

**MINUTES  
HEALTH & HUMAN SERVICES BOARD MEETING  
FINANCIAL SUB-COMMITTEE MEETING  
MARCH 2, 2016  
CONFERENCE ROOMS A & B, 1<sup>ST</sup> FLOOR NORMAL BUILDING**

Chairman Travis Nez called the meeting to order at 8:47 a.m.

Members present: Mary Jesunas, Travis Nez, and Bruce Jilka

Members excused: None

Others present: Marilyn Schreuder, Maggie Obadal, Krisan Bastil, Gerald Swenson, Paula Kock, Dr. Dahlie, and Dennis Wartgow

PUBLIC COMMENTS – None

AMENDMENTS TO THE AGENDA – None

**DISCUSSION AND POSSIBLE ACTION ON THE FOLLOWING:**

1. APPROVAL OF 02/03/16 FINANCE MINUTES-HEALTH & HUMAN SERVICES – Motion (Jesunas/Jilka) to approve 02/03/16 Human Services Finance Sub-Committee minutes. Motion carried.
2. REVIEW AND APPROVAL OF HEALTH & HUMAN SERVICES VOUCHERS

2015

Master Voucher #12 (includes Aging, Public Health and Human Services - \$118,581.39)

- Period 14 early batch - \$116,428.29. This voucher includes payment for: CSP reimbursement, CSP bills, long term support bills, subscription renewal, second half of 2015 Family Care contribution, etc.
- Period 14 Board batch - \$2,153.10. This voucher includes payment for: CSP bill, closeout of 2015 Youth Aids contract, family planning medical/fiscal agent services.

2016

Master Voucher #1 (includes Aging, Public Health and Human Services - \$115,202.70)

- February early batch - \$18,961.06. This voucher includes payment for: telephone bills, C&Y bills, long term support bills, consultation fees for ISP program & MH/AODA Coalition, January-June ES computer connect charges, membership dues, training registrations/reservations. Alzheimer's support group meeting, caregiver services, meal delivery, site rent, nutrition site supplies, volunteer mileage, office rent, animal control officer, computer & accessories, WIC/family planning/Bio-T/medical/office supplies, etc.
- February interface batch - \$43,067.30. This voucher includes payment for: foster care, group care, RCC, and kinship care for children.
- February Board batch - \$53,174.34. This voucher includes payment for: long term support bills, CSP reimbursement, postage, background checks, site rent, meals & meal delivery, caregiver services, volunteer mileage, veterinary services, advertising, family planning medical/fiscal agent services, WIC/family planning/office supplies, medical equipment, medical waste disposal, equipment warranty, etc.
- January mileage & expenses = \$3,857.23 (Human Services=\$2,854.45 and Health=\$1,002.78).

**Motion (Jesunas/Jilka) to approve Health & Human Services vouchers totaling \$237,641.32. Motion carried.**

3. ADJOURN – Meeting adjourned at 8:53 a.m. by Chairman Travis Nez.

Respectfully submitted,

*Maggie Obadal*

Maggie Obadal  
Fiscal & Administrative Supervisor

**MINUTES  
HEALTH & HUMAN SERVICES BOARD MEETING  
MARCH 2, 2016  
CONFERENCE ROOMS A & B, 1<sup>st</sup> Floor, Normal Building**

Chairman Bruce Jilka called the meeting to order at 9:02 a.m.

**ROLL CALL**

Members present: Dr. Peter Dahlie, Mary Jesunas, Bruce Jilka, Paula Kock, Travis Nez, Gerald Swenson, John Walasek, and Dennis Wartgow

Members excused: John Vlach

Members absent: None

Others present: Marilyn Schreuder, Maggie Obadal, Michelle Edwards, Kathy Billek, Janine Dobson, Bob Kopisch, and Kelly Schultz from the Counseling & Development Center

