

◆ Fiscal & Support

- *Report of Fiscal & Support Services Manager* – Ms. Pierce informed Board members that the audit by Schenck has been completed, and that she is working with the County Clerk regarding carryover accounts and amounts.

Assuring and Maintaining the Health and Well-Being of Adams County

Public Health 608-339-4513
 Youth Services 608-339-4505
 Economic Support 608-339-4505

Aging & Senior Center 608-339-4251
 Long Term Support 608-339-4505
 Outpatient Clinics 608-339-4505

Subcommittee Reports

- ◆ Finance Subcommittee – Ms. Kirsenlohr reported that the vouchers (in the amount of \$336,897.38) and May 2007 financial report of the HHSD had been reviewed and approved by the subcommittee.
- ◆ Human Resources Subcommittee – Ms. Ward reported signing Personnel Recruitment Forms for the part-time Benefit Specialist position. The Board discussed potential dates for interviewing Social Worker candidates, identifying times during the first week of July when Ms. Ward and Ms. Kirsenlohr were available.
- ◆ Service Evaluation Subcommittee – Next meeting early 2008.

Director's Report – None

Health & Human Services

Review and approval of reclassification requests and revisions to job descriptions for the following positions: Environmental Health Technical Specialist (currently Public Health Technician), Secretary/Bookkeeper (currently Clerk-Typist, Long-Term Support Services). Dr. Furtkamp described for Board members the process by which the HHSD leadership staff decided which positions to propose for reclassification during the June reclassification period, as specified in the Adams County Personnel & General Administrative Policy Manual. Ms. McFarlin and Ms. Osborn presented the rationale for reclassifying the current full-time Public Health Technician and Clerk-Typist, Long-Term Support, respectively. There was much discussion among Board members regarding the process for reclassification and the determination of recommended pay rate (group and class), especially for employees covered by Collective Bargaining Agreements. There was discussion of whether positions should be reclassified or whether the existing positions should be eliminated and new ones created by resolution of the County Board of Supervisors. It was suggested that action on the job description changes be separated from action on the reclassification request, but no formal action was taken on the suggestion. Questions were also raised regarding whether the recommendations were based upon specific employees or the particular needs of the Department.

After more discussion, a motion was made by Ms. Heideman and seconded by Ms. Townsend to approve the reclassification request and job description for the proposed Environmental Health Technical Specialist position and forward it to the Personnel Director, Administrative Coordinator/Director of Finance, and Executive Committee for action. Voice vote, aye 6, nay 1 (Ms. Kirsenlohr). Motion Carried.

The Board briefly discussed the proposed reclassification of the Clerk-Typist – Long-Term Support position. A motion was made by Ms. Bruce and seconded by Ms. Heideman to approve the reclassification request and revised job description and forward them to the Personnel Director, Administrative Coordinator/Director of Finance, and Executive Committee for action. Voice vote, all in favor. Motion Carried.

Review and approval of resolution creating full-time Energy Assistance Specialist and job description. Ms. Wormet and Dr. Furtkamp presented information regarding the creation of the Energy Assistance Specialist, including the resolution to create the position and the job description for the position. Funds for the Wisconsin Home Energy Assistance Program (WHEAP) are presently received from the Wisconsin Department of Energy on a federal fiscal year basis and are divided into two categories: those funds allocated directly to the county (to pay for the costs of administering the program) and those reserved by the State for payment of direct benefits on behalf of county residents. For federal fiscal year 2007 (October 1, 2006 through September 30, 2007), the allocation for WHEAP administration is \$59,613. The administration of this program has been contracted for many years to the Central Wisconsin Community Action Council (CWCAC), and all funds received by the county have been directed to CWCAC. A number of potential benefits in providing rather than contracting the service are anticipated: program efficiencies and better coordination with other Economic Support services, collocation of WHEAP services with other HHSD services, fiscal efficiencies through allocation of a portion of existing ESS and HHSD administration and over-

Assuring and Maintaining the Health and Well-Being of Adams County

Public Health 608-339-4513
 Youth Services 608-339-4505
 Economic Support 608-339-4505

Aging & Senior Center 608-339-4251
 Long Term Support 608-339-4505
 Outpatient Clinics 608-339-4505

head costs to the WHEAP contract rather than the tax levy, and the ability to allocate all additional emergency funds received to direct client services (rather than split between direct services and program administration). Board members reviewed the resolution and job description, and a motion was made by Mr. Kotlowski and seconded by Ms. Heideman to approve the resolution and job description and to forward them to the Executive Committee and County Board of Supervisors for action. Voice vote, all in favor. Motion Carried.

