

**Adams County Health & Human Services and  
Veterans Service Board Meeting Minutes  
Health & Human Services Building – May 8, 2017**

1. The Adams County Health & Human Services and Veterans Services Board meeting was called to order by Chairman Jack Allen at 4:00p.m.
2. **Roll Call of Board Members:** Present: Jack Allen, Robert Grabarski, Marge Edwards, Peter Hickethier, Fran Dehmlow, Scott Colburn and Terry Harvey-Beversdorf. Absent excused: Deb Johnson-Schuh

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

Veterans Services Staff Present: Steve Dykes

Also in attendance: Barb Petkovsek, Interim County Manager/Administrative Coordinator, Kyle Patterson, County Finance Manager & Bill Pegler, Reporter for the Times Reporter.

Interim County Manager Petkovsek introduced the new County Finance Manager, Kyle Patterson to the Health & Human Services Board.

3. **Was the meeting properly noticed?** Yes
4. **Approval of Agenda** – Motion was made to approve the May 8, 2017 Health & Human Services & Veterans Services Board Meeting agenda by Hickethier/Colburn. Motion carried by UVV.
5. **Approval of Minutes – April 10, 2017 Health and Human Services & Veterans Services Meeting Minutes**– A motion was made to approve the April 10, 2017 Health & Human Services & Veterans Services Meeting Minutes by Colburn/Edwards. Motion carried by UVV.
6. **Public Comment** – None.
7. **Correspondence** – Director Oleson announced that our agency received an award for Kids Day from the Ryan Larson American Legion Post. Oleson stated that our agency is proud to help out at the annual event and over 1,000 people were in attendance.
8. **Announcements** – Oleson announced that the UW Alumni Association Project 72 campaign selected the Adams County Cancer Awareness team (ACCAT) and will promote a campaign

featuring Public Health Manager Grosshuesch on a bill board as well as other media information that will feature the whole team from the community. The Cancer Awareness Team received the 2017 Community-University Partnership Award from UW that will be presented on June 28<sup>th</sup>. Grosshuesch offered that many people are part of this partnership. Oleson stated that the June HHS & Veterans Services Board Meeting Packet will be sent out on Monday, June 5<sup>th</sup>.

### **Veterans Services**

- 1. Veterans Services Officer's Report April 2017.** A written report was distributed to the Board. Supervisor Allen asked if the Board had any questions concerning Officer Dykes report. No questions were asked.
- 2. Review and approval of April 2017 Veterans Services Vouchers and Financial Report.** Supervisor Allen asked the Board if they had any questions concerning the Veterans Services Financial Report. Board members did not have any questions. A motion was made by Colburn/Harvey-Beversdorf to approve the Veterans Services vouchers and financial report for April 2017. Motion carried by UVV.

Veterans Services Officer Dykes was dismissed at 4:07pm.

### **Health & Human Services**

#### **New Business:**

- 1. Review March 2017 Health & Human Services Financial Report.** Supervisor Allen asked the Board if they had any questions concerning the HHS Financial Report. Supervisors Colburn asked general questions about expenditures that were being depleted at a higher rate than other expenditures. Fiscal Manager Pierce explained that some line items include prepayments for the year and some have costs that offset. Supervisor Grabarski asked when the final 2016 Financial Report would be completed. Pierce stated that she should have the final numbers at the June meeting.
- 2. Review & Approval March 2017 Health & Human Services Vouchers.** Supervisor Allen asked the Board if they had any questions concerning the voucher report. Members of the Board asked general questions concerning voucher expenses paid. There being no further questions, a motion was made to approve the March 2017 Health & Human Services Vouchers by Colburn/Grabarski. Motion carried by UVV.
- 3. Director's Report & Manager Narratives.** A written report was submitted to the HHS Board prior to the meeting. Director Oleson stated that she had nothing to add to her report and asked if there were any questions. Supervisor Grabarski asked if there were any other personnel updates. Oleson stated that one of the CCS Service Coordinators has put in her resignation

effective June 30<sup>th</sup>. Board Member Harvey-Beversdorf asked if there was an update concerning Family Care. Oleson stated that she will provide a full update later in the meeting since it is an agenda item.

**Division Updates –**

**ADRC** - Supervisor Colburn asked if Social Security covered medical transportation rides for seniors. ADRC Manager Richards stated that it was not covered expense though Social Security. The grant program supplements medical rides for seniors not on Medicaid.

**Behavioral Health** – Supervisor Colburn asked if the 10 hours of jail time counseling has been beneficial and if Behavioral Health Manager Saarinen-Barr is keeping track. Supervisor Colburn would like to see the trend report. Director Oleson explained that a truer picture of progress would be seen over several months. Board Member Edwards asked if the statistics reported in the Board Narrative are consistent with last year. Saarinen-Barr stated they were.

