

HEALTH & HUMAN SERVICES DEPARTMENT

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HEALTH & HUMAN SERVICES BOARD 14 March 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., Jerry Kotlowski, Jack Allen, Jeanne Heideman, R.N., Joyce Kirsenlohr, Joanne Sumpter, and Teresa Harvey-Beversdorf. Maureen Bruce, R.N., arrived at 10:04 A.M.

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, 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 – Chris Saloun, R.N., B.S.N., Public Health Nurse. Tanya Parr-Setzke and Patti Carpenter representing North Star Services.

Approval of Agenda and Compliance with Open Meetings Law – A motion was made by Ms. Sumpter and seconded by Ms. Heideman to approve the agenda as published and to certify compliance with the Open Meetings Law. Voice vote, all (7) in favor. Motion Carried.

Approval of Minutes – A motion was made by Ms. Kirsenlohr and seconded by Ms. Harvey-Beversdorf to approve the minutes of the 8 February 2008 HHS Board meeting (as corrected). Voice vote, all (7) in favor. Motion Carried.

Public Participation – None.

Correspondence – None.

Veteran's Services

Approval of monthly Veterans Service Officer's report and calendar. Mr. Johnson had previously distributed the monthly service officer's report for February and his monthly calendar for March. He noted that the testing had begun for the Clerk-Receptionist position, and that plans were being made to honor Joan Massey for her years of volunteer service in the Veterans Service Office. Board members had no additional questions. A motion was made by Ms. Heideman and seconded by Mr. Allen to approve the Veterans Service Officer's report and calendar as presented. Voice vote, all (8) in favor. Motion Carried.

Health & Human Services

Items for Discussion and Action

Presentation by representatives of North Star Services, Inc. Tanya Parr-Setzke and Patti Carpenter, representing North Star Services, Inc. presented information regarding the certified Adult Day Services program operated by North Star. They distributed photographs of the program, a copy of the certificate, a letter

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from the program manager, and the policies and procedures for HHS Board members to review.

They noted that the program operated five days per week, between the hours of 9am and 2pm, and served six clients (with two North Star staff members present). They discussed plans to expand to their capacity of 12 by serving seniors, including those with the ability to pay, and indicated that discussions were under way with Carol Johnson for referrals for both ongoing participants and individuals in need of respite services. When asked, they indicated that they would consider leaving room for individuals needing emergency respite.

They discussed the calendar and the schedule of activities, noting that there are times when two activities are occurring simultaneously. They indicated that presently clients were bringing lunches, but they were planning to add cooking classes and other life skills activities as the program developed.

Ms. Parr-Setzke also discussed the activities at the workshop operated by North Star Services. At the present time, a total of 14 clients are enrolled, with an average daily attendance of 10 to 11, and two North Star staff members. That program also operates between 9am and 2pm, five days per week. She noted that, as usual, work is down at this time of the year, but that the wire stripping machine purchased last fall has enabled clients to disassemble wire and microwave ovens provided by recycling companies.

Finally, Ms. Parr-Setzke and Ms. Carpenter addressed questions from Board members and staff on a number of topics, including the types of jobs routinely available, the use of Community Service workers, and the possibility of using work/experience students from the high school during peak times. They also invited Board members to call to arrange a visit of the Adult Day Care program. Board members thanked Ms. Parr-Setzke and Ms. Carpenter for their presentation.

Review of the results of the 2007 on-site assessment of the Aging Unit. Ms. Johnson reviewed with Board members the results of the January 14, 2008 on-site assessment, conducted by the Northern Area Agency on Aging. There was an extended discussion regarding the progress on the development of an Aging & Disability Resource Center, and conversations with Janice Smith, Resource Center Development Coordinator, Bureau of Aging and Disability Resources, Division of Long Term Care, Wisconsin Dept of Health and Family Services. There was also brief discussion regarding the implementation of the “Living Well with Chronic Conditions” program, specifically whether non-public entities such as Moundview Medical Center would be allowed to send staff to be trained as lay leaders. After further discussion, Board members congratulated Ms. Johnson on a job well done.

Review of the results of the February 19, 2008 outpatient clinic recertification review. Mr. Robinson reviewed with Board members the result of the February 19, 2008 on-site recertification review. The programs operated by the clinic (outpatient mental health, outpatient substance abuse, telehealth, and crisis services) were recertified for a two-year period, with a verification visit for review of the telehealth service. Included in the survey results were 14 recommendations and 4 citations (requiring a plan of correction). The citations involve signed consent for medications, telehealth video and audio quality, specific telehealth policies and procedures, and choice of in-person versus interactive telehealth consultations. Mr. Robinson described the survey process, especially the issuance of the telehealth citations only after the surveyor had returned to Madison and discussed her observations. Board members had no additional questions.

