

# HEALTH & HUMAN SERVICES DEPARTMENT

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## HEALTH & HUMAN SERVICES BOARD

8 February 2008 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 Board Chairperson Pat Townsend, R.N., Maureen Bruce, R.N., Jerry Kotlowski, Jack Allen, Jeanne Heideman, R.N., Joyce Kirsenlohr, Joanne Sumpster, and Teresa Harvey-Beversdorf.

**Staff Present** – Carol Johnson, Aging Director, Sandra Wormet, Economic Support Services/W-2 Program Manager, Diane Osborn, Long Term Support Services Manager, Philip W. Robinson, LCSW, Clinical Services Manager, Linda McFarlin, R.N., M.A., Health Officer, Mandy Stanley, 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** – Dennis Wittig, Director of Aging & Disability Resource Center/Commission on Aging of Columbia County. HHSD Long Term Support Unit staff: Judy Kaye, Jill Zaucha, Lisa Etheridge, Marcy Johns, and Kris Senn. HHSD Youth Services staff: Kelly Oleson, Tina Smith, and Erin Schiferl.

**Approval of Agenda and Compliance with Open Meetings Law** – A motion was made by Ms. Sumpster 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** – In reviewing the minutes of the 11 January 2008 HHS Board meeting, it was noticed that Mandy Stanley was not present and Philip Robinson was present. A motion was made by Ms. Heideman and seconded by Ms. Bruce to approve the minutes of the 11 January 2008 HHS Board meeting (as corrected). Voice vote, all in favor. Motion Carried.

A motion was made by Ms. Heideman and seconded by Ms. Kirsenlohr to approve the minutes of the 18 January 2008 By-Laws Ad-hoc committee meeting. Voice vote, all in favor. Motion Carried.

**Public Participation** – None.

**Correspondence** – None.

### Veteran's Services

*Approval of monthly Veteran's Services Officer's report and calendar.* Mr. Johnson had previously distributed the monthly service officer's report for January and his monthly calendar for February. He noted that the Veteran's Services Department had come in \$74.96 under budget for 2007. Board members had no additional questions. A motion was made by Ms. Heideman and seconded by Mr. Allen to approve the Veteran's Services Officer's report and calendar as presented. Voice vote, all in favor. Motion Carried.

*Review and approval of resolution to create a Clerk-Receptionist position in the Veterans Service Department and associated job description.* Mr. Johnson explained the need for clerical assistance in the Veterans Service Department, and how that need has been met over the years. He also enumerated new programs and veter-

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

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ans' benefits, which will require additional staff time in verifying eligibility, completing requisite forms, etc. He also noted a number of projects, in various stages of development, involving veterans in general and his office in particular. Finally, Mr. Johnson informed Board members that Veterans Service Departments in similar counties typically employed two to three staff, including the Veterans Service Officer. The position would cost \$39,772 for period from April 1, 2008 through December 31, 2008. Board members also reviewed the job description for the position, designated as a Clerk-Receptionist. After discussion, a motion was made by Ms. Heideman and seconded by Ms. Sumpter to approve both the resolution to create a Clerk-Receptionist position in the Veterans Service Department and the associated job description. Voice vote, all in favor. Motion Carried.

## **Health & Human Services**

### **Items for Discussion and Action**

*Presentation on Family Care/Aging & Disabilities Resource Center concepts.* Dennis Wittig, Director of the Aging & Disability Resource Center and Commission on Aging for Columbia County, representing the Family Partnership Care Management Coalition (which includes the following counties: Columbia, Dodge, Green Lake, Jefferson, Marquette, Ozaukee, Sauk, Sheboygan, Walworth, Washington, Waukesha, and Waushara), was present to discuss the FPCMC, the implementation of Family Care within the coalition, and the operation of an Aging & Disability Resource Center by Columbia County. Mr. Wittig described the origins of the FPCMC, which grew out of the Family Partnership Initiative, which involved 15 counties and Lutheran Social Services in providing managed care and community services for youth at risk of institutionalization. At the present time, Sauk County remains a formal partner in the FPCMC, but has joined the Southwest Care Management Coalition for Family Care. Additionally, the FPCMC is served by three Care Management Organizations (CMO): Community Care, Community Living Alliance, and Care Wisconsin. The former two CMOs are in the process of merging.

