

# HEALTH & HUMAN SERVICES DEPARTMENT

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## HEALTH & HUMAN SERVICES BOARD

13 July 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, Jeanne Heideman, R.N., and Joyce Kirsenlohr. Board members Maureen Bruce, R.N., and Teresa Harvey-Beversdorf were excused. Board member Matt Sherd was unexcused.

**Staff Present** – Diane Osborn, Long Term Support Services Manager, Carol Johnson, Aging Director, Mandy Stanley, CSW, Youth Services Manager, Wendy Pierce, Financial Manager, Philip Robinson, LCSW, Clinical Services Manager, Linda McFarlin, R.N., M.A., Health Officer, 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** – None

**Approval of Agenda and Compliance with Open Meetings Law** – A motion was made by Ms. Townsend and seconded by Mr. Kotlowski 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 Ms. Townsend and seconded by Ms. Kirsenlohr to approve the minutes of the 8 June 2007 HHS Board and 6 July 2007 Human Resources Subcommittee meetings. Voice vote, all in favor. Motion Carried.

**Public Participation** – None

**Correspondence** – Dr. Furtkamp reviewed with the Board the contents of a letter, dated 11 June 2007, from William A. Franks, Jr., Equal Opportunity Officer with the Department of Workforce Development, outlining the results of the January 24, 2007 on-site civil rights compliance review.

### Veteran's Services

*Approval of monthly Veteran's Services Officer's report and July calendar.* Mr. Johnson had previously distributed the monthly service officer's report for June and his monthly calendar for July. Board members had no questions for Mr. Johnson. A motion was made by Mr. Kotlowski 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** – None

**Conference and Workshop Requests** – The Board reviewed the conference and workshop requests presented. A motion was made by Ms. Townsend and seconded by Ms. Heideman to approve the following conference and workshop attendance:

- Lorie Tomsyck to Public Health Nursing Conference planning meeting (August 8, 2007) and Conference (August 21, 2007) in Stevens Point (approximately \$80 mileage, \$15 *per diem* total).
- Tammy Pieper-Larrabee, Mary Gruber, Deb Roberts, Renee Julseth, Jackie Schwingel, and Pam Parks to Wisconsin Human Services Support Staff Association annual conference in Neenah on October 18<sup>th</sup> and 19<sup>th</sup>, 2007 (\$120 registration each, \$492 lodging total).

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- Linda McFarlin and Eric Furtkamp to Disaster Ethics in Stevens Point on July 26, 2007 (approximately \$51 mileage each).
- Quinn Hansen to Basic Intake Worker Training in Wisconsin Dells on September 17<sup>th</sup> – 21<sup>st</sup>, 2007 (\$130 registration, approximately \$175 mileage, \$50 *per diem*).
- Emma Williams to Use of the Family Group Conference in Madison on August 15, 2007 (\$20 registration, approximately \$90 mileage).
- Candy Schraufnagel to Wisconsin Early Childhood Education and Care Conference in Wausau on September 28<sup>th</sup> and 29<sup>th</sup>, 2007. (Registration \$175, lodging \$124, mileage).

Voice vote, all in favor. Motion Carried.

**Purchases – None**

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

#### ◆ Aging & Long Term Support

- *Aging Advisory Committee* – Next meeting will be August 9, 2007 at the Community Center.
- *Nutrition Advisory Committee* – The July 18<sup>th</sup> meeting has been rescheduled to August 15<sup>th</sup> in order to avoid a conflict with the bring a friend events planned for that date at the meal sites.
- *Long Term Support Advisory Committee* – Next meeting will be July 19, 2007.
- *Review of Written Report of the Aging Unit Director* – Ms. Johnson was present to review the written report previously submitted to the Board. She highlighted the plans for Bring a Friend day at the meal sites on July 18<sup>th</sup> and the (small) increase in the Older Americans Act funding for 2008, and she provided an update regarding the Benefit Specialist position. Ms. Johnson also reminded Board members of the annual pig roast, scheduled this year for Thursday, August 23<sup>rd</sup>.
- *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 seven nursing home relocation and one COP-Waiver plan were waiting for approval at the State.

#### ◆ Public Health

- *Review of Written Report of Health Officer* – Ms. McFarlin was present to review the contents of the written report previously submitted to the Board. She highlighted the following items from her report: the prescription medication round up and the 23 cases of Lyme disease reported this year (22 of which have been reported since May 31<sup>st</sup>), involving individuals between the ages of 3 and 86.

