

# HEALTH & HUMAN SERVICES DEPARTMENT

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## HEALTH & HUMAN SERVICES BOARD

12 January 2007 Meeting

**Call to Order and Roll Call** – The meeting of the Adams County Health & Human Services Board was called to order by Pat Townsend at 10:00 A.M. in the Richard C. Holt Conference Room of the Health & Human Services building in Friendship. Those in attendance included Jerry Kotlowski, Matt Sherd, Jeanne Heideman, Pat Townsend, Teresa Harvey-Beversdorf, and Joyce Kirslenlohr. Board Chairperson Bev Ward was excused. Board member Maureen Bruce arrived at 10:07 A.M.

**Staff Present** – Linda McFarlin, R.N., M.A., Health Officer, Diane Osborn, Long Term Support Services Manager, Philip Robinson, LCSW, Clinical Services 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. Carrie Allard, Public Health Technician, was present for the public participation and Health Officer portions of the agenda. Doris Gullickson, Transportation Coordinator, was present for the discussion regarding transportation.

**Others Present** – Robin Skala of Central Wisconsin Community Action Council was present for the discussion on transportation.

**Approval of Agenda and Compliance with Open Meetings Law** – A motion was made by Mr. Kotlowski 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 Mr. Sherd and seconded by Ms. Kirslenlohr to approve the minutes of the 15 December 2006 HHS Board meeting. Voice vote, all in favor. Motion Carried.

**Public Participation** – Dave Foss addressed the Board regarding his opposition to Public Health accepting agent status through the Department of Agriculture. [Ms. Bruce arrived during the public participation.]

**Correspondence** – None

**Veteran's Services** – *Approval of monthly Veteran's Services Officer's report and January calendar.* Mr. Johnson had previously distributed the monthly service officer's report for December and his monthly calendar for January. A motion was made by Ms. Heideman and seconded by Ms. Bruce to approve the Veteran's Services Officer's report and calendar. Voice vote, all in favor. Motion Carried.

*Discussion of Veteran's Service Office grants.* Mr. Johnson informed the Board that he was working on the \$10,000 grant for salaries his office has received in the past. He also advised the Board that he had received a grant of \$1,174 to assist veterans with co-payments for trips to the Madison and Milwaukee VA facilities. [Mr. Sherd was left the meeting during the grants discussion.]

### Health & Human Services

*Discussion of transportation services available in Adams County.* Ms. Robin Skala of Central Wisconsin Community Action Council described for the Board her role in the Adams County Transit System, as operated by Community Action, and her attempts to convene meetings involving both transportation providers and employers in order to address gaps in the transportation system. Ms. Townsend again briefed the Board

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

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regarding similar discussions held at the Adams County Visions Team meetings. Ms. Doris Gullickson, HHSD Transportation Coordinator, briefly described the transportation services provided by the Department for segments of its clientele. Ms. Skala noted that another meeting was to occur on January 16, 2007 at Moundview Memorial Hospital. It is expected that Ms. Townsend will attend, as will a number of HHSD staff. Ms. Townsend agreed to provide the Board with an update at the February 2007 meeting.

*Discussion of membership of MH/AODA Advisory Committee.* Mr. Robinson presented to the Board a list of 20 individuals recommended as the initial membership of the MH/AODA Advisory Committee (and a pool of other individuals who could be appointed in the event that replacements are needed). He also described for the Board his vision of the purposes and functioning of the Committee. Mr. Robinson asked for permission to begin contacting these 20 individuals to ascertain their willingness to participate. It was the consensus of the Board that Mr. Robinson be authorized to contact the 20 individuals listed and to bring back to the HHS Board in February a final roster for recommendation to the County Board Chairperson for appointment to the MH/AODA Advisory Committee.

*Approval of submission of late 2007 bills received as "Friday Checks".* A motion was made by Mr. Kotowski and seconded by Ms. Heideman to approve submission of late 2006 bills received for payment as "Friday checks" in order assure payment with 2006 funds. There was a brief discussion, during which it was noted that this practice has been in place for many years across most departments. Voice vote, all in favor. Motion Carried.

