

# HEALTH & HUMAN SERVICES DEPARTMENT

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## HEALTH & HUMAN SERVICES BOARD

13 April 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., Jeanne Heideman, R.N., Teresa Harvey-Beversdorf, Matt Sherd, and Joyce Kirslenlohr. Board members Jerry Kotlowski and Maureen Bruce, R.N. were excused.

**Staff Present** – Linda McFarlin, R.N., M.A., Health Officer, Diane Osborn, Long Term Support Services Manager, Carol Johnson, Aging Director, Sandy Wormet, Economic Support Services/W-2 Program Manager, Mandy Stanley, CSW, Youth Services Manager, Philip Robinson, LCSW, Clinical Services Manager, 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** – Carrie Allard, Public Health Technician and Joe Lally, Registered Sanitarian.

**Approval of Agenda and Compliance with Open Meetings Law** – A motion was made by Ms. Townsend and seconded by Ms. Heideman 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 Mr. Sherd and seconded by Ms. Townsend to approve the minutes of the 9 March 2007 HHS Board and 29 March 2007 Human Resources Subcommittee meetings. 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 April calendar.* Mr. Johnson had previously distributed the monthly service officer's report for March and his monthly calendar for April. The Board had no additional questions. A motion was made by Ms. Heideman 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 – Service Evaluation Subcommittee

- ♦ *Review of progress towards 2006 goals and objectives.* The HHSD management staff present reviewed 2006 goals and objectives in their respective areas of responsibility, noting that in virtually all cases either the goals had been achieved or substantial progress attained. Highlighted accomplishments included: maintenance of a zero error rate in Food Share issuance, purchase of a building for the Thrift Store, initiation of transportation of senior citizens to the local food pantry, successful completion of tabletop and functional exercises for a mass immunization clinic, expanding Children's Long-Term Support (Medicaid Waiver) services, successful completion of the Quality Service Review of child welfare services, expanding services offered through Friendship Connection (drop-in center), expansion of the Coor-

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

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minated Service Teams program (in conjunction with Bridges for Youth and the A-F Area Schools), and creation of the Intake/Access Unit.

- ◆ *Discussion of 2007 goals and objectives.* The management staff presented the goals of their respective units for 2007, with a brief rationale. Among the goals identified were: developing the next generation of departmental leadership, continuing progress in inter-unit cooperation and collaboration, implementing a number of computer-based data entry and tracking systems within the Aging Unit, continuing scanning information into the Economic Support electronic case files system, increasing personal care program and Children’s Long Term Support waiver services, completing a 2008 Health Needs Assessment, developing a coordinated response to the investigation of child abuse and neglect reports, maintaining intensive supervision services, and securing initial approval for the Comprehensive Community Services program.

Board members reviewed briefly with staff the long term goals previously identified at the July 2006 Health & Human Services Board meeting, noting that those identified needs had not changed.

- ◆ *Review and approval of 2006 Annual Report.* It was noted that the listing of Board members was inaccurate (Ms. Townsend is the Vice Chairperson). A motion was made by Ms. Heideman and seconded by Ms. Kirsenlohr to approve the 2006 Annual Report (as revised). Voice vote, all in favor. Motion Carried.

**Health & Human Services**

*Review and approval of resolution “to transfer of two hundred fifty five thousand four hundred ninety-five dollars and nineteen cents (\$255,495.19) from the General Fund to the Health & Human Services Account 240R.00.41110.000.000 to fund the 2006 operating deficit.”* The Board reviewed the resolution, developed as a result of previous discussions. A motion was made by Ms. Kirsenlohr and seconded by Ms. Townsend to approve the resolution, forward it to the Administration and Finance Committee for review, and to the County Board of Supervisors for approval. Voice vote, all in favor. Motion Carried.