Mr. Wittig described the operation of Family Care for Columbia County. Care Wisconsin will begin enrollment on March 1, 2008 and Community Living Alliance will begin on May 1, 2008. Both CMOs will have offices in Columbia County. The CMOs will continue the existing 2008 county purchase of service contracts for long-term support/care services, and will assume responsibility for renegotiation of contracts in 2009. The CMOs plan to establish rate sheets and standardize costs as much as possible. The CMOs will contract with Columbia County for case management services, at least through the end of 2008. He spoke of the transition from Medicaid Waiver programs to Family Care and the speed at which persons presently on waiting lists are being enrolled in Family Care.

Mr. Wittig spoke regarding the financial impact of Family Care on Columbia County. In the first year, the county will contribute in excess of \$2 million, based upon the point in time long-term support calculations by the State of Wisconsin. That amount will be reduced 25% each year over the next five years, reaching a final annual contribution of approximately \$424,000 in the fifth year. He pointed out that the contribution was fixed, and that potential reductions in capitation rates based upon State finances would be settled between the State and the MCOs, without participation or contribution by the county.

He described the operation of Columbia County's Aging and Disability Resource Center. The County remodeled the Health & Human Services building, dedicating the front third to the ADRC. The ADRC serves as a single entry point for persons with disabilities and the elderly, and currently includes Information & Assistance Specialist, Disability Benefit Specialist, and Elderly Benefit Specialist positions. There was considerable discussion regarding the duties of the Information & Assistance Specialists, especially in the areas of assessments and functional screens, collection of financial eligibility, assistance in application for Medical Assistance, and Medical Assistance recertifications. Mr. Wittig noted that the ADRC received 152 contacts

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in January 2008 (145 by telephone and 7 “walk-ins”). He also spoke briefly regarding start-up funds which might be available and ongoing Medical Assistance reimbursement (through a process similar to Medicaid Administrative Claiming).

Finally, Mr. Wittig addressed questions from Board members and staff on a number of topics, including the Self-Directed Services (Medicaid) Waiver, Adult Protective Services (including investigation of allegations of abuse, guardianships, protective service orders, and *Watts* reviews), differing models of county involvement in Family Care and ADRCs. Board members thanked Mr. Wittig for his presentation.

*Review and action on Health & Human Services By-Laws.* Board members discussed the recommendations of the *ad-hoc* subcommittee, including correction of punctuation/errors, revision to reflect changes in job titles and organizations/consortia, deletion of all HHS Board subcommittees, removing designation of advisory status to three committees, changing the frequency of the review of MIS and infrastructure issues, and recommending that the County Board Supervisors be elected rather than appointed to the HHS Board. Ms. Sumpter noted that Section 7.0 retained references to subcommittees and some advisory committees and recommended that those references be removed. A motion was made by Ms. Sumpter and seconded by Ms. Bruce to adopt the *ad-hoc* subcommittee recommendations and changes to Section 7.0 of the HHS By-Laws, and to forward them to the County Ad Hoc Rules Committee. Voice vote, all in favor. Motion Carried.

*Discussion of format and content of service/program evaluation for April 2008 HHS Board meeting.* It was the consensus of the Board that, given the time and the number of other issues to be considered, discussion of the service/program evaluation be postponed until the March meeting.

