

**MINUTES  
HEALTH & HUMAN SERVICES BOARD MEETING  
FINANCIAL SUB-COMMITTEE MEETING  
JANUARY 6, 2016  
CONFERENCE ROOMS A & B, 1<sup>ST</sup> FLOOR NORMAL BUILDING**

Chairman Travis Nez called the meeting to order at 8:45 a.m.

Members present: Mary Jesunas, Travis Nez, Dennis Wartgow

Members excused: Bruce Jilka

Others present: Marilyn Schreuder, Maggie Obadal, Krisan Bastil, and Gerald Swenson

PUBLIC COMMENTS – None

AMENDMENTS TO THE AGENDA – None

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

1. APPROVAL OF 12/02/15 FINANCE MINUTES-HEALTH & HUMAN SERVICES – Motion (Wartgow/Jesunas) to approve 12/02/15 Human Services Finance Sub-Committee minutes. Motion carried.

2. REVIEW AND APPROVAL OF HEALTH & HUMAN SERVICES VOUCHERS

Master Voucher #10 (includes Aging, Public Health and Human Services - \$216,739.29)

- December early batch - \$21,653.98. This voucher includes payment for: CSP reimbursement, telephone bill, consultation fees for ISP program & MH/AODA Coalition, drug test kits, training expenses, vaccines, advertising, TB medical services, WIC/dental/office supplies, etc.
- December interface batch - \$29,210.60. This voucher includes payment for: foster care, group care, RCC, and kinship care for children.
- December Board batch - \$100,047.68. This voucher includes payment for: long term support bills, CSP reimbursement, CSP bills, telephone bills, background checks, C&Y bills, postage, meals & meal delivery, sites rent, caregiver services, volunteer mileage, office rent, expenses for 2015 Caregiver Conference, Aging van repairs, mass mailing for TCC, advertising, specialized transportation, gas cards for volunteer drivers, travel/training expenses, family planning services, dental hygiene services, medical waste disposal, Bio-T equipment maintenance, office/TB/family planning supplies, animal control officer, etc.
- December late batch - \$65,827.03. This voucher includes payment for: CSP reimbursement, CSP bills, long term support bill, C&Y bill, specialized transportation, volunteer mileage, family planning medical services, computer equipment, advertising, paper service, family planning software & tech support, etc.
- November mileage & expenses = \$4,179.52 (Human Services=\$2,993.06 and Health=\$1,186.46).

**Motion (Wartgow/Jesunas) to approve Health & Human Services vouchers totaling \$220,918.81. Motion carried.**

3. ADJOURN – Meeting adjourned at 8:52 a.m. by Chairman Travis Nez.

Respectfully submitted,

*Maggie Obadal*

Maggie Obadal  
Fiscal & Administrative Supervisor

**MINUTES  
HEALTH & HUMAN SERVICES BOARD MEETING  
JANUARY 6, 2016  
CONFERENCE ROOMS A & B, 1<sup>st</sup> Floor, Normal Building**

Vice Chairman Travis Nez called the meeting to order at 9:02 a.m.

ROLL CALL

Members present: Dr. Peter Dahlie, Mary Jesunas, Travis Nez, Gerald Swenson, John Vlach, John Walasek, and Dennis Wartgow

Members excused: Bruce Jilka and Paula Kock

Members absent: None

Others present: Marilyn Schreuder, Maggie Obadal, Michelle Edwards, and Nicholas Trimmer

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 12/02/15 HEALTH & HUMAN SERVICES BOARD

**Motion (Walasek/Jesunas) to approve 12/02/15 Health & Human Services Board. Motion carried.**

3. REVIEW AND APPROVE HEALTH & HUMAN SERVICES BOARD (HHSB) BY-LAWS – The By-Laws were reviewed at the December 2, 2015 meeting. Section 1: Membership under Article III – Membership and Terms was to be updated to read the same as the Health and Human Services Board section of the County Board Policy & Procedure Manual. Updated By-Laws were sent in Board packets for further review. One additional change was made after Board packets were mailed. The last sentence in Section 1: Membership now reads "Appointment shall occur.....due to resignation or removal." **Motion (Jesunas/Wartgow) to approve updated Health & Human Services Board By-Laws as presented with all changes made. Motion carried.**

a. Quarterly Report – M. Edwards provided the update and referred to the fourth quarter report included in Board packets.

