

# HEALTH & HUMAN SERVICES DEPARTMENT

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## HEALTH & HUMAN SERVICES BOARD

12 October 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, and Teresa Harvey-Beversdorf. Board member Maureen Bruce, R.N. arrived at 10:20 A.M.

**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. (for 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** – Robin Skala and Craig Gaetzke, Central Wisconsin Community Action Council.

**Approval of Agenda and Compliance with Open Meetings Law** – A motion was made by Ms. Townsend and seconded by Mr. Kotlowski 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** – It was noted that the Long Term Support Advisory Committee meeting date was misprinted in the September minutes (correct meeting date: October 18, 2007). Ms. Sumpter questioned the travel expenses for the Long Term Support Services staff to the Self-Determination conference as approved at the September meeting. Ms. Osborn described how the amount was estimated for the 3-day conference. A motion was made by Ms. Heideman and seconded by Ms. Townsend to approve the minutes of the 14 September 2007 HHS Board meeting, correcting the date of the LTS Advisory Committee meeting. Voice vote, all in favor. Motion Carried.

**Public Participation** – None

**Correspondence** – Dr. Furtkamp noted a letter requesting updates to the Wisconsin Counties Human Services Association (WCHSA) directory. Mr. Johnson informed Board members of a Veterans Service Officer vacancy in St. Croix County.

### 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 September and his monthly calendar for October. He noted that he has vacation scheduled during October, and reported his experience last month on a panel discussing issues for the nine new Veterans Services Officers in the state. A motion was made by Ms. Heideman and seconded by Ms. Townsend to approve the Veteran's Services Officer's report and calendar as presented. 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.

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A motion was made by Ms. Townsend and seconded by Ms. Heideman to approve the following conference and workshop attendance:

- Linda McFarlin to Resource Management, sponsored by Wisconsin Emergency Management, in Madison on October 29<sup>th</sup> and 30<sup>th</sup>, 2007 (approximately \$88 mileage, \$50 meals/*per diem*).
- Chris Saloun to Public Health Information Network expert panel meeting in Madison on October 11, 2007 (approximately \$80 mileage).
- Carol Johnson to Wisconsin Association of Aging Unit Directors in Stevens Point on October 29<sup>th</sup> and 30<sup>th</sup>, 2007 (approximately \$117 mileage).

Voice vote, all in favor. Motion Carried.

**Purchases** – None.

Ms. Townsend assumed the role of Chairperson when Ms. Ward was excused at 10:10 A.M.

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

#### ♦ Aging & Long Term Support

- *Aging Advisory Committee* – Ms. Johnson reported on the September 27, 2007 meeting. Board members had no questions. The next meeting (to review the final budget request) is scheduled for October 25, 2007.
- *Nutrition Advisory Committee* – Ms. Johnson reviewed the minutes of the August 15, 2007 meeting. She noted that donations remain below the recommended amounts, and again reviewed the constraints imposed by the Older Americans Act and other rules and regulations. Ms. Johnson also noted that, based upon an impassioned request from a constituent, chili dogs would be on the menu in November. The next meeting is scheduled for October 17, 2007.
- *Long Term Support Advisory Committee* – next meeting October 18, 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 and noted that staff are experiencing some strain due to the vacancy and other absenteeism, compounded by the complexity of issues presented by new seniors coming into the County. Ms. Johnson also reported that a presentation by the Wisconsin Department of Transportation was extremely well received at the meal sites. Finally, Ms. Johnson informed Board members that the vacant part-time Benefit Specialist position had been reduced in the 2008 budget from 20 to 15 hours per week.
- *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 noted that one more nursing home relocation slot has been approved, and that the state had established a cutoff date of November 16<sup>th</sup> for the approval of new relocations in 2007 (two additional requests are in process). Ms. Osborn noted that an individual would be relocated from one of the state developmental centers to the community.

Ms. Bruce arrived during the discussion of the report of the Long Term Support Services Manager.

#### ♦ 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 flu shots were removed from the 2008 Public Health budget, but that Hepatitis B vaccination would continue. Ms. Krizan also reported the Public Health is looking at a new time tracking program.

*Vacation Carryover Request.* Ms. Krizan also presented a request to carry over of vacation days for Kathy Challoner, Public Health Secretary. Ms. Challoner has 26.75 hours remaining from the allotment she received in September 2006, and will use those hours by December 31, 2007. A motion was

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made by Ms. Heideman and seconded by Ms. Bruce to approve the vacation carryover plan as presented. Voice vote, all in favor. Motion Carried.

#### ◆ Children & Family Services

- *Youth Services Advisory Committee (4-Cs)* – There was no meeting in September. The next meeting is scheduled for October 12, 2007.
- *Mental Health/AODA Committee* – Mr. Robinson had previously distributed minutes from the September 27, 2007 Mental Health/AODA & Crisis Advisory Committee meeting. 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. Board members had no additional questions.
- *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 noted that requests for services were increasing (and now outpacing terminations/case closures). He announced that the clinic was considering reinstatement of a women's support group and initiating a holiday support group for those affected by the Christmas season. Board members had no additional questions.

