

HEALTH & HUMAN SERVICES DEPARTMENT

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HEALTH & HUMAN SERVICES BOARD

11 May 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, Maureen Bruce, R.N., Teresa Harvey-Beversdorf, Matt Sherd, and Joyce Kirsenlohr. Board member Jeanne Heideman, R.N. was excused.

Staff Present – Diane Osborn, Long Term Support Services Manager, Wendy Pierce, Financial Manager, Philip Robinson, LCSW, Clinical 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 – Joe Lally, Registered Sanitarian.

Approval of Agenda and Compliance with Open Meetings Law – A motion was made by Mr. Kotlowski and seconded by Ms. Kirsenlohr 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. Sherd and seconded by Ms. Townsend to approve the minutes of the 13 April 2007 HHS Board meeting. Voice vote, all in favor. Motion Carried.

Public Participation – None

Correspondence – Dr. Furtkamp noted the inclusion in the Board packet of the following correspondence: the Executive Summary of the Safe Schools/Healthy Students grant report, approval of the audit waiver requested from the State, and a proposal from LaCrosse County to join the Lakeview (Health Care Center) multi-county collaboration project.

Veteran's Services

Grant accepted, discussion. Mr. Johnson shared a letter from the (State) Department of Veterans Affairs, dated May 8, 2007, awarding \$10,000 and citing §45.43(7)(a), Wisconsin Statutes, indicating “**a county may not allocate any portion of a grant for use by another county department nor may the grant reduce funding to a county veterans' service office based upon the receipt of the grant ...**” The letter noted that a check would be forwarded within the next couple weeks.

Approval of monthly Veteran's Services Officer's report and April calendar. Mr. Johnson had previously distributed the monthly service officer's report for April and his monthly calendar for May. Mr. Johnson noted that May was his busiest month, coordinating volunteers who put out flags in County cemeteries. Mr. Johnson also described in general terms one case in progress. A motion was made by Mr. Sherd and seconded by Ms. Townsend to approve the Veteran's Services Officer's report and calendar. Voice vote, all in favor. Motion Carried.

Health & Human Services

Purchase of Service Contracts – A motion was made by Ms. Harvey-Beversdorf and seconded by Ms. Bruce to approve the following purchase of service contracts: school nursing services (provided to Adams-Friendship

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Area Schools, full-time LPN and 3 hours/week RN supervision for 39 weeks, \$54,963.17), Heath Needs Assessment services (purchased from Carol J. Roth, Starfish Consulting, \$6,950 *in toto*), Lutheran Social Services (Shelter Care home, Baraboo, 1 juvenile, \$132.95 *per diem*). 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. Townsend and seconded by Mr. Sherd to approve the following conference and workshop attendance:

- Wendy Pierce to Wisconsin Human Services Financial Managers Association Conference in Wisconsin Dells on May 3 and 4, 2007 (\$85 registration, approximately \$44 mileage).
- Diane Osborn and Mandy Stanley to Client Rights Training in Wausau on May 8, 2007 (\$25 registration and mileage, each).
- Kris Senn and Tara Kircher to COP Waiver Basics Training in Madison on May 8 and 9, 2007 (\$62 lodging, mileage).
- Mary Deane to the State Annual Benefit Specialist Conference in Appleton on June 21 and 22, 2007 (\$50 registration, approximately \$90 mileage, \$40 meals/*per diem*, \$62 lodging).
- Mary Deane to May 2007 Benefit Specialist Training in Minocqua on May 23, 2007 (\$15 registration, approximately \$170 mileage).
- Chris Saloun to HIV Partner Counseling and Referral Services regional meeting in Madison on June 5, 2007 (approximately \$85 mileage).
- Phil Robinson to Brief Psychotherapy in Milwaukee (Medical College of Wisconsin) from August 6-10, 2007 (\$575 registration, mileage, lodging).

Voice vote, all in favor. Motion Carried.

Purchases – None.

Unit, Advisory Committee, and Consortia Reports

◆ Aging & Long Term Support

- *Aging Advisory Committee* – Next meeting (May 2007) not yet scheduled.
- *Nutrition Advisory Committee* – Next meeting May 16, 2007.
- *Long Term Support Advisory Committee* – Ms. Johnson had distributed the minutes of the April 19, 2007 meeting. Board members had no additional questions.
- *Review of Written Report of the Aging Unit Director* – The Board reviewed the written report previously submitted by Ms. Johnson. She asked that Board members be informed that Senior Care had been extended through the end of 2007.
- *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 Candy Schraufnagel, Children's Services Coordinator, had received a Community Star award for her service to families in the Birth to 3 program. Ms. Osborn described briefly the unit's activities in the nursing home relocation initiative and in serving elderly clients at the top of the waiting list. Board members were invited to the brat fry and the last day of the grand opening celebration at the thrift store.

