

HEALTH & HUMAN SERVICES DEPARTMENT

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HEALTH & HUMAN SERVICES BOARD 10 August 2007 Meeting

Call to Order and Roll Call – The meeting of the Adams County Health & Human Services Board was called to order by Bev Ward 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 Bev Ward, Pat Townsend, R.N., Jerry Kotlowski, Jeanne Heideman, R.N., Joyce Kirslenlohr, Maureen Bruce, R.N., and Teresa Harvey-Beversdorf.

Staff Present – Diane Osborn, Long Term Support Services Manager, Carol Johnson, Aging Director, Wendy Pierce, Financial Manager, Sandra Wormet, Economic Support Services/W-2 Program Manager, Linda McFarlin, R.N., M.A., Health Officer, 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 – Craig Gaetzke, Central Wisconsin Community Action Council, and Renne Pinson, First Class Taxi.

Approval of Agenda and Compliance with Open Meetings Law – A motion was made by Ms. Townsend and seconded by Mr. Kotlowski 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. Townsend and seconded by Ms. Kirslenlohr to approve the minutes of the 13 July 2007 HHS Board meeting. Voice vote, all in favor. Motion Carried.

Public Participation – Ms. Pinson and Mr. Gaetzke addressed the Board regarding the issue of the Adams County Transit System, presenting ridership and other statistics in support of continuing the program.

Correspondence – Dr. Furtkamp reviewed with the Board the contents of a letter, dated 3 August 2007, from Mark Schneider, District Manager for the Social Security Administration, outlining the results of the May 17, 2007 on-site review of representative payee procedures. The letter noted the work of Kristi Breszee, Clerk-Typist, especially her helpfulness and the organization and timeliness of the records she maintains.

Veteran's Services

Approval of monthly Veteran's Services Officer's report and August calendar. Mr. Johnson had previously distributed the monthly service officer's report for July and his monthly calendar for August. Board members had no questions for Mr. Johnson. A motion was made by Ms. Townsend and seconded by Ms. Heideman to approve the Veteran's Services Officer's report and calendar. Voice vote, all in favor. Motion Carried.

Review and approval of the proposed 2008 Veterans Services Office budget. Mr. Johnson presented the Veterans Services Office budget, highlighting an increase in salaries and health insurance costs. He also noted that he had reduced projected revenues from 2007 by \$1,174, the amount of the transportation grant the VSO received in 2007, due to the uncertainty of receiving the grant from year to year. After discussion, a motion was made by Ms. Heideman and seconded by Ms. Townsend to approve the proposed 2008 Veterans Services Office budget as presented and to forward it to the Administrative Coordinator/Director of Finance

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and Administration and Finance Committee for consideration. Voice vote, all in favor. Motion Carried.

Health & Human Services

Purchase of Service Contracts – A motion was made by Ms. Bruce and seconded by Ms. Townsend to approve purchase of service contracts with Renee Schindlbeck, Dental Hygienist, for Dental Sealant Program (\$3,700), and Audra Wilhorn, Dental Assistant, for Dental Sealant Program (\$800), for the contract period July 2007-May 2008. 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. Harvey-Beversdorf and seconded by Ms. Heideman to approve the following conference and workshop attendance:

- Tracy Sipla to Use of the Family Group Conference training in Madison on August 15, 2007 (\$20 registration, approximately \$78 mileage).
- Kelly Oleson, Tina Smith, Matt Holtman, and Quinn Hansen to Safety Foundation Training, presented by the Southern Child Welfare Training Partnership in Waukesha on August 22-23, 2007 (\$40 registration each, approximately \$582 mileage total).
- Michele Hyler to Service Support Institute in Wausau on September 20-21, 2007 (\$50 registration, approximately \$88 mileage, \$25 per diem, \$62 lodging, \$7 parking).
- Carol Johnson and Rita Reidel to Northern Area District Area Directors meeting in Minocqua (\$15 registration each, \$170 mileage).
- Carol Johnson to: Re-Thinking Family Caregiver Support in Stevens Point on October 5, 2007 (\$30 registration, \$59 mileage) and Elder Adults-at-Risk Conference in Wisconsin Dells on October 15-17, 2007 (\$120 registration, \$64 mileage).
- Chris Saloun to “It’s Time! Integrating Viral Hepatitis into Your Work” in Madison on September 27, 2007 (\$43 mileage, \$10 per diem).

Voice vote, all in favor. Motion Carried.

Purchases – None

Unit, Advisory Committee, and Consortia Reports

♦ Aging & Long Term Support

- *Aging Advisory Committee* – Ms. Johnson briefly summarized the discussions held at the August 9th meeting. She spoke briefly about some economies already made in food service, and distributed to Advisory Committee members a report of per-meal costs for meals served over the past month. Since the 2008 budget has not yet been completed, the Aging Advisory Committee has scheduled a meeting for September 27th to review the budget.
- *Nutrition Advisory Committee* – Next meeting will be August 15, 2007 at the Community Center.
- *Long Term Support Advisory Committee* – Ms. Johnson included the minutes of the July 19, 2007 meeting in the Board packet. Ms. Osborn highlighted the issue of expediting the payment process for clients as they are placed at a local Community Based Residential Facility. Various options were discussed, and the matter referred to the Corporation Counsel for review.
- *Review of Written Report of the Aging Unit Director* – Ms. Johnson was present to review the written report previously submitted to the Board. She provided an update regarding the Benefit Specialist positions. Ms. Johnson reminded Board members of the annual pig roast, scheduled this year for Thursday, August 23rd.
- *Review of Written Report of the Long Term Support Services Manager* – Ms. Osborn was present to review the contents of the written report previously distributed to the Board. She noted that three nursing home relocation and five COP-Waiver plans were approved by the State, and that a total of seven

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additional plans were in development. Ms. Osborn informed Board members that eleven relocation placements have been completed to date.

