

HEALTH & HUMAN SERVICES DEPARTMENT

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HEALTH & HUMAN SERVICES BOARD

14 September 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, Jeanne Heideman, R.N., Joyce Kirsenlohr, Joanne Sumpter, Maureen Bruce, R.N., and Teresa Harvey-Beversdorf.

Staff Present – Diane Osborn, Long Term Support Services Manager, Carol Johnson, Aging Director, Wendy Pierce, Financial Manager, Sandra Wormet, Economic Support Services/W-2 Program Manager, Philip Robinson, LCSW, Clinical Services Manager, Mandy J. Stanley, CSW, Youth Services Manager, Lisa Krizan, R.N., Acting 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. Heideman and seconded by Ms. Townsend 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. Townsend and seconded by Ms. Kirsenlohr to approve the minutes of the 10 August and 17 August 2007 HHS Board meetings. Voice vote, all in favor. Motion Carried.

Public Participation – None

Correspondence – Dr. Furtkamp noted an announcement regarding seminars on public records and the Open Meetings Law hosted by the State Attorney General.

Veteran's Services

Approval of monthly Veteran's Services Officer's report and August calendar. Mr. Johnson had previously distributed the monthly service officer's report for July and his monthly calendar for August. Mr. Johnson reported that his office was busy with assisting with employment verifications required by VA medical centers and informed Board members that the Administrative and Finance Committee had cut \$500 from the Soldiers and Sailors fund request for 2008. A motion was made by Ms. Heideman and seconded by Ms. Townsend to approve the Veteran's Services Officer's report, calendar, and 2008 budget request as amended. Voice vote, all in favor. Motion Carried.

Health & Human Services

Purchase of Service Contracts – A motion was made by Ms. Townsend and seconded by Ms. Sumpter to approve purchase of service contracts for: administration of Wisconsin Home Energy Assistance Program (General Operations: \$18,151, Public Benefits Outreach: \$5,990, Public Benefits Operations: \$2,736, and Crisis Services: \$26,709. Total: \$53,586) with Central Wisconsin Community Action Council; and fiscal intermediary services from Bookkeeping Plus, Inc. of Neillsville (1 employment account, approximately

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\$6,162/month). Ms. Osborn answered questions regarding the fiscal intermediary function and self-directed services. Voice vote, all in favor. Motion Carried.

Conference and Workshop Requests – The Board reviewed the conference and workshop requests presented. Ms. Townsend was excused at 10:15 A.M. during the discussion so that she might attend the review of the Library budget by the Administrative and Finance Committee. A motion was made by Ms. Heideman and seconded by Ms. Harvey-Beversdorf to approve the following conference and workshop attendance:

- Diane Osborn to Adults-at-Risk Conference in Wisconsin Dells on October 15-17, 2007 (\$90 registration, \$59 mileage).
- Tracy Sipla to: Shared Parenting: Supporting the Partnership of Birth and Foster Parents, in Madison on September 25, 2007 (\$20 registration, \$82 mileage), and Wisconsin Foster Care Coordinator's Association annual conference in Egg Harbor on October 25th and 26th, 2007 (\$75 registration, \$175 mileage, \$124 lodging, \$26 *per diem*).
- Karen Lindner, RN, to Wisconsin Personal Services Association Conference in Wisconsin Dells on September 13, 2007 (\$130 registration, approximately \$25 mileage).
- Tara Kircher and Mindy Hams to "Brain Injury & Behavior Issues: Practical Approaches" in Madison on November 1st and 2nd, 2007 (\$35 registration each, \$45 mileage).
- Marcy Johns to Fall DD Network training in Wisconsin Dells on October 24th and 25th, 2007 (\$50 registration, mileage).
- Tina Smith and Kelly Oleson to the Drug Endangered Children Conference in Stevens Point on September 18th and 19th, 2007 (\$25 registration each, \$201 mileage).
- Chris Saloun, RN, to ICS-300 training in Mauston on September 27th and 28th, 2007 (\$30 mileage).
- Diane Osborn, Kris Senn, Judy Kaye, Marcy Johns, Tara Kircher, Jill Zaucha, Lisa Etheridge, and Luan Jacobson to Self-Determination Wisconsin Conference, "*Organizing for Self-Directed Supports*", in Wisconsin Dells on November 5-7, 2007 (\$665 registration, \$300 mileage total).
- Dana Hendricksen to COP Waiver Basics training in Rothschild on October 9th and 10th, 2007 (\$155 mileage, \$40 meals).
- Jill Helgeson to: September 2007 Benefit Specialist Training in Minocqua on September 26, 2007 (\$15 registration, \$170 mileage), and to Medicare Advantage training in Rhinelander on October 9, 2007 (\$15 registration, \$170 mileage).

Voice vote, all in favor (Ms. Townsend excused). Motion Carried.

