

# HEALTH & HUMAN SERVICES DEPARTMENT

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## HEALTH & HUMAN SERVICES BOARD 11 January 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 9:38 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, Jack Allen, Jeanne Heideman, R.N., Joyce Kirslenlohr, and Teresa Harvey-Beversdorf. Board Member Joanne Sumpter was excused.

**Staff Present** – Carol Johnson, Aging Director, Sandra Wormet, Economic Support Services/W-2 Program Manager, Diane Osborn, Long Term Support Services Manager, Mandy J. Stanley, CSW, Youth Services Manager, Linda McFarlin, R.N., M.A., Health Officer, Wendy L. Pierce, Financial 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.

**Approval of Agenda and Compliance with Open Meetings Law** – A motion was made by Ms. Bruce 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 Ms. Harvey-Beversdorf and seconded by Ms. Heideman to approve the minutes of the 14 December 2007 HHS Board meeting. After additional discussion, voice vote, all in favor. Motion Carried.

**Public Participation** – Susan Bohn, M.S., UW-Madison, South Central Region Coordinator, Pathways to Independence Initiative.

**Correspondence** – None.

### 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 December and his monthly calendar for January. He reviewed briefly the year end activity report. Board members had no additional questions. A motion was made by Ms. Kirslenlohr and seconded by Ms. Heideman to approve the Veteran's Services Officer's report and calendar as presented. Voice vote, all in favor. Motion Carried.

*Discussion of WDVA Grant.* Mr. Johnson informed Board members that his office had received the transportation grant previously discussed. The grant is used to supplement transportation copayments, and allocations to veterans are based on income and assets. Mr. Johnson reported that the amount received had increased to \$1,583 for 2008, compared with \$1,174 in 2007. He informed Board members that expenditure of grant funds was restricted to transportation, and of the condition of grant acceptance that the funds may not supplant other funds.

### Health & Human Services

#### **Items for Discussion and Action**

*Review and action on resolution to create a part-time Cook-Site Manager position, increase raw food and travel*

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*budgets, and increase rent budget to establish a nutrition site at the Rome Town Hall.* Eighteen citizens from the Town of Rome, including the Town Board Chairperson and two County Board Supervisors, attended the meeting to participate in the discussion of the establishment of a meal site at the Rome Town Hall. Ms. Johnson and Dr. Furtkamp presented a job description for a part-time (30 hours per week) Cook-Site Manager and a resolution requesting appropriation of sufficient funds from the General Fund to initiate a meal site on March 1, 2008.

Ms. Johnson outlined for Board members the rationale for establishment of a meal site in Rome, and reiterated the commitment of support by Rome seniors made at the December 2007 HHS Board meeting. She noted that the Rome site was previously closed due to the level of attendance, but commented that the facilities in the Rome Town Hall were more than sufficient for her purposes. She also answered questions about the raw food, mileage, and rent estimates included in the proposed resolution.

Mr. Phil McLaughlin, Rome Town Chair, informed HHS Board members that the Rome Town Board had authorized waiving of rent for the facility for 2008. He asked about after-meal cleanup, and was assured that the Cook-Site Manager would be responsible (as at the existing sites). He also noted that the tables would be set up, since there were a number of Rome residents present each day for coffee. He also noted that the kitchen would require recertification prior to use, but anticipated no problems.

There followed a general discussion and questions regarding when the site could be operational (March 1, 2008), the level of support required by the County Board of Supervisors (a “super-majority”), and whether a Rome site would eliminate the current Big Flats site (it would not). Mr. Allen asked the citizens present whether they would attend the Big Flats site if the resolution failed to pass, and was informed that they probably would not, due to gasoline prices. He asked how many might attend if transportation from Rome Town Hall to the Big Flats Town Hall were available, and was informed that a few might.

After further discussion, a motion was made by Ms. Heideman and seconded by Mr. Kotlowski to approve the job description and the resolution to establish a Rome meal site (as amended to remove the rent costs for 2008) at a cost of \$40,701 for 2008, to be appropriated from the General Fund. Voice vote, all in favor. Motion Carried.

*Presentation on Family Care/Aging & Disabilities Resource Center concepts.* Ms. Osborn presented an online video regarding the philosophy and operation of Aging & Disability Resource Centers presently in existence. In addition, Board members reviewed general Family Care and ADRC materials collected from a number of state DHFS websites. There was an extended discussion on the relationship between a resource center and HHSD intake functions, and whether they would be integrated or separate. There was also considerable discussion regarding the tenets and goals of the HHSD consolidation and implementation plan, as they relate to a single point of contact for general inquiries and prospective clients. It was the consensus of the Board that Dr. Furtkamp report on plans for an integrated, department-wide intake process by the April 2008 meeting.

