

**Adams County Health & Human Services and
Veterans Service Board Amended Meeting Minutes
Health & Human Services Building – February 8, 2016**

1. The Adams County Health & Human Services and Veterans Service Board meeting was called to order by Chairman Jack Allen at 4:02 p.m.

2. Was the meeting properly noticed? Yes

3. **Roll Call of Board Members:** Present: Rocky Gilner, Teresa Harvey-Beversdorf, Robert Grabarski, Lori Djumadi, Fran Dehmlow, Dr. Gannon and Jack Allen. Absent excused: Deb Johnson-Schuh

Health & Human Services Staff Present: Diane Cable, Cindi Flynn, Kay Saarinen-Barr, Sarah Grosshuesch, Sherrie Manning, Diane Osborn, Donna Richards, Kelly Oleson and Ruth Horndasch.

Veterans Services Staff: Rick Schlichtmann Absent and excused: Steve Dykes

Also in attendance: County Manager, Thad Kubisiak and Personnel Director Marcia Kaye.

4. **Approval of Agenda** - Motion was made to approve the agenda by Grabarski/Harvey-Beversdorf. Motion carried by UVV.

5. **Approval of Minutes – January 11, 2016 & Special Meeting of January 19, 2016**

A motion was made to approve the January 11, 2016 minutes by Harvey-Beversdorf/Djumadi. Discussion: Supervisor Grabarski stated that he was listed in error under item 2 of the Director's Report & Manager Narrative and that Supervisor Allen made the comments. The January 11, 2016 minutes will be amended to reflect the corrections. Motion carried with corrections to be made by UVV.

A motion was made to approve the Special Minutes of January 19, 2016 by Grabarski/Gilner. Motion carried by UVV.

6. **Public Participation** - None

7. **Correspondence** - None

8. **Election of Vice-Chair of Health & Human Services & Veterans Services Board.** A motion was made to nominate Supervisor Gilner to Vice-Chair by Djumadi/Grabarski. Supervisor Gilner accepted the nomination. Motion carried by UVV.

Veterans Service

1. **Veterans Service Officer's Report February 2016.** Deputy Veterans Service Officer Schlichtmann reviewed the Veterans Service Officer's written report for the Board. Officer Schlichtmann stated that Officer Dykes would have more information about the current legislation and amendments LRB4524/AB821/SB668 at the March Board Meeting.
2. **Review and approval of December 2015 Veterans Service Vouchers and Financial Report.** A motion was made by Djumadi/Grabarski to approve the Veterans Service vouchers and financial reports for December 2015. Motion carried by UVV.

Deputy Veteran Services Officer Schlichtmann was excused at 4:08 p.m.

Health & Human Services

1. **Review & Approval January 2016 Health & Human Services Vouchers & Financial Report.** A brief discussion was held and a motion was made to postpone approval of the Health & Human Services Vouchers and Financial Report until the March 14, 2016 HHS Board Meeting by Djumadi/Gannon. Motion carried by UVV.
2. **Director's Report & Managers Narratives.** A written report was submitted to the HHS Board prior to the meeting. Director Cable added that no new information is available to share with the Board concerning Family Care and that an update will be provided at the March HHS Board Meeting. Supervisor Djumadi expressed concerns about dollar amounts written off on page 13 under the Fiscal Services report. Director Cable explained that this amount is anticipated and the reasons are outlined in Fiscal Manager Pierce's report.

Personnel Director Kaye was invited to update the HHS Board regarding open positions at HHS. Kaye stated that 20 applications have been received for the Social Worker position, 9 applications have been received for the CCS Service Facilitator, 1 application has been received for the Behavioral Health Supervisor position and 13 applicants have applied for the Director position. Marcia briefly reviewed the County hiring policy and stated that it would be ok for HHS Board members to review resumes and attend interviews for the Director position. Supervisor Allen asked for volunteers from the Board to attend. Supervisors Allen and Grabarski will review applications and attend interviews.

Supervisor Djumadi asked for clarification on the Public Health Officer Report. Public Health Officer Grosshuesch explained Wisconsin Partners is a group of associations including the Wisconsin Counties Association working to promote cooperation and dialogue in communities. Officer Grosshuesch represents the state health officer association, WALHDAB at these meetings. Officer Grosshuesch also further explained the approach used by the UW Carbone Cancer Center in their most recent American Cancer Society Grant. The primary county staff involved are from UW Extension, other partners include Public Health, Moundview Memorial Hospital and Clinics, and Adams Columbia Electric Cooperative. ACEC is offering the training to Coop members and is also serving as a pilot for employees in the grant. Results will be used to replicate the program in other worksites. Djumadi asked Officer Grosshuesch what role she had with the behavioral health grant. Officer Grosshuesch explained that she assisted in writing the grant because she leads the regional collaboration between Public Health, Behavioral Health Services and Human Services. The agency's role the first year is a grant planning year and the agency is reimbursed for time planning the grant. Family Health La Clinica is the fiscal agent for the grant.