Purchases – None

Unit, Advisory Committee, and Consortia Reports

◆ Aging & Long Term Support

- *Aging Advisory Committee* – next meeting September 27, 2007.
- *Nutrition Advisory Committee* – Ms. Johnson informed Board members that there was nothing substantive to report from the August 15, 2007 meeting, and members had no questions for her. The next meeting is scheduled for October 17, 2007.
- *Long Term Support Advisory Committee* – next meeting October 15, 2007.
- *Review of Written Report of the Aging Unit Director* – Ms. Johnson was present to review the written report previously submitted to the Board. She provided an update regarding the part-time Benefit Specialist position (Mary Deane's last day was September 13th), and highlighted the meal site report and raw food cost per meal report which had been included in the Board packet. Ms. Johnson also distributed materials from AARP on identity theft.
- *Review of Written Report of the Long Term Support Services Manager* – Ms. Osborn was present to review

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the contents of the written report previously distributed to the Board. She noted that staff were working on serving eight individuals from the waiting list (six elderly, two with physical disabilities), and that one more nursing home relocation slot has been approved. Ms. Osborn discussed briefly the topics at the September 13th regional DD Coordinators meeting (Family Care and the State facility charge back). Ms. Osborn described a voice mail message from the Corporation Counsel regarding the letter written to the owners of the leased Thrift Store building regarding subletting. The Board discussed the winterizing, subletting, and lease buyout options, and instructed (not by motion) Ms. Osborn and Dr. Furtkamp to discuss the matter further with the Corporation Counsel and to present a plan at the October HHS Board meeting.

◆ Public Health

- *Review of Written Report of Health Officer* – Ms. Krizan was present to answer questions regarding the written report submitted by Linda McFarlin, R.N., M.A., Health Officer. She noted that one of the student nurses scheduled to begin a practicum would be unable to do so. Ms. Krizan also described the successful Flu Clinic exercise on August 23rd and informed Board members that the after-action report has not yet been received.

◆ Children & Family Services

- *Youth Services Advisory Committee (4-Cs)* – next meeting September 14, 2007.
- *Mental Health/AODA Committee* – Mr Robinson distributed minutes from the July 26, 2007 Mental Health/AODA, & Crisis Advisory Committee, August 30, 2007 Crisis Response Subcommittee, and September 7, 2007 AODA Prevention Group meetings. He highlighted a number of issues, including a meeting scheduled with Boscobel Area Health Center regarding emergency detentions, progress on the creation of a stabilization bed, collaboration with an AODA prevention coalition in Wood County, a decision tree used for emergency detentions, ambiguous detentions, and the need for an Alcoholics Anonymous/Narcotics Anonymous group for youth.
- *Review of Written Report of Youth Services Manager* – Ms. Stanley was present to review the contents of a written report previously submitted to the Board. She noted that, while the statistical report indicated that there were no terminations of parental rights (TPRs), there was one in process (which typically takes three to six months to complete). Ms. Stanley also noted that a final version of the screen-in process and standards for child abuse is expected from the State near the end of September. Finally, she noted that her staff have been busy since school has resumed.
- *Review of Written Report of Clinical Services Manager* – Mr. Robinson was present to review the contents of a written report previously submitted to the Board. He expressed his opinion that there was little remarkable about the statistics for August, and Board members had no questions.

◆ Economic Support

- *W-2 Steering Committee* – Minutes of the August 8th meeting were included in the Board packet. Ms. Sumpter described the highlights of the September 12th meeting, including upcoming events, a report from United Way/2-1-1, and hospice. Board members had no additional questions.
- *PAW Consortium* – The minutes of the August 21st Job Center Managers meeting were previously distributed to the Board. The next PAW Administrative meeting is scheduled for September 24th, to review the 2007 and 2008 budgets.
- *Job Center Update* – Ms. Wormet noted that the Job Center was still looking for a volunteer for Thursday afternoons (coverage is presently provided by the WIA Case Manager). She also reported that Ms. Lucille Davis and Mr. Doug Wellumson, who volunteer at the Job Center on Tuesday and

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Wednesday afternoons, presented a request for funding the Resource Associate to the Economic Development Board.

- *Review of Written Report of Economic Support Services/W-2 Program Manager* – Ms. Wormet was present to review the written report she had previously distributed to Board members. She informed Board members that the Salvation Army had distributed a total of 53 backpacks with school supplies to 28 families.

Ms. Wormet also presented a request to carry over of vacation days for Linda Gilman, Economic Support Specialist. Ms. Gilman has an 45.75 hours remaining from the allotment she received in September 2006, and will use those hours by November 30, 2007. A motion was made by Ms. Heideman and seconded by Ms. Sumpter to approve the vacation carryover plan as presented. Voice vote, all in favor. Motion Carried.

◆ Fiscal & Support

- *Report of Fiscal & Support Services Manager* – Ms. Pierce informed Board members of general budgetary and staffing issues.

Subcommittee Reports

- ◆ Finance Subcommittee – Ms. Kirslenlohr reported that the vouchers (in the amount of \$403,828.65) and August 2007 financial report of the HHSD had been reviewed and approved by the subcommittee.
- ◆ Human Resources Subcommittee – No meetings were scheduled or held.
- ◆ Service Evaluation Subcommittee – Next meeting early 2008.

