

**Adams County Health & Human Services and
Veterans Service Board Meeting Minutes
Health & Human Services Building – November 14, 2016**

1. The Adams County Health & Human Services and Veterans Service Board meeting was called to order by Chairman, Jack Allen at 4:01p.m.
2. **Roll Call of Board Members:** Present: Jack Allen, Robert Grabarski, Teresa Harvey-Beversdorf, Scott Colburn, Peter Hickethier, Deb Johnson-Schuh and Fran Dehmlow. Absent excused: Lori Djumadi

Health & Human Services Staff Present: Kelly Oleson, Cindi Flynn, Sarah Grosshuesch, Wendy Pierce, Kay Saarinen-Barr, Erin Schiferl, Diane Osborn, Sherrie Manning, Donna Richards and Ruth Horndasch.

Veterans Services Staff Present: Steve Dykes

Also in attendance: Marge Edwards and Jennifer Dille, Adams, Green Lake, Marquette & Waushara County's ADRC Director

3. **Was the meeting properly noticed?** Yes
4. **Approval of Agenda** – Motion was made to approve the November 14, 2016 Health & Human Services & Veterans Services Board Meeting agenda by Hickethier/Colburn. Motion carried by UVV.
5. **Approval of Minutes – October 10, 2016 Health & Human Services & Veterans Services Meeting Minutes**– A motion was made to approve the October 10, 2016 Health & Human Services & Veterans Services Meeting Minutes by Hickethier/Grabarski. Motion carried by UVV.
6. **Public Comment** – None
7. **Correspondence** – Director Oleson stated that she received an email from Lori Djumadi resigning from the HHS & Veteran Services Board due to other commitments. Oleson is not certain of the effective date and will confirm with Lori. Lori is also on the ADRC Governing Board and a replacement from the HHS & Veteran Services Board will need to be appointed. Supervisor Allen stated that a new citizen board member will need to be appointed to the HHS & Veteran Services Board before the December 12, 2016 meeting.
8. **Announcements** – None

Veterans Service

- 1. Veterans Service Officer's Report October 2016.** A written report was submitted to the Board prior to the meeting. Veterans Service Officer Dykes reviewed his report for the Board and highlighted that he attended a mandatory conference earning 16 accreditation units to stay accredited for the year. Officer Dykes also stated that his office along with the American Legion and VFW posts have been successful in moving veterans to King. Supervisor Grabarski asked how the veterans adjust to the move. Dykes stated that most adjust well and that the facility has many amenities for veterans to enjoy.
- 2. Review and approval of October 2016 Veterans Service Vouchers and Financial Report.** A motion was made by Colburn/Hickethier to approve the Veterans Service vouchers and financial reports for October 2016. Motion carried by UVV.

Officer Dykes expressed his gratitude and appreciation to the Health & Human Services Department for assisting him with the veterans that are served through his office. Supervisor Allen expressed his appreciation to Office Dykes and his office for doing a great job in the community.

Veteran Services Officer Dykes was excused at 4:16 p.m.

Health & Human Services

New Business:

- 1. Review September 2016 Health & Human Services Financial Report.** Fiscal Manager Pierce reviewed the financial report for the Board and answered questions concerning revenue and expenditure lines.
- 2. Review & Approval September 2016 Health & Human Services Vouchers.** Fiscal Manager Pierce answered Board member questions concerning the September 2016 vouchers. A motion was made to approve the September 2016 Health & Human Services Vouchers by Hickethier/Colburn. Motion carried by UVV.
- 3. Director's Report & Manager Narratives.** A written report was submitted to the HHS Board prior to the meeting. Director Oleson did not have anything to add.
Division Updates – Public Health Officer Grosshuesch stated that the car seat grant was received but the amount was cut in half. Supervisor Colburn commented on each manager's narrative report.

Supervisor Allen moved item #6 up on the agenda.

