

# HEALTH & HUMAN SERVICES DEPARTMENT

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## HEALTH & HUMAN SERVICES BOARD

9 May 2008 Meeting

**Call to Order and Roll Call** – The meeting of the Adams County Health & Human Services Board was called to order by Cindy Phillippi, County Clerk, at 9:00 A.M. in the Richard C. Holt Conference Room of the Health & Human Services building in Friendship. Those in attendance included Pat Townsend, R.N., Cynthia Loken, Joanne Sumpter, Diane England, Karl Klingforth, Mark Hatton, M.D., Maureen Bruce, R.N., and Teresa Harvey-Beversdorf. Board member Jack Allen was excused.

**Staff Present** – Sandra Wormet, ESS/W-2 Program Manager, Philip W. Robinson, LCSW, Clinical Services Manager, Linda McFarlin, R.N., M.A., Health Officer, Mandy Stanley, Youth Services Manager, Diane Osborn, Long Term Support Services Manager, and Eric G. Furtkamp, Ph.D., Director. Ron Johnson, Veterans Service Officer, was present for the Veterans Service portion of the agenda.

**Approval of Agenda and Compliance with Open Meetings Law** – A motion was made by Ms. Kirslenlohr and seconded by Ms. Sumpter to approve the agenda as published and to certify compliance with the Open Meetings Law. Voice vote, all in favor. Motion Carried.

**Election of Chairperson and Vice Chairperson** – A motion was made by Ms. Loken and seconded by Ms. Sumpter to nominate Patricia Townsend as Chairperson. After no further nominations were received, a motion was made by Mr. Klingforth and seconded by Ms. Loken to close nominations and cast a unanimous ballot for Ms. Townsend. Voice vote, all in favor. Motion Carried.

Ms. Townsend assumed the Chair of the meeting.

A motion was made by Mr. Klingforth and seconded by Ms. England to nominate Cynthia Loken as Vice Chairperson. After no further nominations were received, a motion was made by Mr. Klingforth and seconded by Ms. England to close nominations and cast a unanimous ballot for Ms. Loken. Voice vote, all in favor. Motion Carried.

**Approval of Minutes** – A motion was made by Ms. Sumpter and seconded by Ms. Loken to approve the minutes of the 11 April 2008 HHS Board/Finance Subcommittee meetings. Voice vote, all in favor. Motion Carried.

**Public Participation** – None.

**Correspondence** – None.

### Veterans Service

*Review and approval of Veterans Service vouchers and Financial Report.* Ron Johnson, Veterans Service Officer, distributed copies of the monthly financial report received from the courthouse. He explained the use of the Soldiers and Sailors Relief Fund, and noted the award of travel and salary grants as well as a donation from the local chapter of the Veterans of Foreign Wars. A motion was made by Ms. Sumpter and seconded by Ms. Bruce to approve the expenditures and financial report. Voice vote, all in favor. Motion Carried.

*Approval of monthly Veterans Service Officer's report and calendar.* Mr. Johnson distributed the monthly service officer's report for April and his monthly calendar for May. He noted that Crystal Hiller's trial period

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

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as the Clerk-Receptionist ends today, and that she will become permanent. Mr. Johnson informed the Board that he received notification at a local veteran had received back pay and educational and other benefits in a case that has been through denials and appeals since 2006. He reminded Board members that he would be in and out of the office all month, overseeing the preparation of local cemeteries for Memorial Day. Board members had no additional questions. A motion was made by Ms. Sumpter and seconded by Ms. Bruce to approve the Veterans Service Officer’s report and calendar. Voice vote, all in favor. Motion Carried.

**Health & Human Services**

**Items for Discussion and Action**

*Review and approval of refilling of vacant position(s) Review and approval of changes to job titles, job descriptions, and Job Description Questionnaires (JDQs) for Clerk/Bookkeeper and Foster Care Coordinator positions.* Board members reviewed the job description and JDQ proposed for the Lead Bookkeeper position (as revised from the Clerk/Bookkeeper position). After discussion, three changes were recommended: rewording of the position summary (deleting the words “chart of” in the third line), alteration of the keyboarding and typing speed required, and removal of the requirement of good hand-eye coordination (in the physical demands and work environment section). After more discussion, a motion was made by Ms. Sumpter and seconded by Dr. Hatton to approve the job description with the three changes, and forward it to the Executive Committee for review. Voice vote, all in favor. Motion Carried.