Discussion of format and content of service/program evaluation for April 2008 HHS Board meeting. Board members discussed briefly how to conduct the annual service/program evaluation for the department. A motion was made by Ms. Heideman and seconded by Mr. Kotlowski to use the same format and content as last year’s evaluation and Annual Report. Staff were asked to prepare their respective sections soon enough that

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they might be distributed in the packets prior to the meeting, in order to give the Board members sufficient time for preparation and review. Voice vote, all in favor. Motion Carried.

Review and approval of refilling of vacant position(s). It was noted that the Accounts Receivable/Billing Specialist position is still vacant (awaiting testing). The last day to apply for the vacant Mental Health Case Manager position is Monday, March 17, 2008; candidates for interviews will be selected soon thereafter and the replacement process is expected to be completed within the next three or four weeks. Bumping and staff moves appear to be complete, with Norma Osterloh moving from the Thrift Store to Aging as a Cook/Site Manager, JoEllen Foster from Aging to Public Health, and Crystal Hiller from Public Health to Long Term Support. Mr. Robinson asked Board members to consider authorization of an on-call Clinical Records Technician. With the receipt of the start-up funds for the Comprehensive Community Services program, approximately one day per week of clerical support will be required. Using an on-call records technician for filing and copying will free the incumbent Clinical Records Technician to continue the work she has done in preparation for CCS. After discussion, a motion was made by Ms. Sumpter and seconded by Ms. Heideman to authorize the HHSD to refill those vacant positions and any others created by the posting or bumping processes, and to authorize hiring an on-call Clinical Records Technician.. Voice vote, all in favor. Motion Carried.

Recommendations for the appointment of citizen members to the Health & Human Services Board for terms beginning in May 2008. Board members discussed the required composition of a Health & Human Services Board and means of acquiring appropriate representation of the populations served by the department. Ms. Bruce and Ms. Harvey-Beversdorf expressed their willingness to continue to serve. Ms. Heideman informed Board members of her intent to resign at the conclusion of the April 2008 meeting so that she could continue to provide services for Public Health and Aging Unit programs. Dr. Furtkamp announced that Dr. Mark Hatton from Moundview Clinic had agreed to join the Board. There was discussion regarding who might be available to represent both public health and aging interests, and Mr. Allen offered his services as a citizen member, since he is not seeking election to the County Board of Supervisors. A motion was made by Ms. Heideman and seconded by Ms. Sumpter to recommend to the County Board Committee on Appointments the appointment of Ms. Maureen Bruce and Mr. Jack Allen to one-year terms, Ms. Teresa Harvey-Beversdorf to a two-year term, and Dr. Mark Hatton to a three-year term as citizen members of the Health & Human Services Board, effective as of the May 9, 2008 meeting. Voice vote, all in favor. Motion Carried.

Discussion of the changes to the Wisconsin Reportable Disease List, effective March 1, 2008. Ms. Chris Saloun, R.N., B.S.N., Public Health Nurse, was present to discuss with Board members the changes to the Wisconsin Reportable Disease List. She reviewed the contents of a memorandum dated February 28, 2008 from Jeffrey P. Davis, MD, Chief Medical Officer and State Epidemiologist, including diseases added to the list (nationally notifiable infectious disease, diseases of public health importance to Wisconsin), diseases deleted from the list, and guidelines for disease reporting. Board members had a number of questions regarding the specific diseases listed and the implications for County residents and for Public Health, and thanked Ms. Saloun for her presentation.

Purchase of Service Contracts

- ♦ A motion was made by Ms. Kirslenlohr and seconded by Ms. Bruce to approve a revision of the 2008 purchase of service contract with Renee Schindlbeck, RDH, in order to provide services to 10 pregnant women in conjunction with Moundview Memorial Hospital (increase contracted amount by \$1,500 based on money to be received from Moundview). Voice vote, all in favor. Motion Carried.

