

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: adamshsd@co.adams.wi.us
web site: <http://www.co.adams.wi.gov>



HEALTH & HUMAN SERVICES BOARD *Ad-Hoc* Subcommittee to Review HHS Board By-Laws 18 January 2008 Meeting

Call to Order – The meeting of an *ad-hoc* subcommittee of the Adams County Health & Human Services Board was called to order at 1:00 P.M. in the Richard C. Holt Conference Room of the Health & Human Services building in Friendship. Those in attendance included Chairperson Patricia Townsend, R.N., Maureen Bruce, R.N., Jeanne Heideman, R.N., and Joyce Kirslenohr.

Staff Present – Eric G. Furtkamp, Ph.D., Director. Wendy L. Pierce, Financial Manager, was present for part of the discussion regarding the Finance Subcommittee.

Approval of Agenda and Certification of Compliance with Open Meetings Law – A motion was made by Ms. Bruce and seconded by Ms. Heideman to approve the agenda as printed and to certify publication of the agenda in accordance with the Open Meetings Law. Voice vote, all in favor. Motion Carried.

Review and Recommendation of Revisions to the Health & Human Services Board By-Laws – Board members reviewed sequentially each section of the HHS By-Laws, as amended in July 2006. Among the items discussed were changing references from County Administrator to Administrative Coordinator/Director of Finance, correcting punctuation errors, and deleting references to structures no longer in existence (e.g. Bioterrorism Consortium). Board members discussed at length the issue of the application of the Wisconsin Open Meetings Law (Wis. Stat. §19.81 through §19.98) to the various advisory committees not required by statute, administrative rule, or program regulations, specifically whether some of the committees could operate within the requirements of that law by virtue of their composition, the confidential nature of material discussed, and the designation of preexisting community-based groups as advisory committees. Discussion also included consideration of means of conveying information from meetings to the entire HHS Board should the designation of some subset of advisory committees be eliminated.

The committee members also discussed the operation of the various standing HHS Board subcommittees in light of the Adams County Personnel & General Administrative Policies and the proposed budgeting and accounting policies adopted by the County Board of Supervisors on January 15, 2008. As with the advisory committee discussion, Board members considered how fiscal and personnel information could be disseminated to the entire HHS Board in the absence of some or all of the standing subcommittees.

There was also brief discussion regarding the authorization of the HHS Board Chairperson to appoint *ad-hoc* committees or work groups, in consultation with the County Administrative Coordinator/Director of Finance.

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

Public Health 608-339-4513
Youth Services 608-339-4505
Economic Support 608-339-4505

Aging & Senior Center 608-339-4251
Long Term Support 608-339-4262
Outpatient Clinics 608-339-4505

Committee members discussed how the HHS Board met its requirement to evaluate annually its performance and the performance of its subcommittees and advisory committees. There was also a review of the MIS and Infrastructure Development section, in the context of how, with discussion regarding the reason for the inclusion of the section in the original by-laws, and with particular attention regarding the frequency of review.

Finally, the members discussed the composition of the HHS Board, including the number of members and the terms of appointment to the HHS Board. There was also discussion regarding whether it should be recommended to the (County) Ad Hoc Rules and Policy Committee that the election of Health & Human Services Board members be reconsidered, since it was one of the tenets adopted initially by the HHS Implementation Committee during the formation of the department.

The subcommittee recommended the following changes in the By-Laws to the HHS Board:

1. Correction of punctuation and other errors.
2. Revise to reflect changes in job titles and organizations/consortia.
3. Delete all HHS Board subcommittees (Finance, Human Resources, and Service Evaluation), replacing Finance and Human Resources with specific monthly HHS Board agenda items, and conducting program and evaluation as a committee of the whole.
4. Remove the designation of a W2 Steering Committee, Mental Health/AODA & Crisis Committee, and Youth Services Advisory Committee.
5. Review MIS and infrastructure issues annually (instead of semi-annually) as part of the overall service and Board evaluation process.
6. Recommending that the five County Board Supervisors be elected to the Health & Human Services Board, rather than appointed at the reorganizational meetings of the County Board of Supervisors.

Committee Discussion – Identification of other potential agenda items for future meetings – None.

Adjournment – A motion was made by Ms. Bruce and seconded by Ms. Heideman to adjourn at 2:30 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

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

Public Health	608-339-4513	Aging & Senior Center	608-339-4251
Youth Services	608-339-4505	Long Term Support	608-339-4262
Economic Support	608-339-4505	Outpatient Clinics	608-339-4505