*Review and approval of modifications to Substantiated Maltreatment Appeal policy.* Ms. Stanley reviewed with the Board members the proposed changes to the policy regarding appeal of substantiated maltreatment findings made by the Department. The policy was originally adopted in 1999, and has been implemented on two occasions since then (a third appeal is scheduled). The purpose of the policy is to outline the steps involved in filing an appeal of a finding of child abuse (which could affect day care licensing or any subsequent employment subject to Caregiver Background checks). The old policy specified a review panel of 3 to 5 Health & Human Services Board members to hear the appeal. The meeting of this panel would, in all likelihood, require publication under the Open Meetings Law, since a quorum of some HHS Board Subcommittee would be present. The revised policy includes three substantive changes: it adds a "paper review" of appeals by the HHSD Director as an intermediate step to a panel review, it defines the panel as the community members of the Permanency Plan Review panel, and designates the Corporation Counsel as the presiding officer at panel hearings. A motion was made by Ms. Heideman and seconded by Ms. Bruce to approve the Substantiated Maltreatment Appeal policy as presented. Voice vote, all in favor. Motion Carried.

*Review and approval of resolution to create part-time (19 hours/week) Public Health Technician position for preparedness planning.* Ms. McFarlin provided Board members with an update regarding her attempts to secure a contract for preparedness planning services. The vendor identified has informed Ms. McFarlin that she would be unable to provide those services. In the interest of time, and in the absence of any similarly-qualified vendors, Ms. McFarlin proposed creating a 19 hour/week Public Health Technician position to perform those duties. The position, which would not include health insurance, would be paid through the preparedness (bioterrorism) grant using funds already budgeted in the Other Purchased Services line of that account. Ms. McFarlin reviewed with Board members a resolution creating that position as well as the existing job description. It was noted that the position request had been reviewed and approved by the Corporation Counsel and Acting Administrative Coordinator. A motion was made by Ms. Heideman and seconded by Ms. Harvey-Beversdorf to approve the resolution and job description and to forward them to the County Board of Supervisors for expedited consideration. Voice vote, all in favor. Motion Carried.

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

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*Update on plans for moving Thrift Store to new location.* Ms. Osborn reviewed the progress to date on preparing the new Thrift Store for occupancy. Resurfacing of the floor has been completed and the doors have been ordered and should arrive next week. Framing and drywall installation for the offices, storage, and work areas is continuing. The two major projects remaining are the remodeling of the restrooms (to make them handicap-accessible) and the ceiling (repair of some of the grid and purchase and installation of ceiling tiles). After discussion, a motion was made by Ms. Kirsenlohr and seconded by Ms. Heideman to authorize remodeling of the bathrooms by Dellwood Plumbing and In-Home Construction, for a combined total of less than \$25,000, paid through Waiver funds. Voice vote, all in favor. Motion Carried.

**Purchase of Service Contracts** – Ms. Stanley and Ms. Osborn provided Board members with details of the following purchase of service contracts:

- Professional Services Group (in-home monitoring, intensive supervision, and aftercare to prevent out-of-home care and to transition children and adolescents back into the community. Electronic monitoring as an alternative to secure detention. Final fiscal proposal not yet received from PSG, but have budgeted approximately ½ of 2007 Youth Aids allocation),
- Kenosha County (Case Management for one COP/Waiver client living in Kenosha County and on their waiting list for services, approximately 2 hours per month, \$73/hour),
- Wisniewski Group Home (Children's Residential facility for adolescent females in Mosinee)
- River Cities Estates (3-bed Adult Family Home in Wisconsin Rapids, \$135 *per diem* from CIP 1B and Personal Care funds).

A motion was made by Ms. Bruce and seconded by Ms. Heideman to approve the purchase of service contracts as presented. 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. Heideman and seconded by Ms. Bruce to approve the following conference and workshop attendance:

- Wendy Pierce to Home Energy Plus Training in Stevens Point on February 13-14, 2007 (\$106 mileage).
- Chris Saloun to Bioterrorism Coordinator/Educator monthly meeting in Wausau on February 18, 2007 (\$76 mileage).
- Michele Hyler to Parents' Information & Education Resource training in Nekoosa on February 19<sup>th</sup> and in Wisconsin Rapids on April 16<sup>th</sup> (approximately \$58 mileage).

Voice vote, all in favor. Motion Carried.

**Purchases** – None.

Mr. Sherd sent word asking that he be formally excused from the meeting.

