

**Adams County Health & Human Services and
Veterans Service Board Meeting Minutes
Health & Human Services Building – April 10, 2017**

1. The Adams County Health & Human Services and Veterans Services Board meeting was called to order by Chairman, Jack Allen at 4:00 p.m.
2. **Roll Call of Board Members:** Present: Jack Allen, Robert Grabarski, Marge Edwards, Peter Hickethier, Fran Dehmlow, Scott Colburn and Terry Harvey-Beversdorf. Absent excused: Deb Johnson-Schuh

Health & Human Services Staff Present: Kelly Oleson, Sarah Grosshuesch, Wendy Pierce, Erin Schiferl, Diane Osborn, Cindi Flynn, Sherrie Manning, Donna Richards, Kay Saarinen-Barr, Allison Else, Barb Drolson, Dr. Valdez and Ruth Horndasch.

Veterans Services Staff Present: Steve Dykes

Also in attendance: Barb Petkovsek, Interim County Manager/Administrative Coordinator

3. **Was the meeting properly noticed?** Yes
4. **Approval of Agenda** – Motion was made to approve the April 10, 2017 Health & Human Services & Veterans Services Board Meeting agenda by Hickethier/Colburn. Motion carried by UVV.
5. **Approval of Minutes – March 13, 2017 Health and Human Services & Veterans Services Meeting Minutes**– A motion was made to approve the March 13, 2017 Health & Human Services & Veterans Services Meeting Minutes by Colburn/Edwards. Motion carried by UVV.
6. **Public Comment** – None.
7. **Correspondence** – None.
8. **Announcements** – None.

Veterans Services

1. **Veterans Services Officer's Report March 2017.** A written report was distributed to the Board. Veterans Services Officer Dykes highlighted that Patrick and Lori Knoebel generously donated a brand new wheelchair to help transport veterans. Supervisor Allen asked if the Board had any questions concerning Officer Dykes report. No questions were asked.

- 2. Review and approval of March 2017 Veterans Services Vouchers and Financial Report.** Supervisor Allen asked the Board if they had any questions concerning the Veterans Services Financial Report. Board members did not have any questions. A motion was made by Colburn/Edwards to approve the Veterans Services vouchers and financial report for March 2017. Motion carried by UVV.

Health & Human Services

New Business:

- 1. Review February 2017 Health & Human Services Financial Report.** Supervisor Allen asked the Board if they had any questions concerning the HHS Financial Report. Board Member Edwards asked where the profits from Practical Cents go. Fiscal Manager Pierce stated that the monies stay in the 240 fund balance. Fiscal Manager Pierce reviewed the Practical Cents Statement of Revenue and Expenses included in the board packet. Supervisor Grabarski would like to see this information in a format that explains where monies go in a simplified statement.
- 2. Review & Approval February 2017 Health & Human Services Vouchers.** Supervisor Allen asked the Board if they had any questions concerning the voucher report. Members of the Board asked general questions concerning expenses paid. There being no further questions, a motion was made to approve the February 2017 Health & Human Services Vouchers by Colburn/Edwards. Motion carried by UVV.
- 3. Director's Report & Manager Narratives.** A written report was submitted to the HHS Board prior to the meeting. Director Oleson highlighted that the Fiscal Division will be moving into the old ADRC space and she is working with the Maintenance Director to get the space ready for the move, which is projected to happen in early May. Oleson stated that the Human Services Day at the Capital went very well. Sarah prepared two fact sheets and represented our agency and the needs of Human Services. The Legislators were very pleased with the fact sheets and interested in the issues our county is facing. Oleson stated that Juneau, Adams and Monroe Counties will be receiving monies for a transition job program and discussed information about an opioid grant.

Division Updates –

ADRC – ADRC Manager Richards stated that the move to the Community Center went very well. Having Resource Specialists in the Community Center has increased senior traffic to meet with Resource Specialists. The Senior Fair is scheduled for May 11th at the Community Center.

Economic Support – Economic Support Manger Flynn stated that the open position has been filled by Tara Meyer who will be starting with our agency on April 24th. Flynn also

stated that Energy Services Inc. is doing a fantastic job working to assist people before shut-offs happen before the April 15th date.

Fiscal Services – Fiscal Manager Pierce stated that the 2016 HHS Operating Budget is expected to be \$100K in the black, this includes the fund transfers.

Supervisor Allen requested that item #6 be moved up in the agenda.

- 6. Long Term Support: Discuss and/or act on Family Care Transition Plan.** Director Oleson distributed the Family Care Transition Plan PowerPoint presentation handout to the Board. Director Oleson, Long Term Support Manager Osborn and ADRC Manager Richards reviewed each section of the plan for the Board. Within the plan was a request to develop a Community Support Program (CSP) and reassign 2.6 Long Term Support FTE's to Behavioral Health due to the high needs in that area. Director Oleson invited Dr. Valdez, Clinical Director of Psychiatry for our agency to speak to the Board about the concerns he has regarding the large number of consumers in need of intensive treatment that we have in Adams County. The Board thanked Dr. Valdez for his professional opinion. A lengthy discussion about the plan followed and the Board expressed support for it. Director Oleson was asked to bring the presentation to the County Board Meeting on April 18th. A motion was made by Grabarski/Colburn to support the creation of a Community Support Program at the Health & Human Services Department. Motion carried by UVV.
- 4. Administration: Update on the security system at Health & Human Services.** Director Oleson stated that in follow-up to last month's meeting, she will be working with Sheriff's Department to have access to the HHS building in an emergency. Oleson also met with Maintenance Director Hamman to discuss office moves and any impacts the moves would have on the security system.
- 5. Administration: Update on electronic health record (ECHO) implementation.** Fiscal Manager Pierce stated that the billers are successfully sending out secondary and tertiary claims as well as client statements. Bills through January 31st, 2017 have been sent. A policy is being put into place for staff that outlines when notes are due into the ECHO system so billing can be completed in a timely fashion. Additionally, the scanning is expected to be operational by the end of April.
- 7. Public Health: Presentation of the 2017 County Health Rankings.** Tabled until the May Health & Human Services Board Meeting.
- 8. Public Health: Discuss and/or approve out-of-state travel for the Public Health Nurse Supervisor to attend the Nurse Family Partnership DANCE training in Kalamazoo, MI from June 19th to 23rd, 2017.** A motion was made by Hickethier/Colburn to approve out-of-

Health & Human Services and Veterans Services Board Meeting Minutes – April 10, 2017

state travel for the Public Health Nurse Supervisor to attend the Nurse Family Partnership DANCE training in Kalamazoo, MI from June 19th to 23rd, 2017. Motion carried by UVV.

9. Next Regular Meeting Date – Monday, May 8, 2017 @ 4:00 p.m. Supervisor Allen asked Director Oleson for a list of staff who must routinely work afterhours to assist client needs.

10. Adjournment: Motion to adjourn at 6:03 p.m. by Hickethier/Colburn. Motion carried by UVV.

These minutes have been approved by the committee.

Minutes respectfully submitted by Ruth Horndasch.



Jack Allen – Chair



Ruth Horndasch – Recording Secretary