*Review and approval of resolution “to authorize the Health & Human Services Department to request an audit waiver exemption from the present requirement for contracts of \$25,000 and to establish the threshold at \$75,000 or more under §66.0143, Wisconsin Statutes, to comply with those audit requirements under §46.036(5m)(f), Statutes.”* Dr. Furtkamp described briefly the process for requesting mandate relief and the benefits of the audit waiver exemption specifically. After brief discussion, a motion was made by Ms. Townsend and seconded by Ms. Harvey-Beversdorf to approve the resolution and forward it to the County Board of Supervisors for approval. Voice vote, all in favor. Motion Carried.

*Review and approval of resolution “to honor Adams County foster families by proclaiming the month of May 2007 as Foster Family Month in the County of Adams, and to urge all citizens of Adams County to express their appreciation and volunteer their time and efforts on behalf of children in foster care, foster parents, and the child welfare professional staff providing essential care during this month and throughout the year.”* Ms. Stanley described for the Board members the activities planned to recognize Adams County foster parents in the month of May. After discussion, during which Board members expressed their thanks to all Adams County foster parents and child welfare staff, a motion was made by Ms. Heideman and seconded by Ms. Townsend to approve the resolution and forward it to the County Board of Supervisors for approval. Voice vote, all in favor. Motion Carried.

*Review and approval of ordinance “authorizing Adams County to become an agent of the state for the Department of Agriculture, Trade, and Consumer Protection for the purposes of administering a program of retail food establishment licensing, adopting Adams County Code Chapter 44 and amending Adams County Code Chapter 20.”* Ms. McFarlin reviewed with Board members the formal ordinance authorizing Public Health to begin to license retail food establishments. The ordinance was drafted by the Sauk County Corpo-

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ration Counsel and has been reviewed by his counterparts in Adams and Juneau Counties. Ms. McFarlin distributed to the Board members a list of questions and answers pertaining to the program, and solicited additional input. She informed the Board members that she would provide each County Board Supervisor with a copy prior to deliberation of the ordinance. After discussion, a motion was made by Ms. Heideman and seconded by Ms. Kirsenlohr to approve the ordinance as presented and forward it to the County Board of Supervisors for consideration. Voice vote, all in favor. Motion Carried.

*Review and approval of resolution “to create one regular, part-time (19 hours per week) County position, Public Health Technician, in the Collective Bargaining Agreement between the County of Adams and Adams County Courthouse Employees Union, Local 1168, AFSCME, AFL-CIO.”* Ms. McFarlin explained to Board members the need for additional Public Health Technician hours to implement the retail food licensing program, and reviewed the Fiscal Note regarding revenues from the Environmental Health consortium, which will fully fund the part-time position. After discussion, a motion was made by Ms. Harvey-Beversdorf and seconded by Ms. Heideman to approve the resolution as written and forward it to the County Board of Supervisors for consideration. Voice vote, all in favor. Motion Carried.

*Review and approval of Data Release Agreement between the Adams County Register of Deeds and Public Health for the release of death record file information.* Ms. McFarlin described the memorandum of understanding between the Register of Deeds and Public Health, noting that such an agreement has been in place for a number of years, and that renewal (with some modifications) is required by law. At the present time, a Public Health Nurse reviews death records at the Register of Deeds office approximately every two months, and prepares cumulative statistical data. The Planning and Development Committee is also scheduled to review the Data Release Agreement. A motion was made by Ms. Townsend and seconded by Ms. Heideman to approve the Data Release Agreement as presented. Voice vote, all in favor. Motion Carried.

*Discussion of space needs study for Health & Human Services Department.* Management staff of the HHSD described for Board members briefly the immediate and medium-range need for office and storage space within the HHSD building. With the addition of a part-time Public Health Technician, implementation of the restaurant inspection program, and directly providing energy assistance services, office space will very soon be insufficient. At the present time, consultants (such as the psychologist and psychiatrist) use conference rooms or offices of absent staff when on site. It is also anticipated that approval of a Comprehensive Community Services program will bring in additional staff. Storage space, both for client records and office supplies, and space for office equipment are also inadequate. The Board discussed at length alternatives, from a formal space needs study to utilizing buildings presently owned by the County, and agreed to continue the discussion at subsequent meetings.