◆ Public Health

- *Review of Written Report of Health Officer* – Ms. McFarlin was present to review the contents of the written report previously submitted to the Board. She highlighted the following items from her report: issues related to the preparation and submission of the 2008 budget and an update on preparations for the Mass Clinic Full Scale Exercise on August 23rd. Ms. McFarlin also reported that 121 tuberculosis skin tests had been performed (year to date) and 39 Lyme Disease cases investigated.

◆ Children & Family Services

- *Youth Services Advisory Committee (4-Cs)* – No meetings scheduled until Fall 2007.
- *Mental Health/AODA Committee* – No report.
- *Review of Written Report of Youth Services Manager* – The Board reviewed a written report previously submitted by Ms. Stanley. There were no questions.
- *Review of Written Report of Clinical Services Manager* – The Board reviewed the written report previously submitted by Mr. Robinson. Board members had no questions.

◆ Economic Support

- *W-2 Steering Committee* – Ms. Wormet and Ms. Townsend described briefly the highlights of the August 8th meeting, including upcoming events, a report from United Way/2-1-1, and hospice. Board members had no additional questions.
- *PAW Consortium* – The minutes of the July 17th Job Center Managers meeting were distributed to the Board. Ms. Wormet and Dr. Furtkamp described briefly the topics of the PAW administrative meeting held on July 23rd (the reobligation of funds by the State to the Consortium for 2007 and the cuts proposed for the 2008 budget).
- *Job Center Update* – Ms. Wormet noted that 12 WIA youth had been signed up, an increase over previous years, and that the Job Center was still looking for a volunteer for Thursday afternoons.
- *Review of Written Report of Economic Support Services/W-2 Program Manager* – Ms. Wormet distributed a written report and described the purposes and plans for a meeting on housing on August 30th. This meeting will include presentations and/or participation by: Central Wisconsin Community Action Council, Renewal Unlimited, Wisconsin Management, Rural Housing, Rural Development, and Moving Out. Ms. Wormet also shared with Board members a Job Net report.

◆ Fiscal & Support

- *Report of Fiscal & Support Services Manager* – Ms. Pierce informed Board members of general budgetary issues.

Subcommittee Reports

- ◆ Finance Subcommittee – Ms. Kirslenlohr reported that the vouchers (in the amount of \$391,532.93) and June 2007 financial report of the HHSD had been reviewed and approved by the subcommittee.
- ◆ Human Resources Subcommittee – No meetings were scheduled or held.
- ◆ Service Evaluation Subcommittee – Next meeting early 2008.

Director's Report – Dr. Furtkamp provided an update regarding the resolution to create an Energy Assistance Specialist position and explained that reconsideration by the County Board of Supervisors would not allow sufficient time to fill the position before the beginning of the heating season.

Health & Human Services

Continued discussion on 2008 HHSD budget request and timetable. According to the timetable distributed by the Administrative Coordinator/Director of Finance, 2008 budgets approved by the applicable governing

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committee must be submitted by August 20, 2007. Guidance will be provided at a special Department Head meeting, to which the various Committee chairpersons will be invited, scheduled for July 17th. Dr. Furtkamp asked whether a public hearing on the HHSD budget proposal might be integrated into the August HHS Board meeting, prior to formal Board action, as was done for the 2007 budget. It was the consensus of Board members that a public hearing would be appropriate and beneficial.

Update on reclassification requests and revisions to job descriptions. The Executive Committee is in the process of adopting a strategy to consider the reclassification requests.

Update on drug/medication clean sweep. Ms. McFarlin presented Board members with an update on the status of the drug/medication clean sweep, planned for September 25th.

Continued discussion of HHSD security issues. HHSD leadership staff discussed their experiences in working through the Security Hazard Vulnerability Assessment within their units. The issues of security and safety will be the topic of the July all-staff meeting, scheduled for July 16th, and staff will report to the Board at the August meeting.

CLOSED SESSION – A motion was made by Ms. Heideman and seconded by Mr. Kotlowski 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. Motion Carried.

OPEN SESSION – A motion was made by Ms. Townsend and seconded by Ms. Kirslenlohr to reconvene in open session per §19.85(2), Wisconsin Statutes, to consider and vote on appropriate matters. Roll Call vote: 7 aye. Motion Carried.

Committee Discussion – Identification of other potential agenda items for future meetings. The Board identified the following issues: update on 2008 budget request, update on the drug/medication clean sweep, and continuation of security discussion.

Confirmation of Next Meeting Date – public hearing on HHSD budget proposal, \$85.21 transportation grant funds, and 2007-2008 Aging Plan for Older People: 17 August 2007/1:00 p.m.; next regular meeting: 14 September 2007 (8:30 a.m. Finance Subcommittee/10:00 a.m. HHS Board).

Adjournment – A motion was made by Ms. Bruce and seconded by Mr. Kotlowski to adjourn at 12:01 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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