

# HEALTH & HUMAN SERVICES DEPARTMENT

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## HEALTH & HUMAN SERVICES BOARD

9 March 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 10:05 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., Jeanne Heideman, R.N., Maureen Bruce, R.N., Teresa Harvey-Beversdorf, and Joyce Kirsenlohr. Board members Jerry Kotlowski and Matt Sherd were excused.

**Staff Present** – Linda McFarlin, R.N., M.A., Health Officer, Diane Osborn, Long Term Support Services Manager, Wendy Pierce, Financial Manager, Carol Johnson, Aging Director, Sandy Wormet, Economic Support Services/W-2 Program Manager, Mandy Stanley, CSW, Youth 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** – Mr. Doug Wellumson, Ms. Lucille Davis, and Ms. Chris Rustad.

**Approval of Agenda and Compliance with Open Meetings Law** – A motion was made by Ms. Townsend and seconded by Ms. Heideman 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. Bruce to approve the minutes of the 9 February 2007 HHS Board and 1 March 2007 Human Resources Subcommittee meetings. Voice vote, all in favor. Motion Carried.

**Public Participation** – Mr. Doug Wellumson and Ms. Lucille Davis addressed the Board regarding a request for tax levy funding for half-time resource person at the Adams County Job Center. Mr. Wellumson distributed a summary of a proposal for Adams County to fund a half-time resource person at the Job Center, assuming fiscal responsibility for a position eliminated by the PAW (Portage-Adams-Wood County W-2) Consortium. Presently Mr. Wellumson and Ms. Davis volunteer as resource staff in order to provide assistance to job seekers. Mr. Wellumson shared a letter from Sally Cutler of the Workforce Development Board supporting the initiative, and a statistical table representing total in-Job Center Resources per partner. He also discussed the need for the position, citing county unemployment statistics well in excess of statewide and national averages, other county demographics which would indicate the need for a consistent, predictable public labor exchange, the lack of private employment agencies in the county, issues in transportation available to the regional Job Center in Wisconsin Rapids, and the value of a local Job Center as a gateway to State and Federal training resources and a conduit to other Health & Human Services Department services. Ms. Davis distributed literature from the Job Center and described the wide range of activities and opportunities there.

**Correspondence** – None

### Veteran's Services

*Approval of monthly Veteran's Services Officer's report and March calendar.* Mr. Johnson had previously distributed the monthly service officer's report for February and his monthly calendar for March. The Board had no additional questions. A motion was made by Ms. Townsend and seconded by Ms. Bruce to ap-

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

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prove the Veteran's Services Officer's report and calendar. Voice vote, all in favor. Motion Carried.

### **Health & Human Services**

*Recommendation to the County Board of Supervisors for appointment of the membership of Mental Health, AODA, & Crisis Advisory Committee.* The Board reviewed a roster for appointment prepared by Mr. Philip Robinson, Clinical Services Manager. Board members were informed that the individuals listed had been contacted, and had agreed to serve. A meeting is tentatively planned for the end of March (assuming HHS Board and County Board approval). A motion was made by Ms. Heideman and seconded by Ms. Harvey-Beversdorf to approve the appointments to the Mental Health, AODA, & Crisis Advisory Committee and to forward the list to the Chairperson of the County Board of Supervisors for consideration. Voice vote, all in favor. Motion Carried.

*Update on Thrift Store.* Ms. Osborn announced that the Thrift Store had reopened on March 6<sup>th</sup>. An announcement and a request for donations (more inventory is needed) will be printed in the local newspaper. There remains some finishing work (carpentry, painting, etc.) to be completed, and this will be done by community service workers. In removing the signs from the old building, it was discovered that the two large ones had begun to rot, and will need to be replaced. In response to a question from Ms. Harvey-Beversdorf, Ms. Osborn indicated that some workers had been added, and the work schedule had been increased for other workers. The store will open at 9:00am (instead of 10am) within the next couple weeks, and extending the weekend hours is presently under consideration. The only substantive issues remaining are consideration of the need for security for the building, purchase of a new cash register (with barcode scanner), and installation of a credit card terminal.

### ***Purchase of Service Contracts – None***

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

- Tina Smith to “*Cognitive Graphic Interviewing: A Multidisciplinary Approach*” in Madison on May 1<sup>st</sup>-3<sup>rd</sup>, 2007 (\$60 registration, approximately \$262 mileage).
- Tina Smith and Kellie Oleson to “*Legal Aspects of Public Child Welfare*” in Madison on March 1<sup>st</sup> and 2<sup>nd</sup>, 2007 (\$40 registration each, approximately \$165 mileage for driver).
- Lisa Krizan and Lorie Tomsyck to Wisconsin Dells for training in home visiting techniques on March 13, 2007 (\$99 registration each, approximately \$30 mileage for driver).
- Linda McFarlin to Madison for the Environmental Health Annual Meeting on April 11, 2007 (approximately \$180 mileage, \$10 meals).
- Linda Noble to “*Numbing the Pain: PTSD and Substance Abuse*” in Wisconsin Dells on March 28<sup>th</sup> and 29<sup>th</sup>, 2007 (\$140 registration).
- Mary Deane and Jill Helgeson to Benefit Specialist Training in Rhinelander on March 21, 2007 (\$15 registration each, approximately \$146 mileage).
- Rachel Babcock and Trish Zant to CARES Worker Web Refresher Lab in Madison on March 5, 2007 (\$10 each meals, approximately \$78 mileage for driver).
- Sandy Wormet, Linda Gilman, Dana Hendricksen, Rachel Babcock, Trish Zant, and Dave Sabin to the 15<sup>th</sup> Annual ANEW-WI Training Seminar and General Meeting in Mosinee on April 18, 2007 (\$40 registration each, approximately \$78 mileage for driver).