◆ Public Health

- *Review of Written Report of Health Officer* – The Board reviewed the contents of the written report previously submitted by Ms. McFarlin. Dr. Furtkamp provided Board members with an update regarding the status of the Bloodborne pathogen program. Mr. Lally mentioned that a drug clean sweep (where individuals could drop off unused, expired, or other medications for safe disposal) was in the planning stages. The requirement that a law officer be present (for collection of controlled substances) may dictate a collaborative effort with another county (probably Juneau). The medications would be

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collected, then transported to an approved site for burning. Ms. McFarlin will provide additional information as it becomes available. Board members expressed their unanimous approval of the idea.

◆ Children & Family Services

- *Youth Services Advisory Committee (4-Cs)* – Next meeting today at 1:00 p.m.
- *Mental Health/AODA Committee* – Mr. Robinson distributed the minutes of the Mental Health/AODA Advisory Committee meeting of April 26, 2007. He summarized for Board members the issues discussed at the meeting, which focused on identification of system strengths, weaknesses, opportunities, and threats. He also reported that the Committee was involved in group development process. The next meeting is scheduled for May 31, 2007.
- *Review of Written Report of Youth Services Manager* – The Board reviewed a written report previously submitted by Ms. Stanley.
- *Review of Written Report of Clinical Services Manager* – Phil Robinson was present to review the written report previously distributed to the Board. He informed Board members that staff were working to implement a more time-efficient process for the patient assistance program. The changes involve a medication refill voice mailbox, where clients can leave refill requests, directing inquiries more efficiently to the individual best equipped to answer questions, assisting clients in assuming more responsibility for managing their own medication and symptoms, etc. Mr. Robinson noted that the number of emergency detentions has decreased. Finally, he described the expected client and systemic benefits of the implementation of a Brief Treatment model, which is the intent of his attendance at the week-long training in Milwaukee.

◆ Economic Support

- *W-2 Steering Committee* – Ms. Wormet had previously distributed minutes of the April 11th meeting. Ms. Townsend presented briefly the highlights of the May 9th meeting.
- *PAW Consortium* – The minutes of the April 17th Job Center Managers meeting were included in the packet. No administrative meeting was held in April.
- *Review of Written Report of Economic Support Services/W-2 Program Manager* – The Board reviewed the written report previously distributed by Ms. Wormet.

◆ Fiscal & Support

- *Report of Fiscal & Support Services Manager* – Ms. Pierce described to Board members the training session on customer services, handling difficult people, and telephone and e-mail etiquette presented on site by Debi Traeder of Aspirus on April 24th. She also briefly explained the anticipated impact of the postal rate changes.

Subcommittee Reports

- ◆ Finance Subcommittee – Ms. Kirslenlohr reported that the vouchers (in the amount of \$363,992.76 and April 2007 financial report of the HHSD had been reviewed and approved by the subcommittee.
- ◆ Human Resources Subcommittee – Ms. Ward reported signing Personnel Recruitment Forms for the Training Specialist – Thrift Store, Training Specialist – Thrift Store (Limited Term Employee), and Social Worker positions.
- ◆ Service Evaluation Subcommittee – Next meeting early 2008.

Director's Report – Dr. Furtkamp reviewed with the Board ongoing internal discussions regarding staff and building security. This will be the primary topic of the May 21st all-staff meeting, and will include such issues as physical barriers, personal behaviors, risk assessment, and appropriate channels for disagreement with agency decisions. Mr. Robinson informed Board members that one Therapist/Counselor will be trained as a trainer by the Crisis Prevention Institute in Milwaukee at an upcoming session in August. Once a trainer is

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certified, all HHSD staff will be trained and staff of other high-risk County departments will also be invited to participate. Ms. Kirslenlohr shared her perspective on discussions of the issue of security held at the Executive Committee. Mr. Sherd offered his assessment of security from the vantage point of law enforcement. Ms. Bruce described the process and format of discussions conducted at Moundview Memorial Hospital, and offered to share an instrument used to structure those discussions. It was the consensus of the Board that the issue of security be included as a regular agenda item for upcoming HHS Board meetings.

