

**Adams County Health & Human Services and
Veterans Service Board Meeting Minutes
Health & Human Services Building – October 10, 2016**

1. The Adams County Health & Human Services and Veterans Service Board meeting was called to order by Chairman, Jack Allen at 4:04 p.m.
2. **Roll Call of Board Members:** Present: Jack Allen, Robert Grabarski, Teresa Harvey-Beversdorf, Scott Colburn, and Fran Dehmlow. Absent excused: Deb Johnson-Schuh, Lori Djumadi & Peter Hickethier

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

3. **Was the meeting properly noticed?** Yes
4. **Approval of Agenda** – Motion was made to approve the October 10, 2016 Health & Human Services & Veterans Services Board Meeting agenda by Colburn/Harvey-Beversdorf. Motion carried by UVV.
5. **Approval of Minutes – August 8, 2016 Public Hearing, August 19, 2016 Public Hearing, August 29, 2016 & September 12, 2016 Health & Human Services & Veterans Services Meeting Minutes**– A motion was made to approve the August 8, 2016 Public Hearing, August 29, 2016 Public Hearing, August 29, 2016 & September 12, 2016 Health & Human Services & Veterans Services Meeting Minutes by Grabarski/Colburn. Motion carried by UVV.
6. **Public Comment** – None
7. **Correspondence** – Director Oleson received a letter from Rhonda Lechner from the Office for Resource Development regarding compliance with Section II of the 2016 Scope of Services at the Adams County Aging and Development Resource Center citing that we do not offer a welcoming and inviting office and that access to public restrooms is not accessible to patrons. A letter was sent on September 26, 2016 in response, asking for clarification and more time to respond. Oleson has spoken with Maintenance Director Hamman regarding possible solutions.
8. **Announcements** – None

Veterans Service

- 1. Veterans Service Officer's Report September 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 the Veterans Services office met with 129 clients and handled 551 phone calls. A trip was made to the Oxford Federal Prison on September 19, 2016 to meet with 10 veterans of which 7 requested their military records to apply for VA medical services once released. Additionally, on September 21, 2016 a trip was made to Madison to meet with legislators concerning the Wisconsin Veterans Home at King.
- 2. Review and approval of September 2016 Veterans Service Vouchers and Financial Report.** A motion was made by Colburn/Harvey-Beversdorf to approve the Veterans Service vouchers and financial reports for September 2016. Motion carried by UVV.

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

Director Oleson requested that items 11 & 12 be moved up on the agenda.

Health & Human Services

New Business:

- 11. Public Health: Discuss and/or approve update to Adams County Public Health Ordinance.** Nancy Eggleston, Environmental Health/Communicable Disease Supervisor from Wood County joined Public Health Officer Grosshuesch to explain the updated language in the ordinance and answered questions from the Board. Motion by Harvey-Beversdorf/Dehmlow to approve updated Adams County Public Health Ordinance. Motion carried by UVV.
- 12. Public Health: Discuss and/or approve the business agreement with Wood County Department of Health for environmental health services.** Public Health Officer Grosshuesch reviewed the agreement and cost proposal to the Board. After a brief discussion, a motion was made by Grabarski/Colburn to approve the business agreement with Wood County Department of Health for environmental health services. Motion carried by UVV.
- 1. Review August 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 August 2016 Health & Human Services Vouchers.** Director Oleson and Fiscal Manager Pierce answered Board member questions concerning the August 2016 vouchers. A motion was made to approve the August 2016 Health & Human Services Vouchers by Colburn/Harvey-Beversdorf. Motion carried by UVV.

- 3. Director's Report & Manager Narratives.** A written report was submitted to the HHS Board prior to the meeting. Nothing further was added to the Director's report or narratives.

Division Updates –

Public Health – Supervisor Grabarski asked for more information regarding the AmeriCorps Farm to School program. The AmeriCorps Farm to School program will be added to the November meeting agenda.

- 4. Administration: Update on the security system at Health & Human Services.** No new update.
- 5. Administration: Update on electronic health record (ECHO) implementation.** Fiscal Manager Pierce reported that billing through June 2016 has been completed. To date, almost 1 million dollars have been processed. Progress with entering PPS continues but more dialog with the State is needed to have this process work correctly. The next project will be to get the scanners installed so that HHS can be compliant and paperless. Members of the HHS Board requested an update from the IS Manager regarding scanner installation at HHS.
- 6. Administration: Discuss and/or act on updated job description for Support Services Administrative Support position.** Director Oleson explained that the Administrative Support job description has already been approved but changes were made to include all job functions for the 3 support positions. The Clinic Coordinator job description would be eliminated and all three receptionists would share job duties and have the same job description. Motion by Grabarski/Colburn to approve updated Administrative Support job description. Motion carried by UVV.
- 7. Aging & Disability Resource Center: Discuss and/or act on updated job descriptions: Resource Specialist II, Elderly Benefit Specialist II & Disability Benefit Specialist II.** Director Oleson explained that the ADRC job descriptions were amended to include updated educational requirements. Supervisor Colburn observed that item #15 on all three job descriptions was duplicated. Motion by Grabarski/Colburn to approve the updated Resource Specialist II, Elderly Benefit Specialist II and Disability Benefit Specialist II with item #15 removed from all three job descriptions. Motion carried by UVV.
- 8. Long Term Support: Family Care Update.** Director Oleson provided the HHS Board with a copy of the 2015 Resolution to Transition to Family Care for the Board to review and explained that a new resolution would not be required. The transition is planned to take place the 3rd quarter of 2017. Oleson reported that Rock County has make the transition and has had few issues and was satisfied with the transition.

- 9. Long Term Support: Discuss and/or approve request for LTE for the vacant Personal Care Nurse Position.** Director Oleson explained that due to Family Care and current Behavioral Health needs the request for the LTE Personal Care Nurse position has been requested. A Personal Care Nurse LTE would fill the needs until the Family Care transition is made. The position will have a 4-day work week. Motion by Colburn/Harvey-Beversdorf to approve the request for a LTE for the vacant Personal Care Nurse Position. Motion carried by UVV.
- 10. Behavioral Health: Discuss psychiatry and nursing needs.** Director Oleson stated that the needs for psychiatry and nursing for Adams County is high. Over 300 people are seen for psychiatry at Health & Human Services and there is a 3-month wait for new appointments and aftercare appointments are 8-weeks out. Dr. Valdez expressed his concerns to Oleson that he does not feel that reasonable care is provided to these clients and suggested that appointment wait times could be reduced if more psychiatry hours are added to the schedule. Director Oleson would like to explore options to work with an external consultant to address the current needs for our behavioral health needs and entertain recommendations for the future. The Board requested that this topic be placed on the November HHS Board agenda.
- 13. Public Health: Review and approve updated Adams County Seal-A-Smile policy.** Public Health Officer Grosshuesch reviewed the two updates that were made to the Seal-A-Smile policy. Grosshuesch stated that in the future, moving the program to LaClinica would be preferred. Motion by Harvey-Beversdorf/Colburn to approve the updated Adams County Seal-A-Smile policy. Motion carried by UVV.
- 14. Next Regular Meeting Date** – Monday, November 14, 2016 @ 4:00 p.m.
- 15. Adjournment:** Motion to adjourn at 5:24p.m. by Colburn/Dehmlow. 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