- According to the Ashland County Health Officer there were four cases of pertussis (whooping cough) in Ashland County but Price County had only one confirmed case.
- All community and business flu vaccine clinics have been completed and it is hoped that numbers will be available for the next HHSB meeting.
- Nancy Rublee, Dental Hygienist, is at a Public Hearing with the Dental Examining Board on mobile dentistry which would affect all Public Health Departments and Seal-a-Smile Clinics. Proposed requirements would make it necessary for us to purchase a permit and have a signed MOU with a dentist within a 70 mile radius of where services are provided who would be willing to take referrals of children needing additional dental services. Nancy has contacted multiple area dentists and most were not willing to sign an MOU. More information will be brought to this Board. Nancy wrote for and received a \$1,000.00 grant from the AnnMarie Foundation. The grant will be used to purchase new lab coats which will have the Seal-a-Smile logo on them and will be OSHA compliant.
- There were three environmental complaint calls which were for a housing situation, a building that was falling down, and a living situation.
- The case under Animal Control is an ongoing issue and rests with the District Attorney.
- Preparedness included starting an immunization exercise in the three school districts offering Tdap, meningococcal, and HPV vaccinations to middle school and high school students. All students were eligible to receive the immunizations whether or not they had insurance coverage because the exercise was done under preparedness. Permission slips were garnered using technology with the schools doing an email blast that included a permission slip or through the Price County website where the permission slip, once completed, came to a Price County Public Health Nurse. That process worked quite well and it's anticipated to continue to be used.
- State consolidated contracts were completed for a total of \$521,470.00. This includes the following programs: Childhood Lead, Family Planning-Reproductive Health, Immunization, Maternal Child Health, Oral Health-Fluoride Mouth Rinse, Oral Health-Fluoride Supplement, Radon Outreach and WIC.
- Statistics for communicable diseases for this three month period were also included. The stats are a snapshot of a point-in-time when running the reports and may look different now. There has been lots of testing for pertussis.

b. Ordinance Concerning Use of Tobacco Products in County Buildings – Michelle worked with Jean Gottwald, County Clerk, on codes and article numbers. No changes needed to be made to the draft document. Included in Board packets was the draft Ordinance and the Ordinance to amend the Price County fee schedule to include fines for violating this Ordinance. **Motion (Jesunas/Swenson) to schedule the Public Hearing on this topic at the beginning of the February 3, 2016 Health & Human Services Board meeting. Motion carried.**

5. DISABILITIES & PROTECTIVE SERVICES DIVISION – Marilyn Schreuder provided the update.
- a. Grant awarded to ADRC of the North for Dementia Capable Crisis Response – At the December 2<sup>nd</sup> meeting it was mentioned that the ADRC of the North had the opportunity to apply for a grant to assist persons with dementia in crisis. Since that meeting, notice was received that a \$25,000.00 grant was awarded to the ADRC of the North. The intent is to bring in training for HHS staff, emergency responders, law enforcement personnel, local nursing homes, hospice workers, caretakers, health professionals, etc. to learn how to respond to people acting out because of their dementia as well as learn protocol for helping them and to determine need for hospitalization. The plan is to hire a coordinator to bring the training to the people in all five counties of the ADRC of the North, provide follow-up and group discussions. It is hoped that this will begin in January with training to be held in each of the five counties. A brief discussion about dementia friendly communities followed.
6. SENIOR SERVICES DIVISION – Marilyn Schreuder provided the updates.
- a. Approve 85.21 Price County Transportation Plan – The Plan was reviewed at the December 2, 2015 HHSB meeting but because the agenda did not indicate the need for approval no action could be taken to approve the Plan so it was placed on the agenda for this meeting. Janine submitted the Plan to the State noting that verbal approval had been received from this Board and formal approval would take place at the January, 2016 meeting. **Motion (Swenson/Wartgow) to approve plan as submitted. Motion carried.**
- b. Vehicle purchase – A vehicle has been ordered through the state bid process. It is a Chevy Traverse with all-wheel drive and will be equipped with running boards to make access easier for clients using the transportation service. The vehicle is expected to be here towards the end of January or sometime into February.
7. FISCAL AND ADMINISTRATIVE DIVISION
- a. Budget & Financial Reports – M. Obadal handed out and reviewed reports representing payments through November 30, 2015. It was mentioned that this is the time of year that the State starts taking back some of the advances given at the beginning of the year which could result in a negative payment (no payment). Final 2015 revenues and expenses will not be known until at least June due to the reconciliation process and reporting methods used in this Department.
- b. High Cost Placement Reports – M. Obadal reviewed reports handed out at the meeting. There were no new placements for the Children & Youth Division but the rate for one child changed slightly because the child had a birthday which moved them to the next age group on the foster care payment schedule. On the adult side for November, there was one new residential placement and one residential placement was several days less than anticipated. There was one new inpatient placement.
8. DIRECTOR REPORT – M. Schreuder provided the updates.
- a. Department updates & Director Report