*Review and approval of refilling of vacant position(s).* It was noted that the Accounts Receivable/Billing Specialist and Support Specialist-Fiscal positions were still vacant (awaiting testing), that posting of the two Training Specialist-Thrift Store and the LTS Generalist positions was completed and selections made, and that a resignation, effective February 22, 2008, had been received from Amy Kessler, a Case Manager in the Clinical Services Unit. It was also noted that, with the resolution of the Thrift Store positions, another round of bumping would ensue. After discussion, a motion was made by Ms. Bruce and seconded by Ms. Sumpter to authorize the HHSD to refill those vacant positions and any others created by the posting or bumping processes. Voice vote, all in favor. Motion Carried.

**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 Mr. Allen to approve the following conference and workshop attendance:

- Chris Saloun to Performance Measures training (bioterrorism) in Stevens Point on February 26-27, 2008 (approximately \$120 mileage)
- Candy Schraufnagel to Fulfilling the Promise: Supporting and Educating Parents (13<sup>th</sup> Annual Conference) in Waukesha on March 11-12, 2008 (\$164 registration, approximately \$100 mileage, \$72 lodging, meal allowance).
- Linda McFarlin to All-Wisconsin Environmental Health Meeting in Rothschild on February 27-28, 2008 (approximately \$90 mileage, \$20 meals).
- Amy Kessler and Jessica Nichols to *Instant Psychopharmacology: an Overview for Child Welfare Staff*, presented by the UW Partnership Training Center in Madison on February 1, 2008. (\$20 registration each, approximately \$98 mileage for driver, \$9 meals each).
- Ron Pufall to Basic Benefit Specialist Training in Madison on February 12-13, 2008 (approximately \$80 mileage, \$64 meals;/per diem, \$90 lodging).

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- Chris Saloun to PCA Expert Panel Face to Face Meeting in Madison on February 21, 2008 (\$85 mileage, \$10 meals).
- Chris Saloun to It's Time! Integrating Viral Hepatitis into Your Work in Brookfield on March 4, 2008 (\$146 mileage, \$26 meals).

Voice vote, all in favor. Motion Carried.

**Purchases** – None.

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

#### ◆ Aging & Long Term Support

- *Aging Advisory Committee* – The next meeting will be scheduled in May 2008.
- *Nutrition Advisory Committee* – The next meeting is scheduled for February 20, 2008.
- *Long Term Support Advisory Committee* – Ms. Osborn reviewed the items discussed at the January 17, 2008 meeting, noting that the 2008 COP plan update and one remodeling request had been approved. Board members had no additional questions.
- *Review of Written Report of the Aging Unit Director* – Ms. Johnson reviewed the contents of a written report previously distributed to the Board. Mr. Kotlowski asked about the mileage paid for meal delivery at the Easton site, and Ms. Johnson noted the number of meals delivered (between 19 and 22 per day, on average) and the distance between homes. Board members had no additional questions.
- *Review of Written Report of the Long Term Support Services Manager* – Ms. Osborn distributed a revised monthly report and a chart of Thrift Store revenue to Board members. She informed Board members that the LTS staff were working on two new nursing home relocations and on assessments and care plans for eight individuals presently on the waiting list for funding. Board members had no additional questions.

#### ◆ 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 of progress on deploying the Public Health website, the success of the ICS-300 class hosted last week, and noted that active giardia lamblia (giardiasis) has been reported at one site in Adams County. She distributed and provided a comprehensive review of a statistical report for 2007. The report encompassed: human health hazard abatement, radon awareness and testing, childhood lead program, transient non-community water supply program, air management program, asbestos program, rabies prevention control, limited agent agreement, tattoo and piercing, Health Check, and fluoride supplements and applications. Board members asked a number of questions, and suggested that Ms. McFarlin attend the next towns meeting.

Ms. Heideman was excused from the meeting at 12:00pm.