Discussion and action on participation in fraud investigation consortium. Ms. Wormet reviewed with Board members the proposal to create a fraud investigation consortium (which had been included as part of the packet). This proposal is based upon a request for pilot programs by the State of Wisconsin DHFS for administration of the Public Assistance Fraud Program (PAFP). Eight counties have begun discussions about forming a consortium. These counties (Monroe, Waushara, Green Lake, Juneau, Columbia, Adams, Marquette, and Sauk) presently contract with O'Brien and Associates for investigation services. There are a number of potential benefits to combining the front end verification and fraud investigation services into a single investigatory program and to pooling fiscal resources (PAFP allocations) across a number of counties. For Adams County, such a consortium would be expected to result in increased fraud prevention investigations overall. At the present time, the PAFP funds received (\$8,000) allow the county to contract with O'Brien and Associates for two fraud investigations and 28 front end verifications per year (and no administration or overhead is retained by the county from the PAFP allocation). Ms. Wormet described situations where it has been difficult to decide whether to refer a case for investigation or verification, or to "save" the referral in order to see if a more egregious case arose during the contract period. Under the terms discussed, there would be no limit to the number of referrals, the emphasis would shift to early intervention and investigation (before fraud occurs), the consortium (with Columbia County as fiscal agent) would contract with O'Brien for one staff for benefit recoveries and one fraud prevention investigator, and each county would receive an allocation of approximately \$3,000 for administration of the program. The remainder of the PAFP allocation would be redirected to the consortium. Ms. Wormet distributed copies of the proposed Cooperative Agreement for Fraud Prevention and Investigation Program, which the Board members reviewed. After discussion, a motion was made by Ms. Bruce and seconded by Ms. Heideman to authorize entering into the cooperative agreement. Voice vote, all in favor. Motion Carried.

Update on Thrift Store. Ms. Ward reported that the lease buyout option approved at May's HHS Board meeting was withdrawn by the owner of the property. She told Board members that she had left several messages over the past three weeks, but none of her calls have been returned. The Board discussed a number of alternatives, and it was the consensus of the members that the building be winterized and utility services terminated as soon as feasible in order to save ongoing expenses. The Board directed Ms. Osborn to draft a letter, for Ms. Ward's signature, to the owner of the building communicating this intent and providing an effective date.

Consideration of request for abatement order and citation for property at 949 Fur Avenue, Wisconsin Dells, Wisconsin. Ms. McFarlin asked that consideration of this issue be postponed for one month.

Update on drug/medication clean sweep. Ms. McFarlin presented Board members with an update on the plans for the drug/medication clean sweep. A planning meeting is scheduled for next Tuesday (June 12th) and representatives of the Sheriff's Department, local pharmacies, U-W Extension, the Solid Waste Department, and HHSD (including Aging and Public Health staff) have been invited to participate. Kathy Challoner, Public Health Secretary, is working on a brochure to publicize the event. Current plans call for a 3 to 4 hour collection period and for the event to be held on the HHSD grounds, perhaps on a Saturday.

Assuring and Maintaining the Health and Well-Being of Adams County

Public Health 608-339-4513
 Youth Services 608-339-4505
 Economic Support 608-339-4505

Aging & Senior Center 608-339-4251
 Long Term Support 608-339-4505
 Outpatient Clinics 608-339-4505

Continued discussion of HHSD security issues. Ms. Pierce presented the highlights of a discussion of security issues at the all-staff meeting in May. Dr. Furtkamp described the plan to use the Security Hazard Vulnerability Analysis instrument obtained from Moundview Memorial Hospital, asking each administrative unit within the HHSD to complete the instrument from their vantage point prior to the July all-staff meeting, at which time the results will be compared, threats and vulnerabilities ranked, and the process of prevention and mitigation begun. Board approval of Mark Rossano's attendance at the Crisis Prevention Institute instructor certification program was also noted.

Continued discussion of space needs of Health & Human Services Department. Discussion was postponed until the July HHS Board meeting.

CLOSED SESSION – A motion was made by Mr. Kotlowski and seconded by Ms. Bruce to convene in closed session per §19.85(1)(f), Wisconsin Statutes, to consider social or personal history of specific persons which, if discussed in public, would be likely to have a substantial adverse effect upon the reputation of any person referred to in such histories or data, or involved in such problems or investigations. Roll Call vote: 7 aye, 0 nay. Motion Carried.

OPEN SESSION – A motion was made by Ms. Townsend and seconded by Mr. Kotlowski to reconvene in open session per §19.85(2), Wisconsin Statutes, to consider and vote on appropriate matters. Roll Call vote: 7 aye, 0 nay. Motion Carried.

Committee Discussion – Identification of other potential agenda items for future meetings. The Board identified the following issues: consideration of abatement order, update on the drug/medication clean sweep, and continuation of security and space needs discussions.

Confirmation of Next Meeting Date – Next regular meeting 13 July 2007 at 10:00 A.M. Ms. Harvey-Beversdorf and Ms. Bruce noted that they would be on vacation at the time and asked to be excused.

Adjournment – A motion was made by Ms. Harvey-Beversdorf and seconded by Ms. Bruce to adjourn at 12:32 P.M. Voice vote, all in favor. Motion Carried.

Respectfully Submitted,

Eric G. Furtkamp, Ph.D.
Director

THESE MINUTES HAVE NOT BEEN APPROVED BY THE HEALTH & HUMAN SERVICES BOARD

Assuring and Maintaining the Health and Well-Being of Adams County

Public Health 608-339-4513
Youth Services 608-339-4505
Economic Support 608-339-4505

Aging & Senior Center 608-339-4251
Long Term Support 608-339-4505
Outpatient Clinics 608-339-4505