Director's Report – None

Health & Human Services

Update on Administration and Finance Committee action on 2008 departmental budget request; review and approval of revised 2008 budget. Ms. Ward, Ms. Johnson, and Dr. Furtkamp described the discussions with the members of the Administration and Finance Committee, the process of explaining account by account the source and expenditure of all funds, and the one change to date made by the Committee (reduction of the Public Health portion of the county tax levy by \$5,000, not to include the elimination of flu clinics). The Board engaged in general discussion and speculation regarding any future alterations to the budget. Ms. Townsend returned at 11:25 A.M. during the discussion. A motion was made by Ms. Bruce and seconded by Ms. Heideman to approve the 2008 departmental budget request as revised. Voice vote, all (eight) in favor. Motion Carried.

Review and action on proposed fiscal intermediary policies and procedures. Ms. Osborn provided a more detailed description of self-directed services in general and fiscal intermediary services in particular. Financial Management (fiscal intermediary) Services, including definitions, requirements/exclusions/limitations, standards, and documentation are described and prescribed in the Medicaid Waivers Manual, and the proposed policy and procedures reflect the contents of those sections. Ms. Osborn briefly reviewed with Board members the distinct responsibilities of the County/Case Manager, Waiver Participant/Client, and Fiscal Agent. After discussion, a motion was made by Ms. Bruce and seconded by Ms. Townsend to approve the Fiscal Intermediary Services Policy as presented. Voice vote, all in favor. Motion Carried.

Discussion and action on request to replace part-time Benefit Specialist. Ms. Johnson presented a request to replace Mary Deane, part-time Benefit Specialist, who has transferred into the Clerk of Courts office. Ms. Johnson would like the position posted as soon as possible, with a start date after Ms. Deane's 30-day trial period has ended. Ms. Johnson also noted that applications were still on file from the advertisement in June. A motion was made by Ms. Heideman and seconded by Ms. Townsend to approve replacing the part-time Benefit Specialist. Voice vote, all in favor. Motion Carried.

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Discussion and action on request to replace Economic Support Specialist and approval of limited term employee. Ms. Wormet presented a request to replace Trish Smedbron, an Economic Support Specialist who has resigned effective October 4th to take a similar position with Marathon County. Ms. Wormet also asked Board approval for a plan for Ms. Smedbron to work here one day per week (on either a limited-term or on-call basis), processing applications and reauthorizations for elderly and disabled clients, until her replacement has completed new worker training provided by the State of Wisconsin. After discussion, a motion was made by Ms. Harvey-Beversdorf and seconded by Mr. Kotlowski to approve replacing the Economic Support Specialist position and to approve using Ms. Smedbron one day per week until her replacement has achieved sufficient proficiency to manage the caseload. Voice vote, all in favor. Motion Carried.

Discussion and action regarding vacant Public Health Technician position. The Board discussed the full-time Public Health Technician position, vacated when Carrie Allard accepted a position in the Clerk of Courts office in September. There is a question regarding the availability of funds sufficient to maintain the full-time status of the position, given reductions in environmental health grants. Dr. Furtkamp requested Board approval of a replacement, conditional on the commitment of adequate funds from the Environmental Health Consortium. If the hours of the position need to be reduced, Linda McFarlin, Health Officer, will present a resolution for Board consideration. After discussion, a motion was made by Ms. Townsend and seconded by Ms. Heideman to approve replacement of the full-time Public Health Technician, contingent upon the availability of funds from the Environmental Health Consortium. Voice vote, all in favor. Motion Carried.

Update on drug/medication clean sweep. Ms. Krizan provided Board members with a brief update on the Medication Roundup, scheduled for September 25th.

Continued discussion of HHSD security issues. Dr. Furtkamp provided an update regarding discussions of safety and security issues within the department.

CLOSED SESSION – A motion was made by Mr. Kotlowski and seconded by Ms. Bruce to convene in closed session per §19.85(1)(c), Wisconsin Statutes, to confer with legal counsel for the governmental body who is rendering oral or written advice concerning strategy to be adopted by the body with respect to litigation in which it is or is likely to become involved. Roll Call vote: 8 aye. Motion Carried.

OPEN SESSION – A motion was made by Ms. Heideman and seconded by Ms. Townsend to reconvene in open session per §19.85(2), Wisconsin Statutes, to consider and vote on appropriate matters. Roll Call vote: 8 aye. Motion Carried.

Committee Discussion – Identification of other potential agenda items for future meetings. The Board identified the following issues: 2008 budget update, status of the lease of, and potential uses for, the former Thrift Store building, and job descriptions for Thrift Store staff.

Confirmation of Next Meeting Date – next regular meeting: 12 October 2007 (8:30 a.m. Finance Subcommittee/10:00 a.m. HHS Board).

Adjournment – A motion was made by Ms. Bruce and seconded by Ms. Townsend to adjourn at 12:43 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

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