**REVIEW ANY AMENDMENTS TO THE AGENDA** – None

**PUBLIC COMMENTS** – None

**DISCUSSION AND POSSIBLE ACTION ON THE FOLLOWING:**

1. **COMMUNICATION AND CORRESPONDENCE** – None
2. **APPROVAL OF MINUTES FROM 02/03/16 HEALTH & HUMAN SERVICES BOARD - Motion (Wartgow/Swenson) to approve 02/03/16 Health & Human Services Board. Motion carried.**
3. **PUBLIC HEALTH DIVISION** - M. Edwards provided the updates.
  - a. Lytec System update – Lytec replaces a previous state reporting system that was not HIPAA compliant. The program has been installed on staff computers and staff is starting to use it alongside Outlook for scheduling appointments. Appointments will be entered into both Outlook and Lytec until staff is comfortable with using Lytec. The electronic health records portion of Lytec has been purchased but training will take place at a later date.
  - b. School flu vaccination preparedness exercise results – Included in Board packets was a graph showing the results of this exercise. It compared the school years of 2013-2014, 2014-2015 and 2015-2016. Prior to 2011, vaccines could be given in the schools whether a student had insurance or not. The rules changed and a student with insurance had to go to their primary care provider to get their vaccines. Public Health experts with Public Health preparedness knowledge worked out logistics with the preparedness grant that would allow flu vaccines to be given in the schools free of charge whether the student had insurance or not as long as it was done as a preparedness activity. The numbers in the three year comparison have gone down but by less than 1%. Statistics are taken from information entered into the Wisconsin Immunization Registry (WIR) which does not include vaccines given at places such as Wal-Mart. Ideas being discussed on how to get more participation at the schools include, but not limited to, using email or electronic media to get the word out about upcoming clinics, setting up a primary day to be at the school(s), getting dates in place so they can be included on the school calendar, using Public Health Facebook page, etc. Overall, schools have a 98% vaccination rate. It was asked if information is available to show a comparison of flu shots given vs. the rate of flu incidences. It was indicated that only people hospitalized due to flu are reportable to Public Health. Mass exercises are being planned for HPV, meningitis and Tdap vaccinations also.
  - c. 5210 campaign – The Health & Wellness Coalition is getting the word out about a new campaign aimed at promoting a healthier lifestyle. It is the 5-2-1-0 campaign and the goal is to achieve each component daily. The components are to eat 5 servings of fruits and vegetables, have 2 hours or less of recreational screen time, get 1 hour or more of physical activity and have 0 sugary drinks and drink more water and low fat milk. Contact has been made with schools, medical facilities, day care centers, and local businesses. A good amount of interest has been shown by the community. You can start the program at any time. It's easier to implement if you concentrate on one section per month and stretch out implementation over four months. For instance, a number of employees from this Department is participating and the campaign started in February with the goal of having 5 fruits and/or vegetables daily. The March goal is having 2 hours or less of recreational screen time. The April goal will be to get 1 hour or more of physical activity and the May goal will be to have 0 sugary drinks and to drink more water and low fat milk. This campaign ties into the Community Needs Assessment. County Health Rankings are due to come out March 16<sup>th</sup> and rankings will be made available to this Board.

It is time again for the WPHA-WALHDAB (Wisconsin Public Health Association & Wisconsin Association of Local Health Departments and Boards) annual conference which will be held on May 24-26, 2016 at the Radisson Paper Valley Hotel in Appleton. Scholarships are available for Board members. Early bird registration is due by March 31<sup>st</sup>. If any Board member is interested in attending they are to contact Michelle.
4. **CHILDREN & YOUTH DIVISION** – Marilyn provided the update.
  - a. Trauma Informed Care Project – We have the opportunity to get consultation from Division of Children & Families (DCF) in this area. The majority of people our staff works with experience trauma in their life which impacts their ability to live a healthy lifestyle. ACES (Adverse Childhood Experiences) will help identify things that have happened in their lives and in turn, staff will learn how to use

different approaches in working with these people. This project is beginning with the Children & Youth (C&Y) Unit and will teach staff how to work with traumatized families and how not to traumatize them again. The process will involve an internal team that will meet on a regular basis, and using webinars or conference calls for training.

