

**MINUTES
HEALTH & HUMAN SERVICES BOARD MEETING
FINANCIAL SUB-COMMITTEE MEETING
MARCH 1, 2017
CONFERENCE ROOMS A & B, 1st FLOOR NORMAL BUILDING**

Chair Dennis Wartgow called the meeting to order at 8:44 a.m.

Members present: Kay Pluemer, John Vlach, and Dennis Wartgow

Members absent: Marguerite Sue Bocock

Members excused: None

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

PUBLIC COMMENTS – None

AMENDMENTS TO THE AGENDA – None

DISCUSSION AND POSSIBLE ACTION ON THE FOLLOWING:

1. APPROVAL OF 01/04/17 FINANCE MINUTES-HEALTH & HUMAN SERVICES – Motion (Pluemer/Vlach) to approve 01/04/17 Human Services Finance Sub-Committee minutes. Motion carried.

2. REVIEW AND APPROVAL OF HEALTH & HUMAN SERVICES VOUCHERS

2016

Master Voucher #01 & Master Voucher #02 (includes Aging, Public Health and Human Services - \$410,091.26)

- Period 13 early batch - \$33,540.97. This voucher includes payment for: CSP reimbursement, psychiatric services, crisis program services, telephone bills, C&Y bills, consultation fees for ISP program & MH/AODA Coalition, supplies for AODA Block Grant, training reservations, CST supplies, purchase dishwasher for nutrition site, meals & meal delivery, site rent, volunteer mileage, family planning fiscal agent services, BIO-T equipment, training expenses, advertising, medical/dental/family planning/office/Wellness Coalition supplies, dental hygiene services, animal control officer & equipment, etc.
- Period 13 interface batch - \$64,433.84. This voucher includes payment for: foster care, group care, RCC, and kinship care for children.
- Period 13 late batch - \$111,039.64. This voucher includes payment for: CSP reimbursement, CSP bills, long term support bills, C&Y bills, telephone bills, postage, background checks, crisis center services, crisis supervision, supplies for AODA Block grant, training reservations, caregiver services, advertising, medical waste disposal, etc.
- Period 14 interface batch - \$827.47. This voucher includes payment for: kinship care for children (back payment).
- Period 14 early batch - \$7,858.62. This voucher includes payment for: long term support bills, C&Y bill, 4th quarter 2016 FS & MA incentives returned to NIMC (Northern Income Maintenance Consortium), Alzheimer's support group meetings, caregiver services.
- Period 14 Board batch - \$191,047.99. This voucher includes payment for: CSP reimbursement, CSP bill, C&Y bills, long term support bill, training registration, 2016 family care contribution.
- Employment related expenses paid for Health & Human Services by County Clerk's Office - \$258.55.
- Telephone expenses paid for Health & Human Services by County Clerk's Office - \$919.99.
- Unemployment compensation paid for Health & Human Services by County Clerk's Office - \$164.19.

- December mileage & expenses = \$5,000.48 (Human Services=\$4,246.64 and Health=\$753.84)

2017

Master Voucher #01 & Master Voucher #02 (includes Aging, Public Health and Human Services - \$170,346.62)

- January early batch - \$6,285.92. This voucher includes payment for: training registrations/reservations, membership dues, site rent, office rent, newsletter subscription, family planning software/tech support, WIC supplies.
- January late batch - \$3,790.25. This voucher includes payment for: training reservations, membership dues, restitution, volunteer mileage, family planning fiscal agent services, office equipment/supplies, Community Plan, etc.

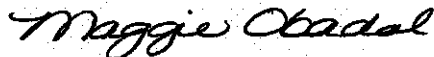
- February early batch - \$20,052.65. This voucher includes payment for: CSP reimbursement, telephone bills, C&Y bills, consultation fees for ISP program & MH/AODA Coalition, meals & meal delivery, nutrition site supplies, volunteer mileage, office rent, animal control officer, membership dues, family planning/medical/dental/office supplies, etc.
- February interface batch - \$72,329.28. This voucher includes payment for: foster care, group care, RCC, and kinship care for children.
- February Board batch - \$65,599.60. This voucher includes payment for: long term support bills, CSP reimbursement, CSP bills, telephone bills, postage, background checks, crisis center services, volunteer mileage, sites rent, advertising, family planning medical supplies, QPR books, etc.
- Employment related expenses paid for Health & Human Services by County Clerk's Office - \$708.50.
- Telephone expenses paid for Health & Human Services by County Clerk's Office - \$947.82.
- Unemployment compensation paid for Health & Human Services by County Clerk's Office - \$273.65.
- Dog license fees paid for Health & Human Services by County Clerk's Office - \$333.95.
- WI County Mutual Insurance additional coverage for Northern Income Maintenance Consortium paid for Health & Human services by County Clerk's Office - \$25.00.

- January mileage & expenses = \$4,717.93 (Human Services=\$4,217.16 and Health=\$500.77)

Motion (Vlach/Pluemer) to approve Health & Human Services vouchers totaling \$590,156.29. Motion carried.