**Economic Support** – Supervisor Grabarski asked Economic Support Manager Flynn to further explain the computer issues her division have been experiencing. Flynn explained that her division has thin client computers so that they are able to interface with State websites. Training for the new worker was delayed because her thin client computer would not function properly for test taking. A laptop was brought in to use for taking the tests. Supervisor Grabarski also asked about the recent news report of the FoodShare fraud case and how fraud is handled in our county. Flynn stated that fraud cases are handled by Dane County and that our Sheriff's Department works well with them. Overpayments are handled out of our agency and we receive 15% back. A check is issued once per year. In 2016 we received \$22,000.

**Fiscal** – Supervisor Grabarski thanked Fiscal Manager Pierce for the Practical Cents Statement of Revenues and Expenditures breakdown for 2016.

**Long Term Support** – Director Oleson stated that Kids Day was a huge success with up to 1,000 people attending.

**Practical Cents** – Board Member Edwards asked if a pick-up service is available for furniture. Practical Cents Manager Manning stated that they have a box truck and will pick up furniture.

**Public Health** – Board Member Edwards asked if Public Health Officer Grosshuesch was aware of the Netflix movie “13 Reasons Why”. Grosshuesch is aware but has not reviewed the material. Grosshuesch discussed the school districts likely response to the material. Edwards also asked about blue/green algae and how information will be distributed. Grosshuesch stated that she is working on a campaign that might possibly include a hotline being set up. Supervisor Colburn asked what the recent outbreak was. Grosshuesch stated it was chicken pox.

- 4. Administration: Update on electronic health record (ECHO) implementation.** Director Oleson stated that the agency continues to work out issues with ECHO and PPS. A successful

test was done for PPS data related to AODA but the Mental Health test was not successful but we are getting closer to getting it to work. Scanning is still in process due to office moves and the audit. PPS has priority at this time. February billing is out and a policy for completing case notes is in process. ECHO update will stay on the agenda.

**5. Administration: Overview of agency services provided outside of regular business hours.**

Director Oleson explained that many of our divisions work after regular business hours. Behavioral Health staff have late afternoon psychiatry appointments 6 days per month that go until 6pm, the Clinic is open on Thursday's every week until 7pm, there is an AODA group meeting on Thursday evenings and mobile crisis is from 5pm – 1am every day. Children & Family Services hold youth group meetings Tuesday's and Wednesday's. Parenting classes and family group conferences take place occasionally in the evenings and child abuse & juvenile intake is 24/7. Support Services and Fiscal staff are at the reception desk when the office is open after hours. Additionally, staff volunteer for Kid's Day and Senior Fair and often attend trainings, respond to APS and Public Health emergencies. There are also some staff who must work a different schedule to accommodate client's schedules and there are times when a client would need to meet outside regular business hours.

**6. Behavioral Health: Discuss and/or approve updated Records Technician job description.**

Director Oleson stated that the Records Technician job description with tracked changes and a clean copy were handed out to board members for review at the start of the meeting. Oleson stated that this is just an update to the job description and that it would not go before WIPFLI for review. There being no questions, a motion was made to approve the Records Technician job description by Hickethier/Colburn. Motion carried by UVV.

**7. Long Term Support: Discuss Family Care transition.** Director Oleson stated that our agency planned to start Family Care enrollment counseling through the ADRC beginning May 1<sup>st</sup> but this did not take place because we received news at the end of April that there was a legal issue between the Department of Health Services and a Managed Care Organization that was not selected to serve our geographic region. The State will have more information this fall and if the legal process allows, we will start transitioning to Family Care this fall. Until then, our department will go back to doing business as usual with the roles and responsibilities of the Long Term Support division and the ADRC. Oleson stated that she had a draft statement to read from the State. After the reading of the statement, Oleson stated that much work will need to be done between LTS and the ADRC. HHS will work closely with the State concerning additional costs that may be incurred during this time related to staffing challenges. This change will also affect Fiscal and Economic Support staff. Supervisor Allen asked if the State would be willing to come to a County Board Meeting. Barb Petkovsek offered that June might be a good time for the State to present but suggested that Oleson work with Chairman West to schedule. Oleson expects that the State will send a letter detailing the process.

**8. Public Health: Presentation of the 2017 County Health Rankings.** Public Health Officer Grosshuesch reviewed Adams County Health Outcomes, Health Factors and Policies and Programs as it relates to where we rank compared to other counties in the State. Our county struggles to excel in many areas. Big concerns identified were poor rankings for excessive alcohol/drug use, access to medical care, child abuse and neglect rates and educational concerns with low reading scores reported. After the presentation, the board briefly discussed the outcomes and expressed their concerns. Supervisor Allen asked Grosshuesch if she had any update concerning the YMCA. Grosshuesch stated that a market feasibility survey would be sent out. Donors are being sought and parcels are being reviewed for a building site. No additional information is available at this time.

**9. Next Regular Meeting Date – Monday, June 12, 2017 @ 4:00 p.m.**

**10. Adjournment:** Motion to adjourn at 5:25 p.m. by Hickethier/Edwards. Motion carried by UVV.

*These minutes have been approved by the committee.*

*Minutes respectfully submitted by Ruth Horndasch.*

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Jack Allen – Chair

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Ruth Horndasch – Recording Secretary