

HEALTH & HUMAN SERVICES DEPARTMENT

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HEALTH & HUMAN SERVICES BOARD 14 December 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 10:09 A.M. in the Richard C. Holt Conference Room of the Health & Human Services building in Friendship. Those in attendance included Board Chairperson Pat Townsend, R.N., Maureen Bruce, R.N., Jerry Kotlowski, Jack Allen, Jeanne Heideman, R.N., Joyce Kirslenohr, and Joanne Sumpter. Board Member Teresa Harvey-Beversdorf was excused.

Staff Present – Carol Johnson, Aging Director, Sandra Wormet, Economic Support Services/W-2 Program Manager, Mandy J. Stanley, CSW, Youth Services Manager, Linda McFarlin, R.N., M.A., Health Officer, Wendy L. Pierce, Financial 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 – Joe Lally, Sanitarian.

Approval of Agenda and Compliance with Open Meetings Law – A motion was made by Ms. Kirslenohr 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.

Approval of Minutes – A motion was made by Ms. Heideman and seconded by Mr. Kotlowski to approve the minutes of the 9 November 2007 HHS Board meeting. After additional discussion, voice vote, all in favor. Motion Carried.

Public Participation – Fifteen residents of the Town of Rome attended the meeting, and their representative, Ms. Patt Pisellini, presented petitions regarding the establishment of a senior nutrition center at the Rome Town Hall. A total of 53 residents indicated by their signatures their agreement to participate in the senior nutrition program, and 120 residents indicated their support. In addition, Ms. Pisellini distributed a letter of support from Philip A. McLaughlin, Chairperson of the Town of Rome Board of Supervisors. The group requested the establishment of a Rome Town Hall meal site in 2008, citing regular attendance at a Coffee Klatch currently held daily at the Town Hall, guaranteeing regular participation and assistance at the site, and offering the assistance of Romemakers, Seniors, Auxiliary, and other local groups in publicizing the site. After a brief discussion, it was the consensus of the Health & Human Services Board members to add the establishment of a senior nutrition center at the Rome Town Hall to the January 2008 HHS Board agenda.

Correspondence – Dr. Furtkamp distributed copies of a letter of support for the six-unit apartment complex proposed by Central Wisconsin Community Action Council and a letter from John Easterday, Ph.D., Administrator of the state Division of Mental Health & Substance Abuse Services, informing the County that the proposal for Comprehensive Community Services program start-up funds was recommended for an award. Board members congratulated Mr. Robinson on his successful application.

Veteran's Services

Approval of monthly Veteran's Services Officer's report and calendar. Mr. Johnson had previously distributed

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the monthly service officer's report for November and his monthly calendar for December. He noted a number of activities, including assisting veterans with completion of annual eligibility forms, resubmitting a grant request for transportation assistance funds to be used to assist veterans with copayments for trips to medical appointments, and delivering Christmas presents to County veterans and spouses at King. A motion was made by Ms. Kirslenlohr and seconded by Ms. Heideman to approve the Veteran's Services Officer's report and calendar as presented. 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. Heideman and seconded by Ms. Kirslenlohr to approve the following conference and workshop attendance:

- Emma Williams, Kelly Oleson, Quinn Hansen, and Tina Smith to Step-Wise Interviewing Protocol in Wisconsin Dells from February 18-20, 2008 (\$40 registration each, approximately \$95 mileage if department vehicle not available).
- Diane Anderson to Bipolar Spectrum Illnesses: Key to Recognition and Best Treatments in Appleton on January 10, 2008 (\$174 registration, approximately \$57 mileage).

Voice vote, all in favor. Motion Carried.

Purchases – Ms. McFarlin presented a request to purchase time and activity tracking software for Public Health staff. The software was written for Public Health by the MIS Department of Columbia County and can be purchased for \$1,000. Ms. McFarlin indicated that 2006 Bioterrorism funds could be used to purchase the program, if obligated by the end of December 2007. After discussion, a motion was made by Ms. Kirslenlohr and seconded by Ms. Heideman to authorize purchase of the Public Health time tracking software, contingent upon approval by Dawn McGhee, the Adams County IS Manager. Voice vote, all in favor. Motion Carried.