#### ◆ Economic Support

- *W-2 Steering Committee* – Minutes of the September 12<sup>th</sup> meeting were included in the Board packet. Ms. Wormet and Ms. Townsend attended the October 10<sup>th</sup> meeting and reported on many of the issues discussed, including the presentation by Mr. Gary Wilner, Executive Director of Wisconsin Interfaith Needs Response, Inc., status of the south industrial park, and various County rankings. Board members had no additional questions.
- *PAW Consortium* – The minutes of the September 24<sup>th</sup> PAW Administrative meeting were previously distributed to the Board. The next meeting is scheduled for October 22<sup>nd</sup>, to review the 2007 and 2008 budgets.
- *Job Center Update* – Minutes of the September 18<sup>th</sup> PAW Job Center Management Team meeting were previously submitted to the Board. 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 written report she had previously distributed to Board members. She informed Board testing of the four applicants for the vacant Economic Support Specialists was scheduled for the morning of October 12<sup>th</sup>.

#### ◆ Fiscal & Support

- *Report of Fiscal & Support Services Manager* – Ms. Pierce informed Board members of general budgetary and staffing issues, noting recent changes in specific work assignments and data entry training she was conducting.

#### **Subcommittee Reports**

- ◆ Finance Subcommittee – Ms. Kirslenlohr reported that the vouchers (in the amount of \$397,016.21) and September 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.* HHSD leadership staff reviewed the most recent round of budget reductions (flu shots, the remainder of General Relief, approximately ½ of the prior request for mental health group home placement, and 25% reduction in the hours of the part-time Benefit Specialist). There was considera-

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ble discussion regarding whether the Administration and Finance Committee would require additional cuts from departments, and a reiteration that further cuts would entail staff and/or programs.

Ms. Sumpter left at 10:45 A.M. and Ms. Ward returned at 10:55 A.M., during discussion of the revisions to the 2008 HHSD budget.

*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 6, 2007. Ms. Osborn noted that prices were increased slightly when the winter merchandise was brought out. It was noted that comments had been made regarding the status of reselling County property, specifically that there was no room at the store. Ms. Osborn assured Board members that no one has inquired about bringing County property to the store. She also stated categorically that the store would honor that commitment and was awaiting delivery.

There was a brief discussion of the status of the lease of, and potential uses for, the former Thrift Store building. Ms. Ward and Dr. Furtkamp reported discussions with the Administration and Finance Committee regarding the lease. A motion was made by Mr. Kotlowski and seconded by Ms. Heideman to approve an immediate buyout of the lease and request that the Corporation Counsel prepare the necessary documents and forward them to the owner of the building. Voice vote, all in favor. Motion Carried.

*Review and action on modification of Job Coach and Training Specialist job descriptions.* Ms. Osborn presented a synopsis of the revised job descriptions for the Training Specialist and Job Coach positions. With the planned closure of the Adult Day Services program, staff will be moving (with some of the clients) to the Thrift Store, and the differentiation between Training Specialist positions will no longer be necessary. The Training Specialist – Thrift Store job description also contains reference to the lawn care program, which will be discontinued this Fall. The Job Coach job description was revised to acknowledge the possibility that the individual might be required to assist in transferring clients with mobility impairments. Finally, the new job descriptions for the Training Specialist and Job Coach positions have taken into account the need for coverage of the Thrift Store until 6:00pm on weekdays and on Saturdays. After discussion, a motion was made by Ms. Heideman and seconded by Ms. Townsend to approve the revised job descriptions as presented and to forward them to the Corporation Counsel/Personnel Director for review. Voice vote, all in favor. Motion Carried.

*Discussion and action on proposal for HHSD participation in initiating Adams County Donated Wheels program, operated Wisconsin Interfaith Needs Response, Inc. (WINR).* Board members viewed an informational video describing the donated wheels program operating in the Fox Valley. The program accepts donated vehicles, reconditions and repairs the vehicles, then provides cars for qualified individuals in need. Eligibility is determined by residency, income (less than 225% of the Federal poverty level), employment (or prospect of employment), a valid driver's license, and the ability to pay for auto insurance. Recipients of vehicles are required to take an auto maintenance course, complete financial counseling, and pay a portion of the cost for repairs and a processing fee. The primary benefit to donors of vehicles is the higher income tax deduction, when compared with donations to organizations which auction the donated vehicles. The Wisconsin Interfaith Needs Response organization has received a U.S. Department of Transportation grant to expand the program, has begun operation in 2007 in Brown and Portage Counties, and is looking to expand into Wau-shara, Wood, Adams, and Door Counties. Gary Wilner, Executive Director of WINR, has recently made presentations to a joint meeting of representatives from Wood and Adams Counties, and to the Adams County Visions Committee.