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

#### ♦ Aging & Long Term Support

- *Aging Advisory Committee* – Next meeting not yet scheduled.
- *Nutrition Advisory Committee* – next meeting January 17, 2007.
- *Long Term Support Advisory Committee* – next meeting January 18, 2007.
- *Review of Written Report of the Aging Unit Director* – The Board reviewed the written report previously submitted by Ms. Johnson. Ms. Osborn and Dr. Furtkamp reported on the Adams County Elder Abuse Interdisciplinary Team meeting of January 10, 2007, and indicated that a meeting with local law enforcement agencies regarding the Memoranda of Understanding previously passed by the HHS Board was scheduled for February 1, 2007.
- *Review of Written Report of the Long Term Support Services Manager* – Ms. Osborn was present to

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review the contents of the written report previously distributed to the Board. She noted that the Long-Term Support unit staff members are busy assessing people on the waiting list for services and screening individuals referred for relocation from nursing homes. Ms. Osborn reported on contact from Northland Home Health of Westfield, indicating that they would no longer bill Medical Assistance for personal care services provided, and requesting that Counties assume financial responsibility for Northland's costs (approximately \$6 per hour above the MA reimbursement rate). Ms. Osborn informed the Board that alternative service providers had been arranged for the three clients involved.

#### ◆ 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 local public health is responsible if an outbreak occurs in local restaurants, that local inspection is good for tourism, and that the State of Wisconsin has not been keeping up on inspections due to lack of staff. She also commented that Public Health has had limited agent status for the past year and a half, with no complaints to date. Ms. McFarlin told the Board that a resolution and ordinance regarding agent status was being drafted for use in Adams, Sauk, and Juneau Counties, and was expected to be ready in time for the February 2007 meeting. Ms. McFarlin informed the Board that some problems have been experienced with the recently-purchased Helmer refrigerator, and offered to provide updates as required. Finally, Ms. McFarlin noted that the Administration & Finance Committee was scheduled to discuss blackberry devices at this afternoon's meeting, and that she planned to attend.

#### ◆ 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.
- *Review of Written Report of Clinical Services Manager* – Mr. Robinson was present to review a written report previously distributed to the Board. He noted that number of emergency detentions over the holidays was unremarkable. He commented on the well-attended and -received Christmas party at Friendship Connection. Finally, Mr. Robinson noted that there have been no repercussions to date regarding the increased outpatient clinic rates.

#### ◆ Economic Support

- *W-2 Steering Committee* – A meeting regarding transportation has been rescheduled to next week. Ms. Townsend and a number of HHSD staff members will attend and will update the Board.
- *PAW Consortium* – Dr. Furtkamp commented briefly on the results of a financial monitoring review conducted by the Wood County Department of Social Services as part of the PAW Consortium. He drew attention particularly to the commendation of Ms. Wormet and Ms. Pierce for the “material improvements” noted in the financial management and reporting procedures since the previous review in February 2005, just prior to consolidation.
- *Review of Written Report of Economic Support Services/W-2 Program Manager* – The Board reviewed the contents of a written report previously distributed by Ms. Wormet.

#### ◆ Fiscal & Support

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**Subcommittee Reports**

- ♦ Finance Subcommittee – Ms. Townsend reported that the vouchers (in the amount of \$439,784.80) and financial reports of the HHSD had been reviewed and approved by the Finance Subcommittee. A motion was made by Mr. Kotlowski and seconded by Ms. Heideman to accept the Finance Subcommittee report. Voice vote, all in favor. Motion Carried.
- ♦ Human Resources Subcommittee – No meetings were held.
- ♦ Service Evaluation Subcommittee – Next meeting to be scheduled.

**Director’s Report** – Dr. Furtkamp informed the Board of existing vacancies and the likelihood of some movement among the professional staff. He asked the Board to expedite the replacement process by reaffirming their authorization for the Chairperson to sign Personnel Recruitment Forms for budgeted replacement staff in advance of HHS Board meetings (originally granted at the August 11, 2006 meeting). After brief discussion, a motion was made by Mr. Kotlowski and seconded by Ms. Bruce to continue the authorization of the Chairperson to sign Personnel Recruitment Forms for budgeted replacement staff in advance of HHS Board meetings. Voice vote, all in favor. Motion Carried.

**Committee Discussion** – Identification of other potential agenda items for future meetings. The Board identified the following issues: an update regarding a physician member of the HHS Board, an update on the Thrift Store preparation, continued discussion regarding transportation, and agent status with the Department of Agriculture.

**Confirmation of Next Meeting Date** – Next regular meeting 9 February 2007 at 10:00 A.M.

**Adjournment** – A motion was made by Ms. Kirslenlohr and seconded by Ms. Bruce to adjourn at 11:40 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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