Health & Human Services

Reconsideration of resolution to transfer money from the General Fund to the Health & Human Services fund to cover the 2006 operating deficit, based on adjustments made by the County's auditor. Ms. Pierce presented to Board members a revised 2006 operating deficit as a result of adjustments made by the County's auditor. COP and (Medicaid) Waiver reconciliation revenues have historically been credited in the year received rather than in the year earned. For 2006, the auditors reversed that practice, resulting in an increase in revenue of approximately \$157,434. The auditors have also calculated the amounts for the various HHSD carryover accounts. As a result of their adjustments, the operating deficit for 2006 was reduced from \$255,495.19 to \$76,590.39 (a difference of \$178,904.80). There was some discussion regarding the negative fund balance (\$287,402.37) brought forward from the Aging, Social Services, and Community Programs funds following the consolidation of the departments into the HHSD. It was the consensus of Board members that the resolution proposed be limited to a transfer from the General Fund for only the 2006 operating deficit, continuing to postpone action regarding previous years' fund balances. A motion was made by Mr. Sherd and seconded by Ms. Kirslenlohr to approve the resolution to transfer \$76,590.39 from the General Fund to cover the 2006 operating deficit, to direct Dr. Furtkamp to meet with the Administration & Finance Committee, and to have the resolution placed on the June 2007 County Board agenda. Voice vote, all in favor. Motion Carried.

Continued discussion of space needs of Health & Human Services Department. Discussion was postponed until the June 2007 meeting.

Review and approval of revisions to job description of Benefit Specialist positions, and request to replace full-time Benefit Specialist using new job description. Dr. Furtkamp informed Board members of an impending transfer of a staff member from Aging to the Clerk of Courts office. The job description for the Benefit Specialist position has been reviewed and revised to bring the position qualifications in line with the requirements of the state, specifically regarding the training and experience necessary and the inclusion of a competency examination. Board members inquired regarding the examination and were assured that the County did not create an exam and has not used it to date. The job description has been forwarded to the Courthouse Union for their review. After additional discussion, a motion was made by Mr. Kotlowski and seconded by Ms. Townsend to approve the job description and the request to replace the full-time Benefit Specialist and to forward them to the Executive Committee and Interim Administrative Coordinator, respectively. Voice vote, all in favor. Motion Carried.

Approval of Limited Term Employee for Training Specialist – Thrift Store position to maintain lawn care during the replacement process. After brief discussion, a motion was made by Mr. Sherd and seconded by Ms. Harvey-Beversdorf to hire Rushell Moyer as a Limited Term Employee (Training Specialist – Thrift Store) so that the contracted lawn care will be continued during the process of replacing Roberta Ritchhart, who resigned effective May 4, 2007. Voice vote, all in favor. Motion Carried.

Update on Thrift Store. Ms. Osborn provided Board members with a general update regarding the thrift store, noting again that this week was the official grand opening. Ms. Ward related her discussions with Mr. Ed Golden, new owner of the leased building, regarding a buyout of the existing lease. Ms. Ward carried on

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negotiating after the departure of the Corporation Counsel, who had been authorized to reach an agreement in this matter. The present lease stipulates payments of \$1,500 per month until September 1, 2007 and \$1,550 per month from that date through August 31, 2008. Mr. Golden proposed a buyout of \$18,100 for the term June 2007 through August 2008, when the lease expires. This would be a reduction (savings) of \$5,000 and the funds reserved for the lease could be applied to the remodeling of the new building. In addition, termination of the lease would result in transfer of utility costs to Mr. Golden. After discussion, a motion was made by Ms. Townsend and seconded by Mr. Kotlowski to approve the buyout of the remainder of the thrift store lease as proposed, effective June 1, 2007. Voice vote, all in favor. Motion Carried.

Review and approval of request to replace one Social Worker. Dr. Furtkamp informed Board members that a resignation, effective May 18, 2007, has been received from Corey Anfinson, a Social Worker in the Youth Services Unit. After discussion, a motion was made by Ms. Bruce and seconded by Ms. Townsend to approve replacing one Social Worker. Voice vote, all in favor. Motion Carried.

A motion was made by Ms. Bruce and seconded by Ms. Townsend to deviate from the agenda to convene in Closed Session . Voice vote, all in favor. Motion Carried.