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- ♦ A motion was made by Ms. Bruce and seconded by Ms. Heideman to approve a revision of the 2008 purchase of service contract with Kay Eckert, Psy.D., to include coordination of the development of the application for Comprehensive Community Services certification and reimbursement (\$23/hour, 869 hours, paid through CCS startup funds). 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. Harvey-Beversdorf to approve the following conference and workshop attendance:

- Chris Saloun to the Wisconsin Environmental Health Association Spring 2008 Conference in Stevens Point on April 1-2, 2008 (\$99 registration, \$77.72 mileage)
- Tina Smith and Kelly Oleson to “*Domestic Violence in Child Welfare Practice*” in Madison on April 10-11, 2008 (\$40 registration each, approximately \$170 mileage for driver).
- Erin Schiferl to Advanced Juvenile Court Intake training in Wisconsin Dells on May 6, 2008 (\$35 registration, approximately \$30 mileage, \$10 meals) and to COP/Waiver Basics training in Madison on May 13-14, 2008 (approximately \$152 mileage, \$20 meals).
- Matt Holtman to COP/Waiver Basics training in Madison on May 13-14, 2008 (approximately \$20 mileage, \$20 meals).
- Long Term Support Case Managers & LTS Manager to annual Long Term Support Conference in La-Crosse on April 14-16, 2008 (\$65 registration each, mileage, \$246 lodging, meals).
- Karen Lindner and Luan Jacobson to Wisconsin Personal Services Association Spring conference in Wisconsin Dells on March 13-14, 2008 (\$250 registration total, approximately \$63 mileage total, meals).
- Emma Williams to Advanced Juvenile Court Intake training in Wisconsin Dells on May 6, 2008 (\$35 registration, \$10 meals).
- Kathy Sapp to New (Economic Support Specialist) Worker Training in Oshkosh between March 17 and July 9, 2008 (30 days total, approximately \$541 mileage, \$1,364 lodging, \$599 meals).
- Rachel Babcock, Linda Gilman, Dana Henriksen, and Sandy Wormet to CARES Worker Web Badger-Care Plus Lab training in Madison on April 7, 2008 (\$80.80 for driver, \$10 each for meals).
- Norma Osterloh to Food Sanitation Course in Marshfield on March 25, 2008.
- Jill Helgeson and Ron Pufall to Benefit Specialist Training in Minocqua on March 26, 2008 (\$15 registration each, \$151.50 mileage for driver).
- Ron Pufall to Basic Benefit Specialist Training, Part II on April 15-16, 2008 in Madison (approximately \$80 mileage, \$64 meals/*per diem*, \$90 lodging).
- Carol Johnson and Rita Riedel to Aging Directors Meeting in Minocqua on March 31, 2008 (\$12 each/registration and meals, \$176.75 mileage for driver).
- Phil Robinson and Mark Rossano to Motivational Interviewing: Eliciting Clients’ Own Arguments for Change, in Appleton on April 16, 2008 (\$174 each registration, \$70.70 mileage for driver).
- Lisa Krizan and Lorie Tomsyck to Together for Children Conference in Baraboo on April 7, 2008 (\$95 registration each/MCH State Education and Training Project Scholarship funds application submitted, \$38 mileage for driver).

There was some discussion regarding the number of conference/workshop requests. Dr. Furtkamp and staff remarked that there tended to be a greater density of conferences scheduled about this time every year. In addition, it was noted that funds for all but the Economic Support Specialist New Worker Training and BadgerCare Plus training had been approved as part of the budget process for 2008. After additional discussion, there was a voice vote, and all Board members voted in favor. Motion Carried.

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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* – Ms. Johnson reviewed the minutes of the February 20, 2008 meeting (which she had previously distributed to the Board). Board members had no additional questions.
- *Long Term Support Advisory Committee* – Ms. Osborn reviewed the minutes of the February 7, 2008 meeting (which had previously been distributed). 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. Ms. Johnson highlighted: the AARP representatives assisting with income taxes (Monday and Wednesday evenings and Saturdays), the Benefit Specialists assisting those who need to file Federal returns to qualify for the economic stimulus payments (Monday and Wednesday afternoons), and Project Lifesaver, a program which allows family members of individuals with autism, developmental disabilities, and/or dementia to track, in an emergency, those who are at risk of wandering away. Ms. Johnson informed Board members that she had been approached by the Chairperson of the County Board of Supervisors and asked to research whether hot meals might be delivered to the Rome Town Hall. Board members asked a number of informational questions.
- *Review of Written Report of the Long Term Support Services Manager* – Ms. Osborn reviewed the contents of a written report with Board members. 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 the imminent purchase of a lead analyzer, the designation of Dr. Bellak as a secondary medical advisor (to Dr. Sankaran), and she highlighted portions of the publication “*Celebrating the Spirit and Soul of Public Health Nursing*,” which had been previously distributed. She distributed and provided additional service statistics for 2007. The report encompassed: the Wisconsin Well Woman Program, Women, Infants and Children (WIC) program, preparedness, communicable diseases, Bloodborne pathogens, and prenatal care coordination. Board members asked a number of questions.