Voice vote, all in favor. Motion Carried.

### ***Purchases – None.***

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**Unit, Advisory Committee, and Consortia Reports**♦ Aging & Long Term Support

- *Aging Advisory Committee* – Next meeting (May 2007) not yet scheduled.
- *Nutrition Advisory Committee* – Ms. Johnson had distributed the minutes of the January 17, 2007 meeting, and Board members had no additional questions. Next meeting March 21, 2007.
- *Long Term Support Advisory Committee* – Next meeting April 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 provided an update on the extremely positive response to the income tax assistance provided under the auspices of the Aging Unit, and announced that the volunteers were willing to schedule additional time to accommodate individuals under the age of 60 who are considered “low-income.” Ms. Johnson also highlighted the results of the annual assessment conducted by the Northern Area Agency on Aging in January 2007, which found the Aging Unit in compliance with the Wisconsin Elders Act.
- *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 asked the Board to change the number of guardianships/protective placements for February 2007 on the monthly report to zero. Ms. Johnson and Ms. Osborn reported on the transition from Moundview Home Health supportive home care services on March 1<sup>st</sup> for approximately 35 HHSD clients.

♦ Public Health

- *Review of Written Report of Health Officer* – Ms. McFarlin was present to review the contents of the written report previously distributed to the Board. She provided an update to the Board regarding Department of Agriculture agent status, noting that the Sauk County Corporation Counsel has not yet completed the draft ordinance and resolution, and it is hoped that they will be ready in time for the April 2007 meeting. Ms. McFarlin told Board members that Crystal Hiller, who was hired as the new part-time Public Health Technician, began work on March 7<sup>th</sup>. She also reported that Gardasil (a vaccine for the prevention of cervical cancer and other diseases in females caused by human papillomavirus) has arrived and will be offered to young women between the ages of 9 and 18 at Public Health vaccination clinics. A notice will be placed in the local newspaper.

♦ Children & Family Services

- *Youth Services Advisory Committee (4-Cs)* – Next meeting today at 1:00 p.m.
- *Mental Health/AODA Committee* – A meeting is not yet scheduled.
- *Review of Written Report of Youth Services Manager* – Ms. Stanley was present to review a written report previously distributed to the Board. She provided Board members with highlights of the statistical reports, and shared the results to date of the foster parent recruitment campaign, which has been conducted through advertisements in local newspapers and sports programs, brochures, radio spots, and a paycheck “stuffer” for County employees. In the course of the discussion, Board members complimented Tracy Sipla, Foster Care Coordinator, on both those efforts and on the Foster Care Quarterly newsletter.
- *Review of Written Report of Clinical Services Manager* – The Board reviewed a written report prepared by Phil Robinson, Clinical Services Manager.

♦ Economic Support

- *W-2 Steering Committee* – Ms. Wormet distributed minutes of the February 14<sup>th</sup> meeting. Ms. McFarlin reviewed for Board members briefly the issues discussed during the meeting. The next Visions Committee meeting is scheduled for March 14<sup>th</sup> at 1:15pm at the Adams City Hall.

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- *PAW Consortium* – The minutes of the February 20<sup>th</sup> Job Center Managers meeting were included in the packet. No administrative meeting was held in February. The next administrative meeting, primarily to review the consortium fiscal status, is scheduled for March 26<sup>th</sup>. Ms. Wormet distributed the “Green Flag” report, assessing monthly and/or calendar to date performance with respect to a number of benchmarks established by the State.
- *Review of Written Report of Economic Support Services/W-2 Program Manager* – Ms. Wormet was present to review the written report previously distributed to the Board. In response to questions from Board members, she provided a synopsis of the creation and gradual reduction of the Adams County Job Center, including an overview of the financial contributions of the various partners.

◆ Fiscal & Support

- *Report of Fiscal & Support Services Manager* – Ms. Pierce provided Board members with updates on the fiscal and support area.

**Subcommittee Reports**

- ◆ Finance Subcommittee – Ms. Kirslenlohr reported that the vouchers (in the amount of \$359,207.40) and February 2007 financial report of the HHSD had been reviewed and approved by the subcommittee.
- ◆ Human Resources Subcommittee – The subcommittee met on March 1<sup>st</sup> and interviewed candidates for the newly-created part-time Public Health Technician position. Interviews will be scheduled for the Intake/Access Specialist position during the week of March 26<sup>th</sup>. Ms. Ward reported signing the Personnel Recruitment Form for the Case Manager (Mental Health) position.
- ◆ Service Evaluation Subcommittee – The HHS Board, with the addition of Mr. Duane Sherd, will function as the subcommittee at the April 2007 meeting, as previously noted.

**Director’s Report** – None

**Committee Discussion** – Identification of other potential agenda items for future meetings. The Board identified the following issues: agent status with the Department of Agriculture, a resolution to designate May 2007 as Foster Family Month and honor Adams County foster parents, and a resolution to zero the Health & Human Services fund balance, based upon the final Revenue/Expense report for 2006.

**Closed Session** – A motion was made by Ms. Bruce and seconded by Ms. Kirslenlohr to convene in closed session pursuant to §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, *Manning v Adams County Department of Health & Human Services et al.* Roll Call vote: 6 aye, 0 nay. Motion Carried.

**Open Session** – A motion was made by Ms. Bruce and seconded by Ms. Heideman to convene in open session per §19.85(2), Wisconsin Statutes, to consider any action. Roll Call vote: 6 aye, 0 nay. Motion Carried.

**Confirmation of Next Meeting Date** – Next regular meeting 13 April 2007 at 10:00 A.M.

**Adjournment** – A motion was made by Ms. Heideman and seconded by Ms. Townsend to adjourn at 11:45 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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