

# HEALTH & HUMAN SERVICES DEPARTMENT

108 East North Street  
Friendship, Wisconsin 53934-9443  
Telephone: 608-339-4505  
Toll-Free: 888-830-3454  
Facsimile: 608-339-4585  
e-mail: adamshhsd@co.adams.wi.us  
web site: <http://www.co.adams.wi.gov>



## HEALTH & HUMAN SERVICES BOARD

9 February 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 10:08 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, Jerry Kotlowski, Matt Sherd, Jeanne Heideman, R.N., Maureen Bruce, R.N., Teresa Harvey-Beversdorf, and Joyce Kirsenslohr. Board member Pat Townsend, R.N., was excused.

**Staff Present** – Linda McFarlin, R.N., M.A., Health Officer, Diane Osborn, Long Term Support Services Manager, Philip Robinson, LCSW, Clinical Services Manager, Wendy Pierce, Financial Manager, Carol Johnson, Aging Director, Sandy Wormet, Economic Support Services/W-2 Program Manager, Mandy Stanley, CSW, Youth 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** – Craig Gaetzke and Robin Skala of Central Wisconsin Community Action Council were present for the discussion on the transit system contract.

**Approval of Agenda and Compliance with Open Meetings Law** – A motion was made by Mr. Sherd 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. Kotlowski and seconded by Ms. Heideman to approve the minutes of the 12 January 2007 HHS Board meeting. Voice vote, all in favor. Motion Carried.

**Public Participation** – None

**Correspondence** – Announcement regarding proposed creation of Wisconsin Department of Children and Families, sample correspondence to legislators regarding un- or under-funded mandates, letters from R & J Medical Transportation, Inc. regarding an open and pending matter.

A motion was made by Ms. Heideman and seconded by Mr. Kotlowski to deviate from the agenda and consider Health & Human Services agenda item #1 (review of transportation system contract). Voice vote, all in favor. Motion Carried.

### Health & Human Services

*Review of transportation system contract between Adams County and 1<sup>st</sup> Class Transportation LLC.* On the request of the Corporation Counsel, the Board reviewed the proposed contract between 1<sup>st</sup> Class Transportation LLC and Adams County. Mr. Craig Gaetzke and Ms. Robin Skala from Central Wisconsin Community Action Council were present and distributed a statistical/performance report for the transit system for 2006. Mr. Gaetzke indicated that revenues exceeded projections and expenses were less than anticipated, resulting in a reduction of approximately \$5,000 in the County contribution to the system. Mr. Gaetzke also answered Board members' questions regarding the history and operation of the system. After discussion, it was the consensus of the Board that the proposed contract be returned to the Corporation Counsel for action.

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

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**Veteran's Services** – *Approval of monthly Veteran's Services Officer's report and February calendar.* Mr. Johnson had previously distributed the monthly service officer's report for January and his monthly calendar for February. He noted an unusually high number of applications to King Veterans Home (six in January 2007 compared with three for all of 2006) and explained for the Board members his responsibilities in the application process. The Board had no additional questions. A motion was made by Ms. Bruce and seconded by Mr. Sherd to approve the Veteran's Services Officer's report and calendar. Voice vote, all in favor. Motion Carried.

**Health & Human Services**

*Discussion of membership of MH/AODA Advisory Committee.* Mr. Robinson informed the Board that letters had been sent inviting the 20 individuals previously identified to serve on the MH/AODA Advisory Committee. He stated that it was his expectation that a roster for appointment would be ready for the March HHS Board meeting.

A motion was made by Mr. Kotlowski and seconded by Ms. Bruce to deviate from the agenda and postpone consideration of Health & Human Services agenda item #3 (Update on Thrift Store) until the arrival of Ms. Osborn. Voice vote, all in favor. Motion Carried.