Ms. Stanley presented a revised job description and JDQ for the Foster Care Coordinator position (proposed to be re-titled as a Child Welfare Specialist). She explained the addition of social work duties and the removal of clerical/fiscal duties (which will be absorbed when the Fiscal & Support are is fully staffed). After discussion, a motion was made by Ms. Bruce and seconded by Ms. Harvey-Beversdorf to approve the job description as presented and forward it to the Executive Committee. Voice vote, all in favor. Motion Carried.

*Review and discussion of alternatives to provide coverage for congregate meal sites during family-medical leave of Aging Unit staff member.* Dr. Furtkamp described three alternatives to cover the congregate meal sites during the upcoming leave of one of the Cook/Site Managers. These options were: hire a limited-term cook, detail existing staff to cover the sites, or prepare meals for one remote site in Adams and deliver them to the site. After full discussion of the costs and implications of the three alternatives, a motion was made by Ms. Loken and seconded by Dr. Hatton to cook the meals for one remote site in Adams and deliver the meals to that site, and to rotate the delivery between the Big Flats and Easton sites based upon the existing Cook/Site Manager rotation. Voice vote, all in favor. Motion Carried.

*Review and approval of resolution “to honor Adams County foster families by proclaiming the month of May 2008 Foster Family Month in the county of Adams, and to urge all citizens of Adams County to express their appreciation and volunteer their time and efforts on behalf of children in foster care, foster parents, and the child welfare professional staff providing essential care during this month and throughout the year.”* A motion was made by Dr. Hatton and seconded by Ms. Bruce to approve the resolution and forward it to the County Board of Supervisors for action. Voice vote, all in favor. Motion Carried.

*Review of results of Adams County 2008 Monitoring Review of COP-Waiver programs conducted in April by The Management Group.* Ms. Osborn presented the results of the COP-Waiver monitoring report and answered questions from Board members. Ms. Osborn was requested to provide to Board members a copy of the plan of correction after it is submitted.

*Review and approval of School Nursing Contract with Adams-Friendship Area Schools for the 2008-2009 academic year.* Ms. McFarlin presented and described the proposed School Nursing Contract for next school year. After brief discussion, a motion was made by Ms. Loken and seconded by Dr. Hatton to approve the contract and to forward a copy to the Corporation Counsel. Voice vote, all in favor. Motion Carried.

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**Purchase of Service Contracts** – A motion was made by Dr. Hatton and seconded by Ms. Bruce to approve the purchase of service contract with Northwoods Incorporated of Wisconsin in Portage for work-related services at \$6.82 per hour for one client (maximum \$4,300). Voice vote, all in favor. Motion Carried.

**Conference and Workshop Requests** – The Board reviewed the conference and workshop requests presented. The request for lodging for the Benefit Specialists in Baraboo was questioned, and it was recommended to replace the lodging cost with reimbursement of mileage for the driver. A motion was made by Dr. Hatton and seconded by Ms. Sumpter to approve the attendance of Jill Helgeson and Ron Pufall, Benefit Specialists, at the May 2008 Benefit Specialist training in Rhinelander on May 21, 2008 (\$15 registration each, \$176 mileage for driver) and the 23<sup>rd</sup> Annual Conference of the Wisconsin Association of Benefit Specialists in Baraboo on June 19-20, 2008 (\$50 registration each, \$30 meals/*per diem* each, mileage for driver). Voice vote, all in favor. Motion Carried.

After brief discussion, a motion was made by Ms. Loken and seconded by Mr. Klingforth to approve the attendance of Emma Williams and Quinn Hansen at Reunification of Sexually Abusive Families: When? How? And If? in Madison on June 4-5, 2008 (\$40 registration each, \$166 mileage for driver). Voice vote, and in favor. Motion Carried.