5. SENIOR SERVICES DIVISION

- a. Approval needed to correct TCC position title for R. Kranig – At the February 3<sup>rd</sup> meeting R. Kranig was approved as the Elderly/Disabled Consumer Advocate but should have been approved as the Consumer/Agency Advocate. **Motion (Wartgow/Walasek) to approve position title from Elderly/Disabled Consumer Advocate to Consumer/Agency Advocate. Motion carried.**
- b. Creating Dementia Friendly Communities Overview – Janine Dobson/Kathy Billek – Training on how to deal with people with dementia will be offered to businesses and churches. Generally, the approach is to slow down and be kinder. A short video was shown that showed an example of kind and unkind treatment of a person with dementia. Dementia friendly communities show a high level of understanding. A handout was given to the Board which showed the definition of dementia as the loss of cognitive functioning serious enough to interfere with daily functioning. The handout also included: the ten signs of dementia, how to know if someone has dementia, people carrying a *helpcard* (usually purple in color), described core needs of people with dementia, how to approach someone with dementia, and how to provide good customer service. Training includes four or five modules and is usually completed in one day but can be split into two days. Training for emergency personnel is also being planned. Bob Kopisch asked if Health & Human Services Department staff was trained and it was indicated that Misty Mogensen, Dementia Care Specialist from the ADRC-N, will be training Department staff at a future all staff meeting. He also asked Marilyn to initiate contact with other county departments and city personnel to offer training to their staff. Any questions regarding this topic can be directed to Kathy Billek, Disabilities & Protective Services Unit Manager. Once training has taken place a purple angel decal/sign, such as the one shown below, is placed in their window to indicate they are a dementia friendly place.



6. FISCAL AND ADMINISTRATIVE DIVISION

- a. Budget & Financial Reports – M. Obadal indicated that no reports were being presented at this meeting. Final 2015 expenses are still being paid and all 2015 reporting and reconciliation is not complete at this time.
- b. High Cost Placement Reports – M. Obadal reviewed reports that were in Board packets showing current placements for 2016.

7. DIRECTOR REPORT – M. Schreuder provided the updates.

a. Department updates & Director Report

- i. Agency updates – Ads are out for the two positions being vacated by retirements. We're hoping to get new people hired quickly so there is overlap with the two people who are retiring. Applications are due by 4:30 p.m. on Friday, March 4<sup>th</sup>.

JDQ process is underway for the wage study to be completed by Carlson Dettmann. All employees completed a JDQ whether it was on an individual basis or as part of a group under the same title. For this Department, 23 of 26 JDQs have been sent onto Nick for review. This was a complicated process because not all staff was able to attend sessions offered, there was no reference guide to refer to, there were multiple interpretations of different sections throughout the JDQ but as Marilyn reviewed each and every one of them she made them consistent. The next step will be for Patrick from Carlson Dettmann to meet with Department Heads for clarification that might be needed. It is anticipated the wage study would be completed and ready for presentation to the County Board in June as it could have an impact on the 2017 county budget.

- ii. Overview of Legislative Audit Bureau report on Non-Emergency Transportation – Information was included in Board packets. Bruce and Marilyn received from Jean Gottwald a copy of a Rusk County resolution in support of the Department of Health Services enhancing the quality of the Medicaid non-emergency medical transportation system. Up until 2010, the non-emergency medical transportation program was administered by counties. Since that time, the state contracts with a provider to administer the program. The first company the state contracted with was Logisticare and they were replaced with MTM, Inc. Issues remain and a recent Legislative Audit Bureau report was pretty damaging and indicated the contracting process was not very cost effective. Client complaints include drivers showing up late or not at all. The Rusk County resolution proposed that administration should go back to the counties as it was previously. For now, this item is on the agenda only to provide information to this Board and to see if they are interested to do anything else. There are several other counties besides Rusk that have developed resolutions but it is not a hot issue but an irritating one. Marilyn mentioned that there is a website where the Legislative Audit Bureau report can be found and she will forward it to Board members with email. She was also asked to get a copy of the Rusk County resolution to the HHSB members prior to the next meeting and to make this an agenda item for the next HHSB meeting.