It was noted that the February 2008 HHS Board will include a presentation by Dennis Wittig, representing the Family Partnership Care Management Coalition (which includes the following counties: Columbia, Dodge, Green Lake, Jefferson, Marquette, Ozaukee, Sauk, Sheboygan, Walworth, Washington, Waukesha and Waushara).

*Review and action on Health & Human Services By-Laws.* Board members discussed the process for review and amendment of the Health & Human Services By-Laws. After discussion it was recommended that an *ad-hoc* subcommittee be appointed for that process, with action on the recommendations of the subcommittee be scheduled for the February 2008 HHS Board meeting. Ms. Townsend recommended appointment of herself, Ms. Bruce, Ms. Heideman, and Ms. Kirslenlohr as the *ad-hoc* subcommittee. A motion was made by Mr. Al-

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len and seconded by Mr. Kotlowski to approve the appointments as recommended. Voice vote, all in favor. Motion Carried.

*Review and approval of refilling of vacant position(s).* It was noted that the Accounts Receivable/Billing Specialist and Senior Center Aide/Co-Site Manager positions were currently vacant, and that two Training Specialist-Thrift Store and the LTS Generalist positions were in the process of being posted. After discussion, a motion was made by Ms. Heideman and seconded by Ms. Bruce to authorize the HHSD to refill those positions and any others created by the posting process. Voice vote, all in favor. Motion Carried.

*Review and action on resolution supporting passage of 2007 Assembly Bill 509, State Funding for Mental Health Inpatient Treatment.* Board members reviewed a resolution supporting passage of 2007 Assembly Bill 509. A similar resolution had been passed in December 2007 by the Oconto County Board of Supervisors. The bill, if passed, would require reimbursement to counties of 50% of the cost of mental health inpatient treatment. Dr. Furtkamp noted that from Fiscal Years 2001 through 2006, inpatient expenses exceeded budgeted amounts by approximately \$723,243, creating a deficit in the Community Programs and Health & Human Services fund balances. He also noted that passage of the bill would have a significant effect on future budgets and a positive impact on the HHS fund balance. After discussion, a motion was made by Ms. Bruce and seconded by Ms. Heideman to approve the resolution in support of 2007AB 509, and to forward it to the County Board of Supervisors for consideration. Voice vote, all in favor. Motion Carried

*Reconsideration of job description for Support Specialist-Fiscal, based upon Executive Committee action of January 7, 2008.* Dr. Furtkamp and Ms. Pierce discussed the changes made by the Executive Committee to the Support Specialist-Fiscal job description. The changes were not substantive, but rather to clarify the clerical and support nature of the position and to require arithmetical aptitude and skills. A motion was made by Ms. Heideman and seconded by Ms. Harvey-Beversdorf to approve the job description as revised. Voice vote, all in favor. Motion Carried.

**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 Mr. Allen to approve the following conference and workshop attendance:

- Kathy Sapp to New Worker Training (including Bridges out of Poverty in Oshkosh on January 23, 2008, \$77 mileage, \$10 meals).
- Jill Helgeson and Ron Pufall to Benefit Specialist Training in Minocqua on January 30, 2008 (\$167 mileage for driver, \$15 registration each).
- Lorie Tomsyck to PHN Conference planning committee meeting in Stevens Point on January 17, 2008 (\$51 mileage, \$10 meals).

Voice vote, all in favor. Motion Carried.

**Purchases** – None.

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

◆ Aging & Long Term Support

- *Aging Advisory Committee* – The next meeting will be scheduled in May 2008.
- *Nutrition Advisory Committee* – Ms. Johnson reviewed the minutes of the December 19, 2007 meeting, held at the Easton meal site. Board members had no additional questions.
- *Long Term Support Advisory Committee* – The next meeting is scheduled for January 17, 2008.
- *Review of Written Report of the Aging Unit Director* – Ms. Johnson reviewed the contents of a written report previously distributed to the Board. She noted that she is continuing to work on arranging a Cardiopulmonary Resuscitation course, as requested by some of the meal site participants. Board

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members had no additional questions.