**Purchases** – None.

**Unit, Advisory Committee, and Consortia Reports**

◆ Children & Family Services

- *Review of Written Report of Youth Services Manager* – Ms. Stanley reviewed her written report, which was previously submitted to the Board, highlighting staff departures (Matt Holtman on May 23<sup>rd</sup> and Tracy Sipla on June 6<sup>th</sup>). She also discussed briefly out of home care and plans for reunification. Board members had no additional questions.
- *Review of Written Report of Clinical Services Manager* – Mr. Robinson reviewed the contents of the report previously submitted to Board members. He discussed briefly the activities of the mental health, substance abuse, and crisis committees and subcommittees. He also provided an update on the Comprehensive Community Services program application. Finally, he noted that Heather Roen, the new Case Manager, had begun employment on May 1<sup>st</sup>. Board members had no additional questions.

◆ Fiscal & Support

- *Report of Fiscal & Support Services Manager* – No written report beyond the monthly financial reports.

◆ Aging & Long Term Support

- *Aging Advisory Committee* – The next meeting not yet scheduled.
- *Nutrition Advisory Committee* – The next meeting is scheduled for June 18, 2008.
- *Long Term Support Advisory Committee* – The next meeting is scheduled for July 17, 2008.
- *Review of Written Report of the Aging Unit Director* – Board members reviewed Ms. Johnson’s written report and had no additional questions.
- *Review of Written Report of the Long Term Support Services Manager* – Ms. Osborn reviewed the contents of a written report previously submitted to Board members. She also provided a report of the Adult Family Homes and Community Based Residential Facilities, and the Practical Cents revenue report. Board members asked whether the number of individuals placed by the county in each home could be provided

Ms. Osborn reported that the Historical Society is interested in the loom previously used in the day services program. The Board discussed whether to donate the loom to the Historical Society, place it into the County property auction, or attempt to sell it at Practical Cents. The loom was purchased 10 years ago for approximately \$500. After discussion, a motion was made by Ms. Loken and

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seconded by Ms. Townsend to donate the loom to the Historical Society. Voice vote, all in favor. Motion Carried.

♦ Public Health

*Review of Written Report of Health Officer* – Linda McFarlin, R.N., M.A., Health Officer, was present to answer questions regarding the written report previously distributed to the Board. She informed Board members that Juneau County had hired a dietician for the WIC program, the clinic rooms had been painted by Community Service workers, the public health website was up, and that, based upon first quarter statistics, the birth rate for Adams County was rising significantly. Ms. McFarlin also provided Board members with an update on the reports of measles in Wisconsin. Board members asked a number of questions.

♦ Economic Support

- *Review of Written Report of Economic Support Services/W-2 Program Manager* – Ms. Wormet was present to review the contents of the report which she had previously distributed to Board members. She reviewed various points of the report, and provided updates regarding the Job Center and Donated Wheels Program. Ms. England noted that she has been appointed to the North Central Workforce Development Board. Board members had no additional questions regarding her report.

**Financial Report**

*Review and approval of Health & Human Services vouchers and Financial Report.* Board members reviewed the financial reports, including the Check Summary by Vendor for April 2008, Health & Human Services Revenue and Expense reports for April 2008, and the report of payments by vendor by month. There was discussion about the types and timing of the reports for future Board meetings. It was requested that Ms. Pierce prepare a quarterly summary, such as is presented in the Annual Report, in addition to the other reports. The Board also noted that, at times, the monthly reports available would not include some transfers or journal entries, due to the timing of the HHS Board meeting. Ms. Bruce, Ms. Harvey-Beversdorf, and Dr. Hatton were excused at 12:28 P.M., during the review of the financial reports. After further discussion, a motion was made by Mr. Klingforth and seconded by Ms. Sumpter to approve the reports as presented and the April payments in the amount of \$349,128.15. Voice vote, all (five) in favor. Motion Carried.

**Director’s Report** – Dr. Furtkamp led a discussion regarding the preferences of the Board regarding educational activities. It was the consensus of the Board members that the staff present a broad overview of HHSD operations, and a summary of services provided tabulated by mandated, contracted/funded, and other categories.

**Committee Discussion** – Identification of other potential agenda items for future meetings. The Board identified the following issues: overview of HHSD operations and mandates, designation of Recording Secretary.

**Confirmation of Next Meeting Date** – 13 June 2008 at 9:00 A.M.

**Adjournment** – A motion was made by Ms. Loken and seconded by Ms. Sumpter to adjourn at 12:54 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**

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