- 6. Aging & Disability Resource Center: Discuss contract compliance issues identified by the State.** Director Oleson introduced Jennifer Dille, Director of the 4 County ADRC Consortium. Oleson stated that one compliance issue that remains concerning is consumer access to the restroom. Due to security reasons, the Maintenance Department as advised against opening the door due to the hallway outside of the ADRC. Oleson also stated that the State is not willing to write a stronger letter about the penalties for being out of compliance. The proposed 2017 contract changes indicate that the restroom issue will continue to be out of compliance. Consortium Director Dille stated that the restroom issue is the only compliance issue that remains for the 4 county consortium. Oleson stated that an option to move the 3 ADRC Resource staff to the Community Center UW Extension office is being considered. Moving staff would complement the State's shift to co-locate Aging and ADRC staff. The next step in this process would be to propose the move to the Property Committee. Supervisor Allen stated that he would attend the next Property Committee meeting to support the option to co-locate Aging and ADRC staff.
- 4. Administration: Update on the security system at Health & Human Services.** Children and Family Services Manager Schiferl will work with Michelle Waltemath from the courthouse to develop a policy for staff who have on call hours. Further conversation is need to discuss access to the HHS building on working holidays, emergencies and other events outside of regular work hours. It is anticipated that all HHS staff will have fobs by the end of the year.
- 5. Administration: Update on electronic health record (ECHO) implementation.** Director Oleson reported that \$120,000 for September CCS billing was received. PPS is still in the testing phase. Once PPS is working in ECHO it will eliminate the need for data entry which takes a great amount of staff time. Scanning still requires attention. MIS Manager McGee is working on mapping the scanning function for staff use. Fiscal staff are working to get caught up on billing.
- 7. Long Term Support: Family Care Update.** Director Oleson stated that she did not have any new information to share but that the RFP is out and vendors are sending letters of intent.
- 8. Long Term Support: Discuss and/or approve request for a LTE for the vacant Long Term Support Case Manager position.** A motion was made to approve the request for a LTE for the vacant Long Term Support Case Manager position by Grabarski/Harvey-Beversdorf. Motion carried by UVV.
- 9. Behavioral Health: Update on psychiatry and nursing needs at Health & Human Services.** Director Oleson and Behavioral Health Manager Saarinen-Barr met with a consulting firm and learned that a back-up plan for psychiatric services is available but not in

a full-time capacity. Oleson and Saarinen-Barr will contact other county agencies for additional resources.

10. Behavioral Health: Discuss and/or approve Behavioral Health Medical Assistant LTE job description. The Medical Assistant LTE job description was passed out to the Board members to review. Director Oleson reminded the Board that this LTE position has been created to help determine what the agencies nursing needs are and if this position would be a good fit. A motion was made to approve the Behavioral Health Medical Assistant LTE job description by Hickethier/Grabarski. Motion carried by UVV.

11. Public Health: Discuss and/or approve amended resolution to accept the Wisconsin Family Foundations Home Visiting Grant. Public Health Officer Grosshuesch reviewed the amended resolution to accept the Wisconsin Family Foundations Home Visiting Grant highlighting that the match was updated. A motion was made to approve the amended resolution to accept the Wisconsin Family Foundations Home Visiting Grant by Hickethier/Colburn. Motion carried by UVV.

12. Public Health: Overview of the Farm to School USDA Program. Public Health Officer Grosshuesch explained that the Farm to School USDA Program is funded through DATCP with federal dollars with 3 years of funding. The program integrates locally grown foods into child nutrition programs and helps to educate children about how food is grown and brought to market. The educators will be targeting children at A-F schools in the 4th & 5th grade. This program is not a duplicate of other programs being offered.

14. Next Regular Meeting Date – Monday, December 12, 2016 @ 4:00 p.m.

15. Adjournment: Motion to adjourn at 5:18 p.m. by Colburn/Hickethier. Motion carried by UVV.

These minutes have been approved by the committee.

Minutes respectfully submitted by Ruth Horndasch.

Jack Allen – Chair

Ruth Horndasch – Recording Secretary