*Discussion of assuming administration of Wisconsin Home Energy Assistance Program (WHEAP) beginning in Federal Fiscal Year 2008 (October 1, 2007).* Ms. Wormet and Dr. Furtkamp presented to Board members a proposal to assume administration of the WHEAP program, which is presently contracted to Central Wisconsin Community Action Council. The County receives funds for program administration (\$59,613 for Federal Fiscal Year 2007), which could be used to hire one staff member to coordinate the program and for allocation of supervisory and overhead costs. Operating, rather than contracting, the program would benefit Adams County residents through better integration and coordination with other economic support programs and staff, would offer access to energy assistance benefits at the main HHSD offices rather than an off-site location, and allow supplemental allocations from the State of Wisconsin to be applied to direct client benefits and services. It was the consensus of the Board members that staff proceed with the development of a job description for an energy assistance coordinator position and associated budget. It is anticipated that the issue will be addressed formally at the June 2007 HHS Board meeting.

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*Discussion of enforcement of vacation policy and action on requests for carryover.* HHSD administrative staff presented requests for vacation carryover for a total of 11 staff members. For nine of the staff, it was proposed that a November 30, 2007 deadline be established for using prior years' vacation time. For the other two staff, the respective managers presented the rationale and plan. After discussion, a motion was made by Ms. Townsend and seconded by Ms. Heideman to grant vacation carryover through November 2007 for Lisa Krizan, Karen Lindner, Carrie Allard, Rachel Babcock, Julie Paepke, Roberta Ritchhart, Tracy Sipla, Diane Osborn, and Sandra Wormet, and granted the request for special carryover plans for Tom Charles and Lorie Tomsyck (to be reviewed in April 2008). Voice vote, all in favor.

*Review and approval of policy and procedure, mandated by 2005 Wisconsin Act 264, regarding annual reviews of protective placements as required by State ex. rel. Watts v. Combined Community Services, 122 Wis. 2d 65, 365 N.W.2d 104 (1985) and County of Dunn v. Goldie H., 245 Wis. 2d 538, 629 N.W.2d 189 (2001).* Ms. Osborn described the changes in the protective placement review process contained in 2005 Wisconsin Act 264, including specific requirements for feedback to the Court from guardians (and, optionally, from placement facility staff) and the inclusion of a review of community placement options. After brief discussion, a motion was made by Ms. Heideman and seconded by Ms. Townsend to approve the policy and procedure as presented. Voice vote, all in favor. Motion Carried.

*Update on Thrift Store.* Ms. Osborn provided Board members with a brief update regarding the operation of the Thrift Store in the new building. An informal request has been received for information regarding the costs and funding sources relating to the remodeling of the new building. After discussion, it was the consensus of the Board that a formal response be delayed until such time as final costs are available and specific revenue sources identified, but that assurance be provided that no County tax levy has been/will be invested in the remodeling.

**Purchase of Service Contracts** – A motion was made by Mr. Sherd and seconded by Ms. Harvey-Beversdorf to approve the following purchase of service contracts: Forward Services Corporation (\$10,000 to end of calendar year 2007 for Resource Associate position at Adams County Job Center), Copper Family Treatment Services, Inc. of LaFarge (treatment foster care, 1 child, \$6,106.14 per month), Wisnewski Group Home Mentor Program (Lyn Strouf) of Wausau (independent living/mentoring services, 1 child, \$40/hour, approximately 2 hours/week). The request for a contract with Forward Services Corporation grew out of discussion at the 9 March 2007 HHS Board meeting. Ms. Stanley answered questions from Board, noting that the cost of the Copper Family Treatment Services was approximately ½ that of Oconomowoc Developmental Training Center (where the juvenile currently resides), and that independent living funds from the State of Wisconsin were reobligated by the state if not spent by the County. Voice vote, all in favor. Motion Carried.