***Purchase of Service Contracts*** – Ms. McFarlin discussed the proposed purchase of service contract with Kristine Leverich, dba Safety Planning Associates, for education and training for preparedness. The exact cost of the contract is undetermined at the present time, pending liability insurance estimates, but Ms. McFarlin placed an upper limit of approximately \$6,000 in total. Ms. Leverich wrote and facilitated the influenza mass clinic tabletop and functional exercises in 2006 under contract with the consortium. A motion was made by Ms. Heideman and seconded by Mr. Sherd to approve the purchase of service contract as presented, pending approval by the Corporation Counsel. 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. Harvey-Beversdorf to approve the following conference and workshop attendance:

- Lisa Krizan and Carrie Allard to training on Ages & Stages Questionnaire (ASQ) and Social Emotional Questionnaire (ASQ:SE) in Madison on February 9, 2007 (\$40 each registration, \$10 each meals, \$8 parking and \$75 mileage for driver).
- Lisa Krizan, Lori Tomsyck, and Eric Furtkamp to ICS-300 Training in Neenah on May 22-23, 2007 (\$52 each meals, \$80/\$75 mileage for drivers).
- Christine Saloun to ICS-300 Training in Baraboo on March 10 and 17, 2007 (\$86 mileage).
- Christine Saloun to Applied Epidemiology Course for Community-Based Nurses, April 12-13 and 19-20, 2007 in Wausau (\$147 mileage, \$52 meals, \$180 lodging).
- Candy Schraufnagel to Wisconsin Early Childhood Collaborating Partners meeting and videoconference in Madison on February 8, 2007 (\$15 registration).
- Mark Rossano to "*Mindfulness: The Practice of Compassionate Presence*", in Brookfield on April 9, 2007 (\$169 registration).
- Diane Anderson to "*Holistic Care of the Person in Alcohol Withdrawal*", in Lac du Flambeau on February 7, 2007 (\$152 mileage).

Voice vote, all in favor. Motion Carried.

***Purchases*** – None.

**Health & Human Services (continued)**

*Update on Thrift Store.* Ms. Osborn reviewed the progress to date on preparing the new Thrift Store for occupancy. The doors have been installed and the broken windows replaced. Framing and drywall installa-

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tion for the offices, storage, and work areas is continuing. Remodeling of the restrooms is also continuing: framing of the walls and the stalls has been completed. The plumbing has been inspected by the City of Adams. The remaining project is the repair of some of the grid work and the purchase and installation of ceiling tiles. It was proposed that In-Home Construction repair and/or replace the grid work. After discussion, a motion was made by Ms. Heideman and seconded by Mr. Sherd to approve the purchase of ceiling tiles and to authorize the repair and replacement of the grid work by In-Home Construction, for a combined total of less than \$8,500. Voice vote, all in favor. Motion Carried.

### **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 reported on the January 17, 2007 meeting, informing Board members how positive the overall tenor of the meeting and the comments from representatives from the meal sites were.
- *Long Term Support Advisory Committee* – Ms. Osborn reported on the January 18, 2007 meeting, informing Board members that no substantive issues arose.
- *Review of Written Report of the Aging Unit Director* – Ms. Johnson was present to review the written report previously submitted to the Board. She noted that tax season has initiated a flurry of activity: the AARP chapter will be assisting seniors (aged 60 and over) on Saturdays (8am to 1pm) and Mondays and Wednesdays (5pm to 7pm), and that Benefit Specialists were scheduling assistance with the filing of homestead credit for seniors (aged 60 and over) meeting income guidelines. Ms. Johnson also highlighted correspondence indicating the inclusion of a 3.5% increase in nutrition programs funded by the Older Americans Act in the (federal) Joint Funding Resolution introduced on 30 January 2007. Ms. Johnson and Ms. Osborn reported on a meeting with Moundview Home Health regarding Moundview's discontinuation of supportive home care services effective March 1, 2007 and the effect of that decision on HHSD clients.
- *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 cited receipt of a grant from Operation Round-Up of \$850 to pay for a stove and refrigerator at the new Thrift Store. She also informed the Board members of a meeting (and tour of the premises) with a representative of the Horicon State Bank, owner of the current thrift store building.

#### **◆ 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 provided an update to the Board regarding Department of Agriculture agent status, noting that the draft ordinance and resolution were now expected to be ready in time for the March 2007 meeting. Ms. McFarlin also updated the Board on the status of the Helmer refrigerator, as discussed in January. She spoke briefly about the ICS training which the nursing staff would be attending (ICS-300 and ICS-400 courses). Finally, as a preview to the 2006 annual report, Ms. McFarlin cited some statistics regarding domestic animal bites (53 reported, of which 18 were not immunized), water tests (76 conducted, 18% of those were found to be high in nitrates), and dental sealants (106 fluoride supplements provided and 35 fluoride varnishes applied).

