

# HEALTH & HUMAN SERVICES DEPARTMENT

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## HEALTH & HUMAN SERVICES BOARD

9 November 2007 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 10:09 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., Maureen Bruce, R.N., Jerry Kotlowski, Jeanne Heideman, R.N., Joyce Kirslenlohr, Joanne Sumpter, and Teresa Harvey-Beversdorf. Board member Jack Allen was excused.

**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, 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** – Corrine Allen, R.N., Student Nurse/Public Health.

**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. Heideman and seconded by Ms. Bruce to approve the minutes of the 12 October 2007 HHS Board meeting. There was a brief discussion regarding attendance at workshops and conventions, noting the quantity attended by HHSD staff. Dr. Furtkamp noted that: the HHSD has a large number of credentialed staff who require CEUs to retain certification or licensure (and perform their job duties); many training events disseminate new regulations, rules, procedures, etc. which staff will be required to implement; money is budgeted for workshops and conventions; and each month the HHS Board reviews and approves attendance at these events as evidenced through both the meeting notices and approved HHS Board minutes. After additional discussion, voice vote, all in favor. Motion Carried.

**Public Participation** – None.

**Correspondence** – None.

**Election of Vice Chairperson** – A motion was made by Mr. Kotlowski and seconded by Ms. Bruce to nominate Joyce Kirslenlohr for Vice Chairperson of the Health & Human Services Board. When no further nominations were offered, the nominations were declared closed. On voice vote (all in favor), Ms. Kirslenlohr was elected Vice Chairperson.

### Veteran's Services

*Approval of monthly Veteran's Services Officer's report and calendar.* Mr. Johnson had previously distributed the monthly service officer's report for October and his monthly calendar for November. He noted that there were a number of significant events occurring concurrently, including Veteran's Day programs at local schools and ceremonies at which the Governor will sign legislation providing property tax relief for veterans with service-connected disabilities and the Wisconsin GI Bill. A motion was made by Ms. Heideman and seconded by Mr. Kotlowski to approve the Veteran's Services Officer's report and calendar as presented.

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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. Heideman and seconded by Ms. Bruce to approve the following conference and workshop attendance:

- Penny Maleski to Blue Cross/Blue Shield network provider training in Oconomowoc on October 31, 2007 (approximately \$61 mileage).
- Karen Perik (11/13-14), Chris Saloun (11/13), and Linda McFarlin (11/14) to Annual 2007 Wisconsin Preparedness Forum in Stevens Point (\$200 registration total, \$145 mileage total).
- Candy Schraufnagel to the Wisconsin Birth to 3 Leadership Event 2007 in Wisconsin Dells on November 29, 2007 (\$25 registration).
- Diane Anderson to Assessor Training for the Intoxicated Driver Program in Madison on December 3 and 4, 2007 (\$299 registration, approximately \$181 mileage).

Voice vote, all in favor. Motion Carried.

**Purchases** – None.

### **Unit, Advisory Committee, and Consortia Reports**

#### ◆ Aging & Long Term Support

- *Aging Advisory Committee* – Ms. Johnson reported on the October 25, 2007 meeting. There was an extended discussion regarding Family Care and Aging & Disability Resource Centers. Ms. Townsend asked that the topics be added to a future HHS Board meeting.
- *Nutrition Advisory Committee* – Ms. Johnson reviewed the minutes of the October 17, 2007 meeting. She reported that she had followed up on inquiries regarding Cardiopulmonary Resuscitation and First Aid, and that a basic course could be arranged at a cost of \$4 per senior, and would be held from 6pm to 8pm at a date to be determined. Board members had no additional questions.
- *Long Term Support Advisory Committee* – Ms. Osborn and Ms. Johnson reviewed the minutes of the October 18, 2007 meeting. It was noted that the remodeling of a bathroom in an Adult Family Home, approved at the meeting, was not approved for funding by the State of Wisconsin, but could be reimbursed by a temporary *per diem* rate increase. The AFH sponsor is in the process of securing a construction loan for the project. 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 provided an update regarding the part-time Benefit Specialist position and noted that staff are experiencing more strain due to the vacancy as the enrollment period for Medicare Part D approaches. She also reported that she was preparing for an increase in reports of elder abuse, typically seen around the holidays. Board members had no additional questions.
- *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 informed Board members that the individual relocating from a state developmental centers is scheduled to move in November. Board members had no additional questions.

