

HEALTH & HUMAN SERVICES DEPARTMENT

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HEALTH & HUMAN SERVICES BOARD

11 April 2008 Meeting

Call to Order and Roll Call – The meeting of the Adams County Health & Human Services Board was called to order by Pat Townsend 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 Pat Townsend, R.N., Jack Allen, Jeanne Heideman, R.N., Joyce Kirslenlohr, Joanne Sumpter, and Teresa Harvey-Beversdorf. Board members Jerry Kotlowski and Maureen Bruce, R.N., were excused.

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

Approval of Agenda and Compliance with Open Meetings Law – A motion was made by Ms. Kirslenlohr and seconded by Ms. Sumpter 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. Sumpter and seconded by Ms. Heideman to approve the minutes of the 14 March 2008 HHS Board meeting. Voice vote, all in favor. Motion Carried.

Public Participation – None.

Correspondence – None.

Veterans Service

Approval of monthly Veterans Service Officer's report and calendar. Mr. Johnson had previously distributed the monthly service officer's report for March and his monthly calendar for April. He noted that Crystal Hiller began working in the Clerk-Receptionist position on March 31st and that he planned to introduce her to the Board in May. He noted that the Corporation Counsel's office was reviewing the application for the annual \$10,000 salary grant. Mr. Johnson also discussed briefly the issue of gas vouchers. Board members had no additional questions. A motion was made by Ms. Heideman and seconded by Ms. Sumpter to approve the Veterans Service Officer's report and calendar as presented. Voice vote, all in favor. Motion Carried.

Health & Human Services

Items for Discussion and Action

Review and approval of refilling of vacant position(s). Board members were informed of the progress in hiring staff. A candidate for the Billing Specialist position was interviewed yesterday (April 10th) and Case Manager (Mental Health) interviews were held on April 3rd. The posting for the Long Term Generalist position has ended, and Norma Osterloh is expected to accept the position. A Personnel Recruitment Form was submitted to the Corporation Counsel and Administrative Coordinator yesterday to begin the process of filling the Cook/Site Manager position Ms. Osterloh is leaving. Ms. McFarlin announced that she had been given notice by Juneau County, the fiscal agent for the WIC consortium, that the part-time Public Health

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Technician for WIC would be eliminated by May 1, 2008. Correspondence will be forwarded to the office of the Corporation Counsel/Personnel Director for appropriate action. Dr. Furtkamp announced to the Board the retirement of Kathy Williams, a Clerk/Bookkeeper, who has been with the County since 1980. There was a general discussion regarding changes to the process for rewriting job descriptions and modifying Job Description Questionnaires (from Carlson Dettmann Consulting). After discussion, a motion was made by Ms. Sumpter and seconded by Ms. Harvey-Beversdorf to refill the vacant positions noted and any others created by the subsequent posting or bumping processes. Voice vote, all in favor. Motion Carried.

Review of special vacation carryover plans approved in April 2007. Board members reviewed the special vacation carryover plans for Tom Charles and Lorie Tomsyck approved at the April 2007 HHS Board meeting. Both plans have proceeded as requested. Mr. Robinson also asked the Board to consider allowing Julie Paepke, an AODA Support Specialist, to carry over three weeks of vacation time, to be used over the course of the next four months. He explained that the vacancy in the Case Manager position has made Ms. Paepke's work more critical for the clients she serves. After discussion, a motion was made by Mr. Allen and seconded by Ms. Sumpter to approve special vacation carryover plans for Tom Charles, Lorie Tomsyck, and Julie Paepke, and to review the plans at the April 2009 Health & Human Services Board meeting. Voice vote, all in favor. Motion Carried.

Update on plans for intake process and Aging & Disability Resource Center. Dr. Furtkamp reported, as requested at the January 2008 meeting, on progress toward an integrated process for entry into the HHS system. It appears that, with the Aging & Disability Resource Center requirements, full integration will not be possible, and that separate points of entry will be mandated for those groups served in an ADRC and everyone else requesting services. The intake workgroup has split into groups working on the ADRC design and application process and on continuing to refine the intake process. Board members asked a number of questions and there was a general discussion about ADRCs and Family Care.

Purchase of Service Contracts – None.

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

- Chris Saloun to: Wisconsin Clinical Laboratory Network meeting in Madison on April 10, 2008 (\$77.77 mileage, \$10 meals), Communicable Diseases Spring Seminar in Oconomowoc on May 12, 2008 (\$126.25 mileage, \$10 meals), PCA Expert Panel Face to Face Meeting in Madison on May 13, 2008 (approximately \$85 mileage, \$10 meals), and HIV Partner Counseling and Referral Services Regional meeting in Madison on June 4, 2008 (\$95 mileage).
- Tara Kircher to the 20th Annual Wisconsin Conference on Brain Injury in Wisconsin Dells on May 5-6, 2008 (\$125 registration, \$36.26 mileage, \$30 membership to receive registration discount) and to the Annual Conference for Adult Family Homes in Wisconsin Dells on April 24, 2008 (\$55 registration, \$25.93 mileage).
- Lorie Tomsyck to PHN Conference Planning Committee in Stevens Point on May 9, 2008 (\$50.50 mileage, \$10 meals).
- Carol Johnson and Rita Riedel to I&A Training in Rhinelander on May 2, 2008 (\$20 registration, \$176 mileage for driver).
- Wendy Pierce and Diane Osborn to Wisconsin Human Services Financial Managers Conference in Stevens Point on May 7, 8, & 9, 2008 (\$110 registration, \$156.65 mileage).