- *Review of Written Report of the Long Term Support Services Manager* – Ms. Osborn distributed a written monthly report and a chart of Thrift Store revenue to Board members. There were questions regarding the placement of unwanted County property and computers taken out of service. Ms. Osborn provided a brief update regarding the changes at the Thrift Store, and reported that things were going very well. 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 the flu shot revenue for 2007 would be entered into the 2007 fiscal year, even if received in 2008. She clarified that the 27 children mentioned as receiving dental sealant services represented those from Adams County (and a total of 54 children had received services as part of the consortium). Ms. McFarlin informed Board members that one case of pertussis had been reported today, and that she estimated that 20 students would need prophylaxis. Finally, she noted that the increase in cigarette tax on January 1, 2008 had resulted in a significant increase in calls to the Quit-Line, and estimated that Public Health would received approximately \$6,000 in additional funding as a result of the tax. Board members had no additional questions.

#### ◆ Children & Family Services

- *Youth Services Advisory Committee (4-Cs)* – There was no report from December 2007.
- *Mental Health/AODA Committee* – Mr. Robinson reviewed briefly the discussions summarized in the minutes of the December 6, 2007 meeting, which he had previously distributed to the Board. He noted that the Youth AODA group was moving towards the establishment of a 12-step recovery group. The next meeting of the Crisis Response subcommittee is scheduled for January 24, 2008. Board members had no additional questions.
- *Review of Written Report of Youth Services Manager* – Board members reviewed a copy of the written report previously submitted to the by Mandy Stanley, Youth Services Manager. Board members had no additional questions.
- *Review of Written Report of Clinical Services Manager* – Mr. Robinson was present to review the contents of the report previously submitted to Board members. In addition, he confirmed receipt of the startup award for the Comprehensive Community Services program. He informed Board members that the Friendship Connections Christmas party was a success, and was attended by 25 program participants. He also noted a contribution of \$1,000 toward a lending library to be established at Friendship Connections. Finally, Mr. Robinson noted that an intern may be joining the staff in the summer of 2008. Board members had no additional questions.

#### ◆ Economic Support

- *W-2 Steering Committee* – Ms. Wormet described briefly the events of the January 9<sup>th</sup> meeting, and noted that Stephanie Peters, WIA Youth Coordinator at the Job Center, was added to the WINR steering committee.
- *PAW Consortium* – No meeting was held in December.
- *Job Center Update* – No Job Center managers meeting was held in December. Ms. Wormet informed Board members that the Resource Associate would begin providing four hours per week of employer relations services outside the Job Center. She also reviewed briefly a Job Center Traffic Report for 2007, prepared by Doug Wellumson. Board members had no additional questions.
- *Review of Written Report of Economic Support Services/W-2 Program Manager* – Ms. Wormet was present

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to review the contents of the report to previously distributed Board members. Board members had no additional questions regarding her report.

◆ Fiscal & Support

- *Report of Fiscal & Support Services Manager* – Ms. Pierce provided Board members with an update on staffing and vacant positions.

**Subcommittee Reports**

- ◆ Finance Subcommittee – Ms. Kirsenlohr reported that the vouchers (in the amount of \$384,635.21) and December 2007 financial report of the HHSD had been approved by the subcommittee. There was a brief discussion about how long the subcommittee would require to review the summary voucher report (as opposed to individual vouchers).

A brief discussion ensued regarding approval of 2007 bills and invoices received until the County books close at the end of February 2008. A motion was made by Ms. Kirsenlohr and seconded by Ms. Heideman to authorize the approval of the payment of late 2007 bills and invoices and submission to the office of the Administrative Coordinator/Director of Finance for payment. Voice vote, all in favor. Motion Carried.

- ◆ Human Resources Subcommittee – No report.
- ◆ Service Evaluation Subcommittee – Next meeting early 2008.

**Director’s Report** – Dr. Furtkamp reported briefly regarding discussions at the Administrative & Finance Committee regarding the resolution to supplement the HHS fund balance and the decision of that Committee to leave the two departmental non-lapsing accounts (for remodeling/ESS expenses and consolidation expenses) in the fund balance (specifically to exclude a request for replenishment of those accounts).

**Committee Discussion** – Identification of other potential agenda items for future meetings. The Board identified the following issues: Family Care/Aging & Disability Resource Centers, review and modification of HHS By-Laws, and a report on plans for an integrated, department-wide intake process by the April 2008 meeting.

**Confirmation of Next Meeting Date** – Board members again discussed the time for the next regular meeting, given the number of potential agenda items and the uncertainty of amendments to the Adams County Fiscal Policy (Budgeting and Accounting Policies) when considered by the County Board of Supervisors on January 15<sup>th</sup>. After discussion, it was the consensus of the Board to set the next meeting for 8 February 2008 (8:30 a.m. Finance Subcommittee/10:00 a.m. HHS Board).

**Adjournment** – A motion was made by Ms. Bruce and seconded by Ms. Heideman 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**