i. Public Health Program Manager Position Description Approval – Laurie Pilch, Public Health Program Coordinator, tendered her retirement/resignation letter with her last day to be Friday, May 6, 2016. Laurie has been with Price County for over 30 years. Her position is a critical one in the fiscal area of the Department. The request to refill this position has been discussed with Nick Trimmer and approved. At that time, it was discovered that there was not a current job description for this position. Since then an updated job description has been completed and needs approval from this Board so that it can be sent onto the Administration Committee which is set to meet on January 13<sup>th</sup>. We would like to start advertising soon so we can hire and have the new person overlap with Laurie prior to her leaving. **Motion (Wartgow/Jesunas) to approve with changes. Motion carried.**

ii. Agency Updates – Brenda Oswald, Health & Human Services Assistant in Public Health, tendered her retirement/resignation effective April 8, 2016. She has been with Price County for 34 years. We're moving forward with submitting a request to refill this position and again would like to have some overlap, if possible.

Contact has been made with Millie Rounsville from the Northwest Wisconsin Community Services Agency (NWCSA) in regard to the commodities program. It was mentioned that the NWCSA is looking for a group to partner with to make commodities more readily available to Price County residents. St. Vincent DePaul Society was contacted but indicated they did not want to require their volunteers to check ID's of persons wanting to pick up commodities. This was a decision by the local group not by the parent group. Marilyn will be contacting Mike Novak of the group to discuss further because this is a huge resource that county residents are missing out on. The other two food pantries in the county are Trinity Lutheran in Phillips and the Lord's Cupboard in Park Falls but they are not open as often as St. Vincent's.

At the December meeting it was asked if statistics could be gathered in regard to the demographics of persons receiving FoodShare benefits in Price County. The only information available is in 2014 there were approximately 900 children and 1,800 adults receiving benefits. There is no information available to show how many Price County residents would be eligible to receive FoodShare benefits. Approximately 50% of Price County students receive reduced or free lunch.

A new logo for Health & Human Services has been designed to be used on letterhead, etc. Next month's agendas should show the new logo.

Building security issues are being discussed. One change will be access to the building. The two entrances on the old part of the Normal Building will be locked to the public. The only public entrance will be the main entrance leading into Public Health. Keith Laatsch has ordered signage for the doors and a sign for the front lawn indicating the main entrance.

9. **SET DATE & TIME FOR NEXT BOARD MEETING** – The next meeting of the Health & Human Services Board is set for Wednesday, February 3, 2016. Finance Sub-Committee will start at 8:45 a.m., Health & Human Services Board at 9:00 a.m. and Public Hearing on Ordinance Concerning Use of Tobacco Products in County Buildings at 9:05 a.m.
10. **ADJOURN** – Meeting adjourned at 9:57 a.m. by Vice Chairman Nez.

Respectfully Submitted,

*Maggie Obadal*

Maggie Obadal  
Fiscal & Administrative Supervisor