Voice vote, and in favor. Motion Carried.

Purchases – None.

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Unit, Advisory Committee, and Consortia Reports**◆ Children & Family Services**

- *Youth Services Advisory Committee (4-Cs)* – Mandy Stanley, CSW, Youth Services Manager, reported briefly on the items discussed at the 4-Cs meeting of March 14, 2008 (meeting minutes were included in the Board packets). There was a brief discussion of the mentoring grant, the BRICK (Building Resiliency in Central Wisconsin Kids) program, administered by Bridges for Youth through a partnership with Big Brothers/Big Sisters, and serving the Adams-Friendship, Westfield, and Wautoma school districts. Board members had no additional questions
- *Mental Health/AODA Committee* – Phil Robinson, ACSW, Clinical Services Manager, reviewed the minutes from March meetings of the Crisis Response Subcommittee and Subcommittee on Youth & AODA. Board members had no additional questions.
- *Review of Written Report of Youth Services Manager* – Ms. Stanley reviewed her written report, which was previously submitted to the Board. Board members had no additional questions.
- *Review of Written Report of Clinical Services Manager* – Mr. Robinson reviewed the contents of the report previously submitted to Board members. Board members had no additional questions.

◆ Fiscal & Support

- *Report of Fiscal & Support Services Manager* – Wendy L. Pierce, Financial Manager, noted that auditors from Schenck would be on site next week for the county audit. She also noted that three significant financial reports (WIMCR-Wisconsin Medicaid Cost Reporting, DDES-942, and HSRR-Human Services Revenue Report) were due to the state by May 15th. She reiterated the hope that the Billing Specialist position would be filled in the foreseeable future. Board members had no additional questions.

◆ Aging & Long Term Support

- *Aging Advisory Committee* – The next meeting will be scheduled in May 2008.
- *Nutrition Advisory Committee* – The next meeting is scheduled for April 16, 2008.
- *Long Term Support Advisory Committee* – The next meeting will be scheduled in May 2008.
- *Review of Written Report of the Aging Unit Director* – Carol Johnson, Aging Director, reviewed the contents of a written report previously distributed to the Board. Ms. Johnson provided updates on the economic stimulus payment assistance and Project Lifesaver. Board members had no additional questions.
- *Review of Written Report of the Long Term Support Services Manager* – Board members reviewed the contents of a written report previously distributed by Diane Osborn, Long Term Support Services Manager. It was noted that during review of the vouchers by the Finance Subcommittee, Mr. Allen had asked about the number of group homes used by the department. Dr. Furtkamp offered to provide for the Board at the May meeting a report of the group homes used by the HHSD and the number of clients placed in each. Board members had no additional questions.

◆ Public Health

Review of Written Report of Health Officer – Linda McFarlin, R.N., M.A., Health Officer, was present to answer questions regarding the written report previously distributed to the Board. She informed Board members that she would be speaking with A-F Area Schools regarding the school nursing contract, based upon the number of students with exceptional health care needs and the time demands placed upon the school nurse and registered nurse supervisor. Ms. McFarlin also provided Board members with an update on the reports of measles in Wisconsin. She noted that she would attend the townships meeting that evening. She provided Board members with more details regarding the WIC

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technician position and assured them that she would insist upon a consistent schedule (2 half-days per week) with consistent staff where possible. Finally, she raised the possibility of a disaster consortium with nearby counties. Board members asked a number of questions.

◆ Economic Support

- *W-2 Steering Committee* – Ms. Sumpter reviewed the with Board members the discussions at the April 11, 2008 Visions Committee meeting. Minutes from the March 12, 2008 meeting were distributed to members in the Board packet. Board members asked some general informational questions.
- *PAW Consortium* – There was no meeting in March.
- *Job Center Update* – Ms. Wormet noted that minutes from the March 18, 2008 Job Center Managers meeting were included in the packet. She informed Board members that she had not yet received the report on the utilization of the Wisconsin Rapids Job Center by residents of Adams County. Board members had no additional questions.
- *Review of Written Report of Economic Support Services/W-2 Program Manager* – Ms. Wormet was present to review the contents of the report which she had previously distributed to Board members. She noted that Kathy Sapp had begun the new worker training. Board members had no additional questions regarding her report.

Subcommittee Reports

- ◆ Finance Subcommittee – Ms. Kirslenlohr reported that the vouchers (in the amount of \$425,044.84 paid in March) and the March 2008 HHSD financial report had been approved by the subcommittee.
- ◆ Human Resources Subcommittee – No report.
- ◆ Service Evaluation Subcommittee – The Board reviewed a draft of the 2007 HHSD Annual Report. After discussion, a motion was made by Ms. Sumpter and seconded by Ms. Heideman to clarify the notes on the Thrift Store Income Statement. Voice vote, all in favor. Motion Carried. After further discussion, a motion was made by Ms. Heideman and seconded by Ms. Sumpter to approve the amended 2007 HHSD Annual Report (with the Foreword included). Voice vote, all in favor. Motion Carried.

Director's Report – Dr. Furtkamp reviewed progress to date regarding the workgroups established, including Aging & Disability Resource Center development as noted above.

Committee Discussion – Identification of other potential agenda items for future meetings. The Board identified the following issues: seating of new HHS Board members and election of officers.

Board members thanked Jeanne Heideman for her service to the Board and the department.

Confirmation of Next Meeting Date – 9 May 2008 at 9:00 A.M.

Adjournment – A motion was made by Mr. Allen and seconded by Ms. Heideman to adjourn at 11:51 A.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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