*Review and action on request for carryover of vacation days for Lisa Etheridge (to be used by January 31, 2008).* Ms. Osborn presented a request from Lisa Etheridge, a Long Term Support Case Manager, to carry over vacation time. After a brief discussion, a motion was made by Ms. Heideman and seconded by Ms. Bruce to approve the vacation carryover as requested. Voice vote, all in favor. Motion Carried.

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### ◆ 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 introduced Corrine Allen, R.N., a BSN student completing a practicum placement in Public Health. Ms. McFarlin distributed a document indicating the services provided during 2007, a copy of a letter from the Secretary of the State Department of Health and Family Services indicating that the WIC and TE-FAP programs will remain within DHFS, and a copy of the Level 1 Audit Tool completed by the State Department of Health and Family Services in September 2005. She also highlighted an increase in Lyme Disease in 2007, decreasing use of the Flu Shot Clinic and increasing efforts required to collect payments from Medicare HMOs, the results of a WIC clinic survey and a Vaccine for Children site visit, and an article she had written for the Rural Wisconsin Health Cooperative. She noted that future HHS Board agendas would include a report on the Agent Status program (for both the State Departments of Health and Family Services and Agriculture, Trade, and Consumer Protection), fee increases for services provided to the public, and a proposal to amend the dangerous animal ordinance to include domestic animals.

### ◆ Children & Family Services

- *Youth Services Advisory Committee (4-Cs)* – Mr. Robinson reported on the discussions of the October 12, 2007 meeting, highlighting a discussion of the 2006 CHOICES survey results for Adams-Friendship Area Schools and the plan on the part of all participating agencies to accentuate positive statements regarding children's health behaviors (e.g. 80% do not smoke, rather than 20% smoke).
- *Mental Health/AODA Committee* – Mr. Robinson reported that the Mental Health/AODA & Crisis Advisory Committee did not meet in October. He reported on the work of the subcommittees, including continued discussion regarding a potential crisis stabilization bed at Moundview Memorial Hospital, work on reenergizing the local NAMI chapter, and involving parents and the courts in youth AODA recovery plans. Board members had no additional questions.
- *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 distributed a corrected copy of the Juvenile Corrections Report, received following the passage of the State budget and the establishment of new *per diem* rates (which increased from \$209 to \$250). At the present time, one adolescent is placed in such a facility for the foreseeable future, and two others have intermittent short-term admissions. Ms. Stanley also noted that a jury trial is scheduled this month for a case involving termination of parental rights. Board members had no additional questions.
- *Review of Written Report of Clinical Services Manager* – Mr. Robinson was present to distribute the monthly clinic report. He noted a correction to the number of clients receiving case management services. He announced that the women's support group was starting. Board members had no additional questions.

### ◆ Economic Support

- *W-2 Steering Committee* – Minutes of the October 10<sup>th</sup> meeting were not yet available, and the November meeting is not scheduled until the 14<sup>th</sup>.
- *PAW Consortium* – No meeting was held in October.
- *Job Center Update* – Minutes of the October 16<sup>th</sup> PAW Job Center Management Team meeting were distributed. Ms. Wormet reported that she has requested statistics regarding the utilization of the Wisconsin Rapids Job Center by Adams County residents. Board members had no additional questions.
- *Review of Written Report of Economic Support Services/W-2 Program Manager* – Ms. Wormet distributed

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the monthly ESS unit report to Board members. She informed the Board that Kathy Sapp, presently the Solid Waste Secretary/Scale Clerk, will begin working as an Economic Support Specialist on December 3<sup>rd</sup>. Ms. Wormet also discussed generally the meetings of a housing consortium involving Ju-neau and Adams Counties, specifically in the areas of homeless shelters and halfway houses for individuals released from jail or prison. Finally, she shared with Board members a letter from Dick Freeman, Regional Director for Experience Works, thanking the County for the contribution. HHSD managers noted that Experience Works has placed workers in Aging, Long Term Support, and Economic Support.