#### ◆ Children & Family Services

- *Youth Services Advisory Committee (4-Cs)* – No meetings scheduled until Fall 2007.
- *Mental Health/AODA Committee* – Mr. Robinson distributed the minutes of the May 31<sup>st</sup> and June 28<sup>th</sup> meetings and summarized for Board members the issues discussed at the June meeting. Two subcommittees are forming: Youth and Substance Abuse and Crisis Response. A meeting of the Youth and Substance Abuse Subcommittee is scheduled for July 12<sup>th</sup>. The next meeting of the full Committee is scheduled for July 26<sup>th</sup>.
- *Review of Written Report of Youth Services Manager* – Ms. Stanley was present to review a written report previously submitted to the Board. She noted that there is no longer a waiting list for kinship care services. She also announced that Quinn Hansen, M.S.W., will begin employment Monday (July 16<sup>th</sup>) as a Social Worker, following interviews on July 6<sup>th</sup>.
- *Review of Written Report of Clinical Services Manager* – Phil Robinson was present to review the written report which he distributed to the Board. He indicated that the frequency of inpatient hospitalizations increased in June, when compared with April and May.

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◆ Economic Support

- *W-2 Steering Committee* – Ms. Wormet had previously distributed minutes of the June 13<sup>th</sup> meeting, which Ms. Townsend attended. Ms. Townsend also described briefly the highlights of the July 11<sup>th</sup> meeting. Board members had no additional questions.
- *PAW Consortium* – The minutes of the June 19<sup>th</sup> Job Center Managers meeting were included in the packet. No administrative meeting was held in June, but one is scheduled for July 23<sup>rd</sup> to discuss the reobligation of funds by the State to the Consortium.
- *Job Center Update* – Dr. Furtkamp noted that the Resource Associate had started employment, under contract with Gemini Employee Leasing, as approved at the June HHS Board meeting.
- *Review of Written Report of Economic Support Services/W-2 Program Manager* – The Board reviewed a written report previously distributed by Ms. Wormet. Board members had no additional questions.

◆ Fiscal & Support

- *Report of Fiscal & Support Services Manager* – Ms. Pierce informed Board members of general staff issues.

**Subcommittee Reports**

- ◆ Finance Subcommittee – Ms. Kirslenohr reported that the vouchers (in the amount of \$365,267.06) and June 2007 financial report of the HHSD had been reviewed and approved by the subcommittee.
- ◆ Human Resources Subcommittee – Ms. Ward reported briefly regarding the July 6<sup>th</sup> interviews of Social Worker candidates. The Board discussed potential dates for interviewing part-time Benefit Specialist candidates, if necessary, identifying times during the week of August 13<sup>th</sup> when Ms. Ward and Ms. Kirslenohr were available.
- ◆ Service Evaluation Subcommittee – Next meeting early 2008.

**Director's Report – None**

**Health & Human Services**

*Preliminary discussion on 2008 HHSD budget request and timetable.* According to the timetable distributed by the Administrative Coordinator/Director of Finance, 2008 budgets approved by the applicable governing committee must be submitted by August 20, 2007. Guidance will be provided at a special Department Head meeting, to which the various Committee chairpersons will be invited, scheduled for July 17<sup>th</sup>. Dr. Furtkamp asked whether a public hearing on the HHSD budget proposal might be integrated into the August HHS Board meeting, prior to formal Board action, as was done for the 2007 budget. It was the consensus of Board members that a public hearing would be appropriate and beneficial.

*Update on reclassification requests and revisions to job descriptions.* The Executive Committee is in the process of adopting a strategy to consider the reclassification requests.

*Update on Thrift Store.* Ms. Ward informed the Board members that the letter described at June's HHS Board meeting (indicating the Department's intent to winterize the building and shut off the utilities) has been sent to the owner of the old Thrift Store property. Ms. Osborn has contacted a local handyman to begin the process.

*Consideration of request for abatement order and citation for property at 949 Fur Avenue, Wisconsin Dells, Wisconsin.* Ms. McFarlin reported some progress toward human hazard abatement on the part of the property owner and recommended that consideration of this issue be postponed until such time, if any, that formal action is necessary. A motion was made by Ms. Townsend and seconded by Ms. Heideman to table consideration of the abatement order and citation. Voice vote, all in favor. Motion Carried.

*Update on drug/medication clean sweep.* Ms. McFarlin presented Board members with an update on the status of the drug/medication clean sweep, planned for September 25<sup>th</sup>.

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*Continued discussion of HHSD security issues.* HHSD leadership staff discussed their experiences in working through the Security Hazard Vulnerability Assessment within their units. The issues of security and safety will be the topic of the July all-staff meeting, scheduled for July 16<sup>th</sup>, and staff will report to the Board at the August meeting.

*Continued discussion of space needs of Health & Human Services Department.* There was a brief discussion of the space issues and potential solutions.

**Committee Discussion** – Identification of other potential agenda items for future meetings. The Board identified the following issues: review and approval of 2008 budget request, update on the drug/medication clean sweep, and continuation of security and space needs discussions.

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

**Adjournment** – A motion was made by Ms. Townsend and seconded by Mr. Kotlowski to adjourn at 11:25 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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