#### **◆ Children & Family Services**

- *Youth Services Advisory Committee (4-Cs)* – Next meeting today at 1:00 p.m. Ms. Stanley reported on the previous meeting, where discussions involved the Safe Schools/Healthy Students grant re-

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ceived by the Adams-Friendship, Westfield, and Wautoma school districts, the grant received from the U.S. Department of Education's Department of Safe and Drug Free Schools by Forward Service Corporation to fund the CAMEY (Community Action for Mentoring and Educating Youth) Mentoring Program, and the restorative justice/restorative practice model which has successfully and significantly reduced delinquency referrals to social services and police calls to schools in other counties.

- *Mental Health/AODA Committee* – A meeting is not yet scheduled.
- *Review of Written Report of Youth Services Manager* – Ms. Stanley was present to review a written report previously distributed to the Board. She provided Board members with highlights of the statistical reports, and informed them that Emma Williams, C.S.W., had returned to a Social Worker position from Intake, effective Monday, February 5<sup>th</sup>. Finally, Ms. Stanley reported that the Professional Services Group staff, Tierney Voit, had begun to serve Adams County clients, also effective Monday, February 5<sup>th</sup>.
- *Review of Written Report of Clinical Services Manager* – Mr. Robinson was present to review a written report previously distributed to the Board. He discussed briefly contrasted client opening and closing statistics from January 2006 and January 2007. In addition, he reported that the rate of emergency detentions/psychiatric hospitalization has remained steady. Mr. Robinson also explained to Board members some strategies and plans being implemented by the Case Managers.

#### ◆ Economic Support

- *W-2 Steering Committee* – Minutes of the January 10<sup>th</sup> meeting were included in the packet. The next Visions Committee meeting is scheduled for February 14<sup>th</sup> at 1:15pm at the Adams City Hall.
- *PAW Consortium* – The minutes of the January 16<sup>th</sup> Job Center Managers meeting were included in the packet. No administrative meeting was held in January. The next administrative meeting, primarily to review the consortium fiscal status, is scheduled for February 26<sup>th</sup>.
- *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. She informed Board members that new LIHEAP crisis funds had been released to counties. The Department of Administration encouraged agencies (in this case Central Wisconsin Community Action Council) to reduce the amount of their services amendment allocation (administration costs) to increase the benefit funds available to clients. Ms. Wormet described for Board members the process and results of the recent Civil Rights monitoring review, conducted by the Department of Workforce Development.

#### ◆ Fiscal & Support

- *Report of Fiscal & Support Services Manager* – Ms. Pierce provided Board members with updates on the fiscal and support area, reporting that a managed care organization may begin serving those covered by Medical Assistance in portions of the County.

#### **Subcommittee Reports**

- ◆ Finance Subcommittee – Ms. Kirslenlohr reported that the vouchers (in the amount of \$253,343.24) and December 2006 and January 2007 financial reports of the HHSD had been reviewed and approved by the Finance Subcommittee.
- ◆ Human Resources Subcommittee – No meetings were held, but an interview date will be scheduled for the newly-created part-time Public Health Technician position, and interviews are anticipated for at least one professional position (Case Manager or Intake/Access Specialist) in the near future. Ms. Ward reported signing the Personnel Recruitment Forms for the Intake/Access Specialist and Case Manager (Long Term Support) positions.

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- ♦ Service Evaluation Subcommittee – After discussion, it was the consensus of the Board members that the Health & Human Services Board function as the Service Evaluation Committee, and schedule a review of goals and objectives and the 2006 Annual Report at the April 2007 meeting.

**Director's Report** – Dr. Furtkamp reported that a resignation had been received from Connie Rogney Sherd, a Case Manager in the Long Term Support Services unit, effective March 5, 2007.

**Committee Discussion** – Identification of other potential agenda items for future meetings. The Board identified the following issues: agent status with the Department of Agriculture, and a resolution to zero the Health & Human Services fund balance, based upon the final Revenue/Expense report for 2006.

**Confirmation of Next Meeting Date** – Next regular meeting 9 March 2007 at 10:00 A.M.

**Adjournment** – A motion was made by Mr. Sherd and seconded by Ms. Heideman to adjourn at 11:35 A.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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