

**Adams County Health & Human Services and
Veterans Service Board Meeting Minutes
Health & Human Services Building – December 12, 2016**

1. The Adams County Health & Human Services and Veterans Service Board meeting was called to order by Chairman, Jack Allen at 4:00 p.m.
2. **Roll Call of Board Members:** Present: Jack Allen, Robert Grabarski, Teresa Harvey-Beversdorf, Scott Colburn and Peter Hickethier. Absent excused: Fran Dehmlow & Deb Johnson-Schuh

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

Also in attendance: Ken Wagner, Corporation Counsel and Marge Edwards

Veterans Services Staff Present: Steve Dykes

3. **Was the meeting properly noticed?** Yes
4. **Approval of Agenda** – Motion was made to approve the December 12, 2016 Health & Human Services & Veterans Service Board Meeting agenda by Hickethier/Colburn. Motion carried by UVV.
5. **Approval of Minutes – November 14, 2016 Health and Human Services & Veterans Services Meeting Minutes**– A motion was made to approve the November 14, 2016 Health & Human Services & Veterans Services Meeting Minutes by Grabarski/Colburn. Motion carried by UVV.
6. **Public Comment** – None
7. **Correspondence** – None
8. **Announcements** – None

Veterans Services

1. **Veterans Service Officer's Report November 2016.** A written report was submitted to the Board prior to the meeting. Veterans Service Officer Dykes reviewed his report for the Board and added that the October Veterans Service Commission meeting did not have a quorum. The

meeting was rescheduled but was not publically noticed. Items voted on at the re-scheduled meeting will be added to the January meeting agenda for members to recast their vote.

- 2. Review and approval of November 2016 Veterans Service Vouchers and Financial Report.** Veteran Services Officer Dykes asked the Board if they had any questions concerning the financial report. Board Members did not have any questions. A motion was made by Colburn/Harvey-Beversdorf to approve the Veterans Service vouchers and financial reports for November 2016. Motion carried by UVV.

Veteran Services Officer Dykes was excused at 4:08 p.m.

Health & Human Services

New Business:

- 1. Review October 2016 Health & Human Services Financial Report.** Director Oleson stated that the HHS Department will most likely end the year with a deficit. Oleson explained that in some areas deficits are expected due to high costs for out of home care and lower revenues from the Post Reunification Support Program and Personal Care. This is a preliminary projection based on review of the larger account lines.
- 2. Review & Approval October 2016 Health & Human Services Vouchers.** Director Oleson asked the Board if they had any questions concerning the voucher report. Board Members did not have any questions. A motion was made to approve the October 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 added that she attended the Wisconsin County Human Services Fall Conference. The speakers at the conference stressed the importance of forming relationships with legislators and representatives and perhaps inviting them to a Board Meeting. Supervisor Allen thought this would be a good idea. Supervisor Grabarski stated that legislators and representatives are busy people that may not have time to attend. Supervisor Hickethier suggested that a meeting with legislators and representative should be informal. Supervisor Allen will discuss with Supervisor West. Director Oleson stated that she was just informed that a former employee of the Health & Human Services Department is in the news pending alleged criminal charges. Director Oleson stressed that this is a former employee and that it should not overshadow the dedicated staff at Health & Human Services.

Division Updates – ADRC Manager Richards stated that the 5310 Transportation Grant was awarded and that a new mini bus and van will be purchased with the grant money. Fiscal Manager Pierce stated that the WIMCR desk audit has been completed and accepted by Professional Consulting Group. It has not been determined by the State yet what the reimbursement is or what Maintenance of Effort will allow the Department to keep. The

WIMCR management reports are not yet available but are expected to be available the week of December 19th. Supervisor Allen requested that copies of the management report be sent to all HHS Board Members. Supervisor Colburn asked about the status of scanning documents into ECHO. Pierce stated that it is not up and running yet and that nothing is mandated by the State to be compliant at this time. Practical Cents Manager Manning stated that the store celebrated its 20th anniversary last month and that the exceptional citizen dance is on December 13th at the Cedar Shack. Supervisor Allen asked Public Health Officer Grosshuesch to provide the chart that highlights the percentages of children receiving free or reduced breakfast and lunch for Adams County. Supervisor Grabarski inquired about the criteria for children to receive free or reduced meals and Grosshuesch suggested that he contact the school for that information because it is the schools program.

- 4. Administration: Update on the security system at Health & Human Services.** Director Oleson stated that the Children and Family Services division have received fobs and are working out issues related to on-call time. The fobs will make submitting timecards much easier and more efficient for the division. Behavioral Health is next to receive fobs and hopefully by January 1st all HHS staff will have fobs.
- 5. Administration: Update on electronic health record (ECHO) implementation.** Director Oleson reported that the Fiscal billing staff have billed through September in ECHO which is great news! Third party payments are in process and billing staff are working to set priorities and goals with a focus on Medicare and programs with secondary billing. Director Oleson stated that more revenue is being captured with ECHO. Crawford County & Adams County are working on the PPS process.
- 6. Administration: Discuss financial resolution to transfer funds.** Director Oleson stated that a resolution will be before the County Board for the transfer of funds to clear out the 2015 HHS deficit. Controls are in place so that the WIMCR funds can be clearly identified and communication between the Administrative and Finance Committee will be improved moving forward.
- 7. Long Term Support: Family Care update.** Director Oleson has not heard anything new from the State concerning Family Care. The RFP is out and MCO's are interested in coming to Adams County. A timeline is being worked on that will include how the Department will be restructured. Additionally, out of home care costs will be reviewed to find ways to cut down costs. Supervisor Grabarski requested a simple breakdown of how the transition will happen for Family Care that include costs associated with the transition.
- 8. Next Regular Meeting Date – Monday, January 9, 2017 @ 4:00 p.m.**

9. Adjournment: Motion to adjourn at 5:03 p.m. by Grabarski/Colburn. 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