◆ Children & Family Services

- *Youth Services Advisory Committee (4-Cs)* – Philip Robinson, LCSW, Clinical Services Manager, reported briefly on the items discussed at the 4-Cs meeting of February 8, 2008.
- *Mental Health/AODA Committee* – Mr. Robinson reviewed the minutes from January and February meetings of the advisory committee and its subcommittees.
- *Review of Written Report of Youth Services Manager* – Mandy Stanley, CSW, Youth Services Manager, was present to review a written report previously submitted to the Board. She noted that the Youth Services section of the annual report has been modified, and would be redistributed to Board members prior to the April 2008 meeting. She also noted the inclusion of the Foster Care Quarterly for March 2008 in the packet. 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. Board members had no additional questions.

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◆ Economic Support

- *W-2 Steering Committee* – Ms. Sumpter reviewed the with Board members the discussions at the March 12, 2008 Visions Committee meeting. Minutes from the February 13, 2008 meeting were distributed to members in the Board packet. Board members asked some general informational questions.
- *PAW Consortium* – Sandra Wormet, Economic Support Services/W-2 Manager reported on discussions at the February 25, 2008 meeting. She reviewed the handouts from that meeting, which had been distributed in the Board packet. These documents included: the February 2008 Performance Standards Report, Supportive Services for W2 and FSET Participants policy, a draft On-Site Fiscal Monitoring Report prepared by the Department of Workforce Development, and charts of the W2 and PAW budget and PAW benefits for 2007 and 2008, and changes to the W2 program in 2007 and 2008.
- *Job Center Update* – Ms. Wormet noted that minutes from the February 19, 2008 Job Center Managers meeting were included in the packet. 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 had previously distributed to Board members. She provided a brief update regarding changes in FSET (Food Share Employment & Training), which will not be mandatory effective March 1, 2008 (however voluntary FSET participants will qualify for various supportive services). She also noted that BadgerCare Plus had begun in February, and that training for Economic Support Specialists will be offered in April. Ms. Wormet noted that she expected requests for service (and correspondingly the workload of her staff) to increase substantially as people become aware of BadgerCare Plus. Board members had no additional questions regarding her report.

◆ Fiscal & Support

- *Report of Fiscal & Support Services Manager* – Wendy L. Pierce, Financial Manager, noted that testing has not yet been completed for the applicants for the Accounts Receivable/Billing Specialist position. She also noted that the Support Specialist/Fiscal position had been filled by Mary Gruber and that Pam Parks had accepted the Clerk/Receptionist position vacated by Ms. Gruber.

Subcommittee Reports

- ◆ Finance Subcommittee – Ms. Kirslenlohr reported that the vouchers (in the amount of \$476,591.29 paid in February) and the February 2008 financial report from the county's Skyward system 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 – Dr. Furtkamp reviewed progress to date regarding the workgroups established, as well as his conversations with Janice Smith regarding Aging & Disability Resource Center development, as noted *supra*. He also discussed briefly the issue of Family Care and the contiguous consortia and districts.

CLOSED SESSION – A motion was made by Ms. Bruce and seconded by Mr. Allen at 12:45 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: 8 aye, 0 nay.

OPEN SESSION – A motion was made by Ms. Sumpter and seconded by Ms. Bruce at 1:04 P.M. to reconvene in open session per §19.85(2), Wisconsin Statutes, to consider and vote on appropriate matters. Roll Call vote: 8 aye, 0 nay. Motion Carried.

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Committee Discussion – Identification of other potential agenda items for future meetings. The Board identified the following issues: annual program evaluation, review of special vacation carryover plans approved in April 2007, and a report on plans for an integrated, department-wide intake process by the April 2008 meeting.

Confirmation of Next Meeting Date – It was the consensus of the Board to set the next meeting for 11 April 2008 (9:00 a.m. Finance Subcommittee/10:00 a.m. HHS Board).

Adjournment – A motion was made by Ms. Sumpter and seconded by Ms. Bruce to adjourn at 1:06 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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