*Review and action on request for carryover of vacation days for Doris Gullickson (to be used by January 31, 2008).* Ms. Wormet presented a request from Doris Gullickson, Transportation Coordinator, to carry over vacation time. After a brief discussion, a motion was made by Ms. Heideman and seconded by Ms. Bruce to approve the vacation carryover as requested. Voice vote, all in favor. Motion Carried.

◆ Fiscal & Support

- *Report of Fiscal & Support Services Manager* – Ms. Pierce informed Board members of staffing changes.

**Subcommittee Reports**

- ◆ Finance Subcommittee – Ms. Kirslenlohr reported that the vouchers (in the amount of \$409,455.62) and October 2007 financial report of the HHSD had been reviewed and approved by the subcommittee. A motion was made by Ms. Sumpter and seconded by Ms. Bruce to accept the report of the Finance Subcommittee. Voice vote, all in favor. Motion Carried.
- ◆ Human Resources Subcommittee – There was a brief discussion of the process for conducting interviews for the part-time Benefit Specialist position and the conflict between the County Personnel & General Administrative Policies and the HHS By-Laws (and County Board Rules) in the area of hiring procedures. It was the consensus of the Board (no formal motion or action taken) that Dr. Furtkamp should direct the question of the process for interviewing part-time Benefit Specialist candidates to the Personnel Director and Administrative Coordinator.
- ◆ Service Evaluation Subcommittee – Next meeting early 2008.

**Director's Report** – Dr. Furtkamp reported on a meeting of the Administration & Finance Committee earlier in the morning at which there was a discussion regarding the implementation of a process improvement project with Schenck Business Solutions. He also noted that the Administrative Coordinator/Director of Finance had informed him that the auditors had included the non-lapsing carryover funds in the Department's fund balance.

**Health & Human Services**

*Review and approval of Fiscal Year 2008 Purchase of Service contracts.* Ms. Pierce presented a report summarizing the proposed purchase of service contracts for 2008. These contracts had previously been reviewed by the HHS Board as part of the budget process, and are included in the overall County budget document, which is to be adopted by the County Board of Supervisors on November 13, 2007. After brief discussion, a motion was made by Ms. Sumpter and seconded by Ms. Heideman to approve the 2008 purchase of service contracts as presented. Voice vote, all in favor. Motion Carried.

*Review and approval of refilling vacant position(s).* Ms. Pierce informed Board members the Renee Julseth, a Clerk/Receptionist, will transfer to the Land and Water Conservation Department effective November 12, 2007. A Personnel Recruitment Form was completed and the process of replacing Ms. Julseth was initiated when Barbara Petkovsek, Administrative Coordinator/Director of Finance, asked Ms. Pierce to consider the relative merits of replacing a Clerk/Receptionist versus converting that position in order to provide more direct support in fiscal areas. To that end, approval for a limited-term Clerk-Receptionist will be sought. After discussion, a motion was made by Ms. Kirslenlohr and seconded by Ms. Sumpter to approve refilling the

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Clerk-Receptionist position (and vacancies created by subsequent postings), if it is the decision of the HHSD staff and Administrative Coordinator/Director of Finance to retain that position. It was noted that any position conversion will require a new job description and HHS Board and Executive Committee action. Voice vote, all in favor. Motion Carried.