iii. Contract updates including Bulk Food and Home Delivered Meal Program – Currently, we contract with the Counseling & Development Center (CDC) to deliver bulk foods to the nutrition sites and the home delivered meals to homebound residents. The provision of this service is handled by job coach and a client or clients that attend the Red Apple Center sheltered workshop managed by the CDC. Last fall, reimbursement from the Managed Care Organization known as CCCW (Community Care Connections of Wisconsin) that manages Family Care in this area changed for the supported employment program. New rates were negotiated between this Department and CDC to continue to provide this service. Meetings were held that included Marilyn, Nick Trimner, CDC staff and CCCW staff to try to decide how to come up with a solution. This Department cannot continue to pay the enhanced rates and the 2016 contract for this service is being written to end on June 30, 2016 unless some other arrangements are worked out. There has never been an issue with service provision. It has been very stable and reliable which makes this situation very difficult. A suggestion from CCCW is for someone to hire the individual(s) that provide this service as their employee and contract with them to continue to do this work. Funding for one-on-one job coaching is or will be eliminated. CCCW is implementing something called Enclave which is based on doing the job with four or five clients at once which does not work here. There are a limited number of clients attending the Red Apple Center who can work on their own with little supervision. The higher functioning people do not attend the Red Apple Center. Other areas of discussion included having volunteers provide the supervision, converting a smaller nutrition site to home delivered, and having continued conversations to get something worked out by the end of June, 2016.

Laura Stroud has made it known that she is not interested in continuing her animal control contract that will expire the end of August, 2016. A Request for Proposal (RFP) process will be followed to seek interest in taking on this service. Michelle will be making contact with facilities that have kennels to let them know about the upcoming RFP process. The current contract with Stroud was for a three-year period but could be bid out for five (5) years. The Board will be kept informed of the status of the process.

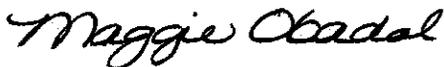
iv. Organizational Effectiveness Presentation Wednesday, March 16, 2016 – At the February HHSB meeting, Marilyn extended an invitation to all Board members to attend the final Organizational Effectiveness (OE) meeting for a presentation by the 12 member OE team. Since the February meeting, the site was changed from the Barry-Wehmiller University Learning Center to Human Services Conference Rooms A & B. This limits the number of Board members who can attend to two. Bruce Jilka and Travis Nez indicated they plan to attend. Lunch will be served at 12:30 p.m. with the presentation to follow.

v. Discussion of not holding an April HHSB meeting – According to our HHSB meeting schedule, the next meeting would be held on April 6<sup>th</sup>. Marilyn is unavailable that day plus Mary Jesunas and John Vlach are not running for re-election so this Board is looking at getting at least two new members after the spring election. New County Board members will be sworn in at the April 19<sup>th</sup> County Board meeting but Committee assignments will not take place until after that meeting. In addition, at this point in time it looks like there would be a light agenda for an April meeting so it was decided not to have an April meeting. The date for the May meeting was changed from May 4<sup>th</sup> to May 18<sup>th</sup> because Maggie and Krisan would be out at a three-day conference the first week of May. The May meeting will also be the reorganizational meeting for the HHSB.

8. SET DATE & TIME FOR NEXT BOARD MEETING – It was decided that there would be no April meeting so the next meeting of the Health & Human Services Board is set for Wednesday, May 18, 2016. Finance Sub-Committee will start at 8:45 a.m. and Health & Human Services Board at 9:00 a.m.

9. ADJOURN – Meeting adjourned at 11:07 a.m. by Chairman Jilka.

Respectfully Submitted,



Maggie Obadal  
Fiscal & Administrative Supervisor