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

- Jill Zaucha and Tara Kircher to Outcomes Training in Madison on March 23, 2007 (\$15 each registration for online prerequisite course, \$10 each meals, approximately \$78 mileage for driver).
- Jackie Schwingel and Pam Parks to Records & Confidentiality for the Human/Social Services Worker in Viroqua on May 18, 2007 (\$50 registration each, \$9 meals each, approximately \$91 mileage for driver).
- Mandy Stanley, Emma Williams, and Eric Furtkamp to the 9<sup>th</sup> Annual Child Welfare Managers' Conference in Appleton on May 2-4, 2007 (\$120 registration total, \$124 lodging/Mandy and Emma, approximately \$90 mileage/Mandy or Emma, meals/Mandy and Emma).
- Corey Anfinson, Kellie Oleson, and Tina Smith to Courtroom Preparation & Presentation training in Keshena on April 11, 2007 (\$18 registration each, \$128 lodging, approximately \$145 mileage for driver,

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meals for each).

- Kathy Challoner and Lorie Tomsyck to Wisconsin Immunization Registry training in Madison on April 18, 2007 (approximately \$85 mileage for driver, \$15 each meals).
- Lorie Tomsyck to Public Health Nursing Conference Planning Committee meeting in Wisconsin Rapids on May 3, 2007 (approximately \$20 mileage, \$15 meals).
- Linda McFarlin, Chris Saloun, and Crystal Hiller to 2007 Annual Wisconsin Public Health Conference in Appleton on May 23 and 24, 2007 (\$145 registration each Chris/Crystal and \$95 Linda; approximately \$90 mileage Linda/Crystal and \$75 Chris; \$40 meals Chris/Crystal; and \$154 lodging).
- Diane Van Beek to Professional Food Manager's Recertification course on April 30, 2007 in Wisconsin Dells (\$65.00 registration, approximately \$29 mileage).
- Carol Johnson to Elder Care & Work on May 22, 2007 in Green Bay (\$125 registration, approximately \$116 mileage).
- Matt Holtman to Basic Intake Worker Training in Eau Claire from June 18-22, 2007 (\$130 registration, approximately \$115 mileage, meals, \$310 lodging).
- Mary Deane, Amy Kessler, and Matt Holtman to Housing Law Seminar presented by Tenant Resource Center on May 10, 2007 in Tomah (\$100 registration each, approximately \$44 mileage for driver, meals).
- Trish Zant to EBD training in Madison on April 25, 2007 (\$2 registration, approximately \$78 mileage, meals).
- Linda Noble, Mark Rossano, Amy Kessler, and Jessica Nichols to Emergency Mental Health: Assessment and Treatment, in Madison on April 17, 2007 (\$149 registration each, mileage for driver, meals).
- Mark Rossano and Diane Anderson to the 41<sup>st</sup> Annual WAAODA Conference in Madison on May 14-16, 2007 (\$425 registration each, approximately \$151 mileage for driver, meals).
- Tom Charles to Special Needs of Foster Children on the Autism Spectrum in Oshkosh on April 30, 2007 (use of agency vehicle, meals).
- Amy Kessler to 2007 NAMI Wisconsin Annual Conference in Wisconsin Rapids on May 4<sup>th</sup> and 5<sup>th</sup>, 2007 (\$192 registration, approximately \$59 mileage).
- Carol Johnson and Rita Reidel to Northern PSA Meeting in Minocqua on April 30, 2007 (\$15 registration each, approximately \$170 mileage for driver).
- Lisa Etheridge to CLTS DD, PD, SED Medicaid Waiver Basics in Green Bay on May 17, 2007 (\$40 registration, approximately \$118 mileage or use of agency vehicle).

Voice vote, all in favor. Motion Carried.