CLOSED SESSION – A motion was made by Ms. Bruce and seconded by Ms. Townsend to convene in closed session per §19.85(1)(g), Wisconsin Statutes, to confer with legal counsel for the governmental body who is rendering oral or written advice concerning strategy to be adopted by the body with respect to litigation in which it is or is likely to become involved: Case #WI-2007-00009-20-G (filed by Walter C. Clark against Sauk County as agent for dissolved Bioterrorism Consortium #6). Roll Call vote: 7 aye, 0 nay. Motion Carried.

OPEN SESSION – A motion was made by Mr. Kotlowski and seconded by Ms. Bruce to reconvene in open session per §19.85(2), Wisconsin Statutes, to consider and vote on appropriate matters. Roll Call vote: 7 aye, 0 nay. Motion Carried.

Health & Human Services (resumed)

Review and approval for Public Health to become certified as a Dispensary for TB Clinical Services. Mr. Lally and Dr. Furtkamp reviewed with Board members the Tuberculosis Dispensary Plan prepared by Ms. McFarlin. Certification as a dispensary would allow the County to claim reimbursement from the State of Wisconsin for funds expended for the treatment of tuberculosis in uninsured and underinsured County residents. These costs are presently borne by Public Health. Mr. Lally noted that there has been an increase in the number of positive cases of tuberculosis. Dr. Furtkamp assured the Board members that little would change in the actual services provided and that no additional staff would be required. The primary changes would involve record keeping and billing, which would allow access to State funding. After discussion, a motion was made by Ms. Bruce and seconded by Ms. Townsend to authorize Public Health to enter into a memorandum of understanding with the State Division of Public Health, Bureau of Communicable Diseases and Preparedness to provide tuberculosis dispensary services. Voice vote, all in favor. Motion Carried.

Review and approval of letter of support for increase in tobacco taxes. The Board reviewed a letter drafted by Kathy Mintari, R.N., Tobacco Program Coordinator, endorsing and supporting Governor Doyle's proposal to raise cigarette taxes by \$1.25 and use the money to fund anti-tobacco programs and treat smoking-related diseases. After discussion, a motion was made by Mr. Kotlowski and seconded by Mr. Sherd to sign the letter of support and forward it to Governor Doyle. Voice vote, all in favor. Motion Carried.

Consideration of issuance of a citation to Jerome T. Walsh Sr. for property at 647 County Road A, Grand Marsh, Wisconsin. Mr. Lally described the circumstances surrounding the request for issuance of a citation for conditions at 647 County Road A in Grand Marsh. He distributed photographs of the trash in the yard and described the proximity of those hazards to neighbors. The first notice of violation is scheduled to

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expire on May 14, 2007, and if the hazard remains after that date, Mr. Lally asked the Board to authorize issuance of a 30-day abatement order. A motion was made by Ms. Townsend and seconded by Ms. Bruce to authorize issuance of such an order to Jerome T. Walsh, Sr. for the property at 647 County Road A in Grand Marsh. Voice vote, all in favor. Motion Carried.

Review and approval of adoption of Wisconsin Beach Monitoring and Notification Program policies and procedures. The Board reviewed the policies and procedures outlined in the Wisconsin State Parks Beach Monitoring Program Communication Strategy, issued by the Wisconsin Departments of Natural Resources and Health & Family Services. The policies and procedures outlined have specific applicability to the Wisconsin DNR Coastal Beach grant, but “the WDNR has encouraged these same standard practices for inland lake monitoring at State Parks and at beaches monitored by other local units of government.” The procedures specified mirror the practices currently in place within Public Health for communicating the risk of exposure to disease-causing microorganisms in water, and represent the standard to which the County would be held in the event of an incident. Board members discussed the necessity of formal adoption by the County Board of Supervisors and were assured that such a course of action was neither required nor requested. Mr. Lally answered other questions regarding the process of investigating ENT (ear, nose, and throat) problems following swimming at public beaches, and questions about specific lakes within the county. After discussion, a motion was made by Ms. Townsend and seconded by Mr. Kotlowski to adopt the policies and procedures specified in the Wisconsin State Parks Beach Monitoring Program Communication Strategy. Voice vote, all in favor. Motion Carried.

Committee Discussion – Identification of other potential agenda items for future meetings. The Board identified the following issues: HHSD space needs discussion, energy assistance, fraud investigation consortium, drug/medication clean sweep, HHSD security issues.

Confirmation of Next Meeting Date – Next regular meeting 8 June 2007 at 10:00 A.M.

Adjournment – A motion was made by Ms. Townsend and seconded by Ms. Kirsenlohr to adjourn at 11:55 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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