Requirements for participation by a county include the formation of a WINR Advisory Committee (of at least six advisors), raising \$6,000 for the first year's participation (then higher amounts for succeeding years, dependent upon the number of vehicles placed), providing office/meeting space for maintenance classes and financial counseling, securing a certified mechanic to inspect and repair donated vehicles, and locating a se-

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cure location for storage of donated vehicles.

Mr. Gaetzke described the relationship of a program such as the WINR donated wheels to the existing Adams County Transit System (Wheels to Work), and the limitations of the current transit system routes and destinations. He also described briefly the application for a 2008 Wisconsin Employment Training Assistance Program (WETAP) grant, which would create a standalone revolving loan fund to help individuals purchase reliable transportation to seek or retain employment (much like previous Job Access Loan programs operated through the Wisconsin Works {W-2} Program).

Board members discussed briefly the transportation challenges encountered by county residents, again noting the frequency of transportation being cited as a major barrier and priority in multiple county-wide needs assessments. The Board also discussed possible sources of the \$6,000 required to bring the program to Adams County. It was suggested that the funds restored from the non-lapsing W-2/TANF accounts (designated by Resolution 5-23-A, adopted by the County Board of Supervisors on May 17, 2005) could appropriately be used for this purpose. A motion was made by Ms. Townsend and seconded by Ms. Bruce to authorize expenditure of \$6,000 from account 240E.39.54556.999.001 for participation in the WINR Donated Wheels program for a period of 1 year. Voice vote, all in favor. Motion Carried.

*Discussion of amendment to resolution to appropriate funds for 2007 Adams County Transit System grant.* Mr. Gaetzke provided Board members with a brief update regarding the Adams County Transit System in general and the purchase of the replacement vehicle, as authorized by the County Board of Supervisors. He noted that the original resolution designated \$7,000 as the 20% match for the vehicle purchase, and that the actual match required will be approximately \$4,000. Board members discussed whether that money could be used for other current or future transportation purposes, for example as a match for the WETAP grant, to provide funds for participation in the WINR program, or to create a fund within the WINR program to assist recipients with the cost of vehicle repairs. Any reallocation of designated levy funds would require action by the County Board of Supervisors. A motion was made by Ms. Townsend and seconded by Ms. Bruce to direct HHSD staff to prepare an amendment to Resolution 56-2006 to establish a carryover account from funds appropriated in excess of those expended for the purchase of a vehicle for the Adams County Transit System, and to restrict use of those funds to vehicle loans through the WETAP or to create a fund within the Adams County WINR program designated for assistance with vehicle repair costs, the funds to be expended by the end of fiscal year 2008. Voice vote, all in favor. Motion Carried.

*Reconsideration of Limited Term Economic Support Specialist, approved at September 2007 HHS Board meeting. Consideration of use of on-call Economic Support Specialist and establishment of rate of compensation at 10-year rate per AFSCME Local 1168 Collective Bargaining Agreement, based upon qualifications and experience of staff.* Ms. Wormet discussed the option of using Trish Smedbron, the former Economic Support Specialist (ESS), as an on-call employee, thereby extending the department's ability to use her beyond the 90- or 100-day limit inherent in the limited-term status. It was suggested that Executive Committee approval would be necessary if the rate of compensation were different than that established for all on-call employees by the Executive Committee. After discussion of the need, the amount of time required to obtain the requisite authorizations, and the expected delays in selecting a candidate for, and securing the necessary training of, the permanent ESS position, it was the consensus of the Board that Ms. Wormet should proceed with the limited-term employee, and return to the Board with a request for authorization of the on-call option at a later date, if indicated. The Board took no formal action.

*Update regarding vacant Public Health Technician position.* It appears as if Sauk County may be the hiring agent for the staff responsible for environmental health, limited agent, and DATCP agent programs. If that is the case, the vacant position here in Adams County will not be filled.

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*Update on drug/medication clean sweep.* Ms. Krizan described the success of the Medication Roundup, which took in approximately 83 pounds of medications, and a number of mercury thermometers. Public Health staff acknowledged the assistance of Moundview Memorial Health Center, Phillips Roche a Cri Pharmacy, the Adams County Sheriff's Department, Myrna Diemert, and Edie Felts-Podoll. Another roundup is planned for 2008, perhaps in conjunction with a Clean Sweep.

*Continued discussion of HHSD security issues.* Dr. Furtkamp provided an update regarding discussions of safety and security issues within the department, including signage for the building and designation of the entrances, consideration of a lockdown policy, and integration with County-wide policies. Board members inquired about the status of the Alpha Terra loss control project.

**Committee Discussion** – Identification of other potential agenda items for future meetings. The Board identified the following issues: 2008 purchase of service contracts, review of revised job description for Support Specialist (Developmental Disabilities), election of Vice Chairperson.

**Confirmation of Next Meeting Date** – next regular meeting: 9 November 2007 (8:30 a.m. Finance Subcommittee/10:00 a.m. HHS Board).

**Adjournment** – A motion was made by Ms. Townsend and seconded by Mr. Kotlowski to adjourn at 12:10 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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