#### ◆ Children & Family Services

- *Youth Services Advisory Committee (4-Cs)* – There was no report from January 2008.
- *Mental Health/AODA Committee* – Mr. Robinson noted that the subcommittees had met and that he would include minutes of those meetings in the March HHS Board packet.
- *Review of Written Report of Youth Services Manager* – Mandy Stanley, Youth Services Manager, was present to review a written report previously submitted to the Board. She noted that she was unable to provide a January out-of-home care report, since she had not yet received all the bills. Board members had no additional questions.
- *Review of Written Report of Clinical Services Manager* – Mr. Robinson was present to review the contents of the report previously submitted to Board members. He discussed briefly the resignation of

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Amy Kessler and the challenges of operating, even temporarily, with one Case Manager. He also noted that the Crisis Prevention Institute training of HHSD staff by Mark Rossano was virtually completed, and that the training would be offered to other County departments and community partners in the coming year. Finally, Mr. Robinson informed HHS Board members that the clinic recertification survey was scheduled for February 19<sup>th</sup>. Board members had no additional questions.

◆ Economic Support

- *W-2 Steering Committee* – Ms. Wormet noted that the minutes of the January 9, 2008 Visions Committee meeting were in the packet she distributed, and that the Visions Committee will not meet until February 13<sup>th</sup>.
- *PAW Consortium* – No meeting was held in January.  
Results of 2007 PAW financial monitoring report. Ms. Wormet and Dr. Furtkamp distributed a report received on February 4, 2008 from staff of the Wood County Department of Social Services, as fiscal agent for the PAW W-2 Consortium. As with the 2006 report, there were no findings, and the observation regarding timely financial reporting to Wood County DSS continued into 2007. Issues involved in the timeliness of reporting were identified as endemic to the Adams County financial system, but may be mitigated under the new county fiscal policies.
- *Job Center Update* – Ms. Wormet distributed the minutes of the January 15, 2008 Job Center Managers meeting. The next meeting is scheduled for February 19, 2008. Board members had no additional questions.
- *Review of Written Report of Economic Support Services/W-2 Program Manager* – Ms. Wormet was present to review the contents of the report which she distributed to Board members. She provided a brief update on the WINR Advisory Board meeting of January 28<sup>th</sup>, noting the new members, and informed the Board that the next meeting is scheduled for February 18<sup>th</sup>. Board members had no additional questions regarding her report.

◆ Fiscal & Support

- *Report of Fiscal & Support Services Manager* – Dr. Furtkamp noted that testing has not yet been completed for the applicants for the Accounts Receivable/Billing Specialist and Support Specialist-Fiscal positions.

**Subcommittee Reports**

- ◆ Finance Subcommittee – Ms. Kirslenlohr reported that the vouchers (in the amount of \$242,434.28) and January 2008 financial report of the HHSD had been approved by the subcommittee.
- ◆ Human Resources Subcommittee – No report.
- ◆ Service Evaluation Subcommittee – Scheduled as part of the April 2008 HHS Board meeting.

**Director's Report** – None.

**CLOSED SESSION** – A motion was made by Ms. Kirslenlohr and seconded by Mr. Allen at 12:15 P.M. to convene in closed session per §19.85(1)(c), Wisconsin Statutes, to consider employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility. Roll Call vote: 7 aye, 0 nay, 1 excused (Ms. Heideman). Motion Carried.

**OPEN SESSION** – A motion was made by Ms. Bruce and seconded by Mr. Allen at 12:45 P.M. to reconvene in open session per §19.85(2), Wisconsin Statutes, to consider and vote on appropriate matters. Roll Call vote: 7 aye, 0 nay, 1 excused (Ms. Heideman). Motion Carried.

**Committee Discussion** – Identification of other potential agenda items for future meetings. The Board identified the following issues: discussion regarding annual program evaluation, discussion regarding North Star Services, and a report on plans for an integrated, department-wide intake process by the April 2008 meeting.

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**Confirmation of Next Meeting Date** – It was the consensus of the Board to set the next meeting for 14 March 2008 (9:00 a.m. Finance Subcommittee/10:00 a.m. HHS Board).

**Adjournment** – A motion was made by Ms. Bruce and seconded by Ms. Sumpter to adjourn at 12:50 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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