Unit, Advisory Committee, and Consortia Reports

◆ Aging & Long Term Support

- *Aging Advisory Committee* – Ms. Johnson reported on the November 29, 2007 meeting. Board members had no additional questions.
- *Nutrition Advisory Committee* – The next meeting is scheduled for December 19, 2007 in Easton.
- *Long Term Support Advisory Committee* – The next meeting is scheduled for January 17, 2008.
- *Review of Written Report of the Aging Unit Director* – Ms. Johnson distributed a written report to the Board. She provided an update regarding the part-time Benefit Specialist (Ron Pufall begins employment on January 9, 2008) and (full-time) Senior Center Aide positions, noting that she would need food service certified staff as soon as possible. Board members had no additional questions.
- *Review of Written Report of the Long Term Support Services Manager* – Board members reviewed the contents of the written report previously distributed by Diane Osborn, Long Term Support Services Manager, and had no questions
- *Presentation on Family Care/Aging & Disabilities Resource Center concepts*. In the absence of Ms. Osborn the presentation was postponed until the January 2008 meeting.

◆ 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 the Federal government was considering reducing the WIC budget, and asked for support in lobbying to appropriate sufficient funds to maintain the current level of service. Ms.

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McFarlin informed that there was a new statewide joint DNR/Public Health municipal water policy. Finally, she noted that the Public Health web page was almost completed. Board members had no additional questions..

◆ Children & Family Services

- *Youth Services Advisory Committee (4-Cs)* – Ms. Stanley reported on the discussions of the November 9, 2007 meeting, highlighting a discussion of the 2006 CHOICES survey results for Adams-Friendship Area Schools and Friendship Alive, a new alternative school program. The middle school students attending focus on study skills and other areas related to academics. The high school students receive vocational-type training, including work experience and community service.
- *Mental Health/AODA Committee* – Minutes from the Mental Health/AODA & Crisis Advisory Committee, Subcommittee on Youth & AODA, and Crisis Response Subcommittee meetings, as well as the Adams County AODA Prevention meeting were included in the packet. Board members had no questions.
- *Review of Written Report of Youth Services Manager* – Ms. Stanley was present to review the contents of a written report previously submitted to the Board. She noted a recent jury trial in a termination of parental rights, and informed Board members that another TPR case is projected to be filed in January 2008 (but is not expected to involve a jury). Board members had no additional questions.
- *Review of Written Report of Clinical Services Manager* – Board members reviewed the monthly clinic report and had no questions.

◆ Economic Support

- *W-2 Steering Committee* – Minutes of the October 10th and November 14th Adams County Visions Committee meetings were provided to Board members. Ms. Wormet described briefly the events of the December 12th meeting.
- *PAW Consortium* – No meeting was held in November.
- *Job Center Update* – Minutes of the November 27th PAW Job Center Management Team meeting were distributed. Board members had no questions.
- *Review of Written Report of Economic Support Services/W-2 Program Manager* – Ms. Wormet was present to review the contents of the report to previously distributed Board members. There was a brief, general discussion regarding Christmastime activities, including Angel Tree, distribution of food baskets by the Knights of Columbus, etc. Board members had no additional questions regarding her report.

◆ Fiscal & Support

- *Report of Fiscal & Support Services Manager* – Ms. Pierce provided Board members with an update on staffing and the status of the purchase of service contracts for 2008.

Subcommittee Reports

- ◆ Finance Subcommittee – Ms. Kirslenlohr reported that the vouchers (in the amount of \$461,633.18) and November 2007 financial report of the HHSD had been reviewed and approved by the subcommittee.
- ◆ Human Resources Subcommittee – No report.
- ◆ Service Evaluation Subcommittee – Next meeting early 2008.

Director's Report – Dr. Furtkamp reported briefly regarding the upcoming business process improvement work to be conducted by Schenck Business Solutions.

Health & Human Services

Review and approval of additional Fiscal Year 2008 Purchase of Service contracts. Ms. Pierce informed Board members that there were no additional purchase of service contracts at this time. She noted that there have been amendments, based upon changes in placements of clients and adjustment for leap year for services

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purchased on a *per diem* basis. After brief discussion, a motion was made by Ms. Bruce and seconded by Ms. Sumpter to approve the amendments to the 2008 purchase of service contracts as described. Voice vote, all in favor. Motion Carried.

Review and approval of refilling vacant position(s). Review and approval of revisions to job description for Senior Center Aide/Co-Site Manager. Ms. Johnson presented a request to refill the position of Senior Center Aide/Co-Site Manager and to revise the job description to remove the requirement for a CDL. After brief discussion, a motion was made by Ms. Heideman and seconded by Ms. Sumpter to approve revision of the job description for the Senior Center Aide/Co-Site Manager position and refilling the position. Voice vote, all in favor. Motion Carried.