**Purchases** – None.

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

#### ◆ Aging & Long Term Support

- *Aging Advisory Committee* – Next meeting (May 2007) not yet scheduled.
- *Nutrition Advisory Committee* – Ms. Johnson had distributed the minutes of the March 21, 2007 meeting, and a summary of comments received from each site.
- *Long Term Support Advisory Committee* – Ms. Johnson had distributed the minutes of the January 18, 2007 meeting. Board members had no additional questions. Next meeting April 19, 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 informed Board members of the volunteer recognition party on Saturday, April 14<sup>th</sup>, from noon until 3pm.
- *Review of Written Report of the Long Term Support Services Manager* – Ms. Osborn was present to

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review the contents of the written report previously distributed to the Board. She noted that Candy Schraufnagel, Children's Services Coordinator, and Lisa Etheridge, Case Manager, will represent Long-Term Support at Kid's Day on April 14<sup>th</sup>.

◆ Public Health

- *Review of Written Report of Health Officer* – Ms. McFarlin was present to review the contents of the written report previously distributed to the Board. She also provided Board members with an update on the Bloodborne pathogen program and an after-incident report concerning an issue at the Community Center.

◆ Children & Family Services

- *Youth Services Advisory Committee (4-Cs)* – Next meeting today at 1:00 p.m.
- *Mental Health/AODA Committee* – Mr. Robinson distributed the minutes of the first Mental Health/AODA Advisory Committee meeting, which occurred on March 29, 2007. He summarized for Board members the issues discussed at the meeting, and noted that the next meeting is scheduled for April 26, 2007.
- *Review of Written Report of Youth Services Manager* – Ms. Stanley was present to review a written report previously distributed to the Board. She informed Board members that Matt Holtman began employment as an Intake/Access Specialist on April 9, 2007. Ms. Stanley also highlighted a report regarding Intensive Supervision Services, prepared by Tracy Sipla, Foster Care Coordinator. Finally, she noted that there was a waiting list for kinship care.
- *Review of Written Report of Clinical Services Manager* – Phil Robinson was present to review the written report previously distributed to the Board. He informed Board members that Jessica Nichols began employment as a Case Manager on April 5, 2007. He also announced that Friendship Connection had received a grant of \$1,585 from the Adams-Columbia Electric Cooperative's Operation Round-Up Program. The funds will be used to establish a work skills development program. Finally, Board members commented favorably on the Counselor's Corner articles, written by Mark Rossano, in the Times-Reporter publications.

◆ Economic Support

- *W-2 Steering Committee* – Ms. Wormet had previously distributed minutes of the March 14<sup>th</sup> meeting. Ms. Wormet and Ms. Townsend presented briefly the highlights of the April 11<sup>th</sup> meeting
- *PAW Consortium* – The minutes of the March 27<sup>th</sup> Job Center Managers meeting were included in the packet. No administrative meeting was held in March.
- *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.

◆ Fiscal & Support

- *Report of Fiscal & Support Services Manager* – None.

**Subcommittee Reports**

- ◆ Finance Subcommittee – Ms. Kirslenlohr reported that the vouchers (in the amount of \$408,687.31) and March 2007 financial report of the HHSD had been reviewed and approved by the subcommittee.
- ◆ Human Resources Subcommittee – The subcommittee met on March 29<sup>th</sup> and interviewed candidates for the Intake/Access Specialist position. Ms. Ward reported signing the Personnel Recruitment Form for the proposed part-time Public Health Technician position approved earlier in the meeting.
- ◆ Service Evaluation Subcommittee – The entire HHS Board met as the Service Evaluation Subcommittee (*supra*).

**Director's Report** – None

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**Committee Discussion** – Identification of other potential agenda items for future meetings. The Board identified the following issues: 2008 Public Health needs assessment, HHSD space needs discussion, school nursing contract, energy assistance.

**Confirmation of Next Meeting Date** – Next regular meeting 11 May 2007 at 10:00 A.M.

**Adjournment** – A motion was made by Ms. Townsend and seconded by Ms. Kirsenlohr to adjourn at 12:25 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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