*Thrift Store update.* Ms. Osborn discussed generally the status of the Thrift Store, and distributed a report of daily sales from January 2, 2007 to October 27, 2007. She reported a conversation with Tracy Hamman, Maintenance Supervisor, regarding the plan for an auction of the property currently in storage, and use of the thrift store as the outlet thereafter. Board members had no questions.

*Approval of transfer of funds for lease buyout.* Dr. Furtkamp presented a request to transfer funds from a long-term support health insurance account (240E 29.54001.214.000) to the thrift store rent/lease account (240E 29.54004.620.000) to cover the cost of the lease, including buyout, in 2007. A motion was made by Ms. Heideman and seconded by Mr. Kotlowski to approve the transfer of funds. Voice vote, all in favor. Motion Carried.

*Review and action on revised job description for Long Term Support Generalist position Approval of changes to Training Specialist, Thrift Store and Job Coach job descriptions approved at the October 12, 2007 HHS Board meeting.* Ms. Osborn presented a synopsis of the revisions made by the Executive Committee to the job descriptions for the Training Specialist and Job Coach positions, which had been approved at the October 2007 HHS Board meeting. She also presented a new job descriptions for the Long Term Support Generalist position have taken into account the need for coverage of the Thrift Store on weekdays and on Saturdays. After discussion, a motion was made by Ms. Bruce and seconded by Ms. Harvey-Beversdorf to approve the revisions to the job descriptions as presented. Voice vote, all in favor. Motion Carried.

*Update on Adams County Donated Wheels program.* Ms. Wormet and Dr. Furtkamp provided a brief update regarding the Adams County Donated Wheels program, including conversations regarding potential office space, vehicle storage, mechanic services, and participant training. Ms. Wormet will continue to solicit membership on the Advisory Committee at the Adams County Visions Committee meeting next week. There was a brief discussion, and it was recommended that an update be provided at the December meeting.

*Review of After Action Report for Adams County Mass Clinic full-scale exercise of August 23, 2007.* Ms. McFarlin entertained questions regarding the contents of the after-action report. She highlighted the recommendations made, and noted that they will be included in the next exercise.

*Review and discussion of application for Comprehensive Community Services program start-up funds.* Mr. Robinson described the Comprehensive Community Services (CCS) program. CCS, a community based psychosocial services program, is funded by Wisconsin Medical Assistance Program, and provides assistance to individuals with mental and/or substance abuse disorders in achieving and maximizing their independence and stability, and facilitating their recovery. The CCS model involves convening a recovery team to assist participants in managing their recovery, through participating in an assessment of needs, service planning and delivery, and the evaluation of desired outcomes. He also explained the role of the Mental Health/AODA Advisory Committee as the coordination committee required in the operation of a CCS. Mr. Robinson noted that he and clinic staff have been working on the CCS application for quite a while, and that the start-up funds were intended to provide assistance to Counties in completing the application process, facilitating the work of the coordination committee, training staff and providers, and establishing reimbursement rates. He entertained questions regarding the application submitted to the (state) Division of Mental Health and Substance Abuse Services for start-up funds in the amount of \$40,000. After discussion, a motion was made by Ms. Heideman and seconded by Ms. Bruce to approve the application for start-up funds for a Comprehensive Community Services program. Voice vote, all in favor. Motion Carried.

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**Committee Discussion** – Identification of other potential agenda items for future meetings. The Board identified the following issues: Family Care/Aging & Disability Resource Centers, Agent status report and discussion of fees for Public Health, establishment of an on-call Economic Support Specialist, update on the Adams County Donated Wheels program and steering committee, and review and modification of HHS By-Laws.

**Confirmation of Next Meeting Date** – next regular meeting: 14 December 2007 (8:30 a.m. Finance Subcommittee/10:00 a.m. HHS Board).

**Adjournment** – A motion was made by Ms. Heideman and seconded by Ms. Bruce to adjourn at 1:00 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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