Agent status report and discussion of fees for Public Health, including fee increases for nursing program services. Mr. Lally was present to update Board members on the activities of the Sauk/Juneau/Adams Counties Environmental Health Consortium. He noted that the consortium was down two staff, with one position currently posted. Mr. Lally also described the relationship between the consortium and the Wisconsin Departments of Health (restaurant, hotel, motel food service inspection), Agriculture (retail food sales), and Natural Resources (environmental issues, well inspections, etc.). He noted that the retail food inspections for Adams County are virtually completed. Mr. Lally and Ms. McFarlin discussed proposals by the Departments of Health and Agriculture to increase the percentage of fees kept by the State. Ms. McFarlin noted that Public Health has lowered prices for the radon testing kits, and will not give rebates. Finally, Ms. McFarlin discussed raising the fee charged to local businesses for Hepatitis B administration to \$35 (if done here) and \$40 (off-site), and charging back other County departments beginning in 2009. A motion was made by Ms. Heideman and seconded by Ms. Bruce to approve raising the administration fees to \$35/\$40 for local businesses. Voice vote, all in favor. Motion Carried.

Review and approval of Personal Protective Equipment Policy & Procedure for Public Health. Ms. McFarlin reviewed a proposed policy and procedure for personal protective equipment. The proposed policy and procedure follows Center for Disease Control guidelines, Public Health is required to have such a program, and approval is needed by the end of December. She provided Board members with a comparison between the proposed policy and the more general County policy as drafted by Alpha Terra. After discussion, a motion was made by Ms. Kirslenlohr and seconded by Ms. Sumpter to approve the Personal Protective Equipment policy and procedure. Voice vote, all in favor. Motion Carried.

Establishment of an on-call Economic Support Specialist at the rate of \$14.67 per hour and request of a waiver of the 30-day break between limited-term and on-call status for Trish Smedbron. Ms. Wormet presented to the Board a proposal to establish an on-call rate and request a waiver of the 30-day break rule, as discussed at a prior HHS Board meeting (when the LTE Economic Support Specialist request was approved). After brief discussion, a motion was made by Mr. Allen and seconded by Ms. Bruce to recommend establishment of an on-call Economic Support Specialist, a rate of \$14.67 per hour, and waiver of the 30-day break between limited-term and on-call status for Trish Smedbron. Voice vote, all in favor. Motion Carried.

Review and approval of job description and resolution to create a Support Specialist-Fiscal position and delete a Clerk-Receptionist position. Ms. Pierce presented a proposal to convert the vacant Clerk-Receptionist position to a Support Specialist-Fiscal position. The job duties would consist primarily of data entry into the various fiscal systems used by the HHSD, including the vouchers, receipts/deposits, collections, and client payroll. In addition, the position would be a primary backup to the reception staff. There was discussion whether typing speed, 10-key speed, and accuracy measures should be included in the required qualifications, and Board members questioned some specific descriptions of duties that might be understood as a higher level of responsibility than data entry. Board members reviewed the resolution converting the position. After further

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discussion, a motion was made by Ms. Heideman and seconded by Ms. Kirslenlohr to approve the resolution and job description as presented and to forward them to the Administrative Coordinator/Director of Finance, Corporation Counsel/Personnel Director, Executive Committee, and County Board of Supervisors for action. Voice vote, all in favor. Motion Carried.

Update on Adams County Donated Wheels program. Ms. Wormet and Dr. Furtkamp provided a brief update regarding the Adams County Donated Wheels program. The sign has been finished and will be installed on the grounds of the Central Wisconsin Community Action Council on Highway 13 just north of Friendship. There has been discussion regarding whether confiscated cars might be made available to the Donated Wheels Program. Tom Tyne has graciously agreed to serve as an instructor for the vehicle maintenance component of the program. AF Motors is considering providing discounts on parts and labor to refurbish donated vehicles. UW Extension is considering offering the budgeting classes required for participation in the program. Volunteers are still being sought to serve on the steering committee.

Review and modification of HS By-Laws. Given the time, it was the consensus of the Board to postpone consideration of the Health & Human Services By-Laws until the January 2008 meeting. Board members were asked to review the by-laws, with particular attention to standing and advisory committees.

Committee Discussion – Identification of other potential agenda items for future meetings. The Board identified the following issues: Family Care/Aging & Disability Resource Centers, action on proposal to create senior nutrition center at the Rome Town Hall, and review and modification of HHS By-Laws.

Confirmation of Next Meeting Date – Board members discussed the time for the next regular meeting, given the number of potential agenda items and the likelihood that the Finance Subcommittee could finish reviewing the voucher summaries and financial reports earlier than 10:00 a.m. After discussion, it was the consensus of the Board to set the next meeting for 11 January 2008 (8:30 a.m. Finance Subcommittee/9:30 a.m. HHS Board).

Adjournment – A motion was made by Ms. Heideman and seconded by Ms. Bruce to adjourn at 12:45 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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