3. **Administration: Update on ECHO Implementation.** Director Cable stated that the ECHO Software implementation has been going very well. Additionally, the Department has been able to absorb support for the program in-house instead of using outside resources. Support Specialist, Hether Bitsky has been instrumental in this process by training staff, trouble shooting problems quickly, creating forms & reports, providing technical support and working closely with SAAS Support and billing in her DBA role. Cable stated that her ECHO knowledge and shift in job duties will result in updating her job description which will be brought before the Board in March.
4. **Administration: Update on Agency Organizational Effectiveness Work.** Director Cable reviewed 2015 OE project for improving employee orientation and explained that the OE model was demonstrated with staff at the last All Staff Meeting. A workgroup was formed to come up with a plan for parking issues in the HHS parking lot that could not incur costs and must not alter the current parking lot. The team will present their findings at a Management Meeting this month. The 2016 OE project will be focused on Trauma Informed Care. Facilitator Darrin Smith from UW Madison has agreed to get the project started with the OE Team next month. Smith has boasted about our agency and all that it has accomplished to colleagues and we have been asked to present at the Public Child Welfare Conference next fall.
5. **Administration: Discuss and/or approve assignment of Interim Social Worker Supervisor to cover Children & Family Service Manager duties while the CFS Manager fills the role of Interim Director.** The HHS Board discussed the cost involved with the assignment of the Interim Supervisor position in the Children & Family

Services Division. CFS Manager Oleson explained that the interim position would be responsible for screening of child neglect referrals, and supervision of intake/access, CHIPS/JIPS court actions, juvenile court intake and supervise the community response program. Supervisor Grabarski asked if this position would make 2 supervisors in the CFS Division. Cable stated that, yes, 2 supervisors would be in the CFS Division while Manager Oleson continues in her role of CFS Manager and Interim Director starting February 9, 2016. Supervisor Djumadi requested clarification that the Interim Children and Family Services Supervisor would return to her previous Intake Social Worker position after the Director was hired. Oleson confirmed that the Interim Children and Family Services Supervisor would return to her Intake Social Worker position once the Director is hired. Motion to approve the temporary assignment of Interim Social Worker Supervisor by Djumadi. Second by Harvey-Beversdorf. Motion carried by voice vote, 5 yes & 2 no. Voting no, Gilner & Grabarski; Excused Johnson-Schuh.

6. **Long Term Support: Discuss and/or approve request for LTE Registered Nurse.** LTS Manager Osborn stated that the Personal Care Nurse is on temporary leave and it is not known for how long. Motion to approve request for LTE Registered Nurse for Long Term Support by Djumadi/Harvey-Beversdorf. Motion carried by UVV.
7. **Public Health: Discuss and/or approve resolution for Out of State Travel to Chicago for Public Health Nurse Supervisor to attend training for the Home Visiting Program.** Public Health Officer Grosshuesch reviewed the resolution for out of state travel explaining that the request is grant funded and assists meeting the model fidelity as required by Nurse Family Partnership and the Wisconsin Family Foundations Home Visiting grant awarded Adams County, October of 2013. Motion to approve resolution for Out of State Travel to Chicago for Public Health Nurse Supervisor to attend training for the Home Visiting Program by Grabarski/Djumadi. Motion carried by UVV.
8. **Public Health: Discuss and/or approve resolution for Out of State Travel to Dallas for the Public Health Nurse to attend training for Preparedness Education.** Public Health Officer Grosshuesch explained that travel and accommodations are funded with a reimbursement and that training and additional travel costs have been awarded through a competitive scholarship. Public Health Nurse Engwall is a new nurse who administers the Preparedness Program. Motion to approve resolution for Out of State Travel to Dallas for the Public Health Nurse to attend training for Preparedness Education by Harvey-Beversdorf/Gilner. Motion carried by UVV.
9. **Public Health: Discussion and Update on the Environmental Health Commission.** Public Health Officer Grosshuesch reported that since the last meeting she has followed up on the committee's request, confirmed with the Department of Agriculture Trade and Consumer Protection that they have until July of 2017 to become full agent and will sever fiscal ties with Sauk by the end of 2016. Officer Grosshuesch stated that she reached out to the Tri-County Environmental Health Consortium administered by Waushara County and the Wood County Health Department. They both declined the opportunity to have

Adams County join their environmental health programming but offered to assist the Division in the transition. In addition, Sue Kunferman, Health Officer for Wood County, offered to present on the benefits of the Agent Program and their county's experience at a future board meeting. Chair Allen asked Officer Grosshuesch about the Zika virus. Officer Grosshuesch explained that a press release will appear in the newspaper next week and funds are being proposed for local agencies from the Federal Government.

10. **Next Regular Meeting Date** – Monday, March 14, 2016 @ 4:00 p.m.

11. **Adjournment:** Supervisor Allen expressed his thanks to Director Cable for her service to the Health & Human Services Department and wished Interim Director Oleson luck in her new role. Motion to adjourn at 5:12 p.m. by Grabarski/Djumadi. Motion carried by UVV.

*These minutes have been approved by the committee.
Minutes respectfully submitted by Ruth Horndasch.*


Jack Allen – Chairperson


Ruth Horndasch – Recording Secretary