3. ADJOURN – Meeting adjourned at 8:50 a.m. by Chair Dennis Wartgow.

Respectfully submitted,



Maggie Obadal
Fiscal & Administrative Supervisor

**MINUTES
HEALTH & HUMAN SERVICES BOARD MEETING
MARCH 1, 2017
CONFERENCE ROOMS A & B, 1ST FLOOR Normal Building**

Chair Kay Pluemer called the meeting to order at 9:02 a.m.

ROLL CALL

Members present: Dr. Peter Dahlie, Bruce Jilka, Suzanne Ocker, Kay Pluemer, Gerald Swenson, John Vlach, John Walasek, and Dennis Wartgow

Members excused: None

Members absent: Marguerite Sue Bocock

Others present: Marilyn Schreuder, Maggie Obadaí, Michelle Edwards, Sarah Reese-Socha, Kayla Borgen, and Tammara DeLasky

REVIEW ANY AMENDMENTS TO THE AGENDA – None.

PUBLIC COMMENTS – None.

DISCUSSION AND POSSIBLE ACTION ON THE FOLLOWING:

1. **COMMUNICATION AND CORRESPONDENCE**

- a. Introduce Tammy DeLasky, new hire in Public Health – Marilyn introduced Tammy. She started on January 16, 2017 as a Health and Human Services Assistant and is located in Public Health. The Board introduced themselves and welcomed Tammy.
- b. Correspondence regarding MTM (transportation broker) – Marilyn indicated that Sue Bocock received a letter from one of her constituents regarding issues they were having with MTM. The person stated that she is currently receiving cancer treatments and at times has been told there were no drivers available. She has also been asked if she would be able to get into a pickup which she is unable to do due to her condition. Sue also contacted Bruce Jilka to ask if would be appropriate for her to write a letter to MTM on this person's behalf and it was okayed. MTM has a complaint number for consumers to call to register their complaints. Marilyn will contact our regional contacts to get the name and phone number of a direct oversight person. She also reminded this Board that a few months ago the Board passed a resolution encouraging the state to have transportation services return to the counties as it is more cost effective and the service was much more reliable when provided by the county.

2. **ANNOUNCEMENT AND MOTION TO ADJOURN INTO CLOSED SESSION** in accordance with the exemptions contained in Wisconsin Statutes section 19.85(1)(f) considering financial, medical, social or personal histories or disciplinary data of specific persons, preliminary consideration of specific personnel problems or the investigation of charges against specific persons except where par.(b) applies, which, if discussed in public, would likely to have a substantial adverse effect upon the reputation of any person referred to in such histories or data, or involve in such problems or investigations for the purpose of:
- a. Case review of placements
 - b. Return to open session

Announcement and motion (Swenson/Vlach) to convene in closed session at 9:11 a.m. Roll call: Bocock, absent; Dahlie, aye; Jilka, aye; Ocker, aye; Pluemer, aye; Swenson, aye; Vlach, aye; Walasek, aye; Wartgow, aye. Motion carried.

Reconvened into open session at 10:25 a.m.

3. **TAKE ACTION, AS NEEDED, ON CLOSED SESSION ITEM** – no action needed.

4. **APPROVAL OF MINUTES FROM 01/04/17 HEALTH & HUMAN SERVICES BOARD MEETING** – **Motion (Walasek/Vlach) to approve 01/04/17 minutes for Health & Human Services Board meeting. Motion carried.**

5. **PUBLIC HEALTH DIVISION**

- a. Review options and take action as needed on Prentice Satellite Office – Marilyn played a two minute video which recapped the purpose of Public Health and to show that maybe we need to refocus on how we think about Public Health. Information in regard to the Prentice Office was put together by Michelle, Keri Nelson and Maggie. This information was included in Board packets and reviewed here. We currently rent space in Prentice from a private person. Marilyn and Michelle looked at space in the Prentice Village Hall, the Prentice Fire Department and Prentice Town Hall. It was decided that none of the options would work primarily due to the lack of a confidential area. Marilyn contacted Arlene Makovsky (current landlord) and explained the situation. She indicated she would be willing to reduce the rent per month from \$550.00 to \$400.00. The handout showed costs for rent, utilities, staff cost, etc. The handout also included usage for the past three years. It does show that usage has decreased but part of the reason for that is due to changing the schedule from every Thursday to the first Thursday of the month. Some, not all, clients are able to come to Phillips instead. There was discussion about other areas of Price County not having a satellite office which means they must

drive to Phillips. It was noted that it is known that there are several families in the Prentice area that do not have reliable transportation and so the Prentice Office is their only option for access to services. The BART bus was mentioned and it was noted that no expansion of those services would take place until at least 2018. Michelle explained more of the handout tied to WIC funding. The funding is tied to the number of individuals participating in the program. If we close the Prentice Office and lose 15 families each with two participants our allocation would be cut by \$7,056.00 for those 30 participants based on a formula of \$19.60 per participant x 12 months per year. The WIC program provides good nutrition, education for developing good eating habits, Farmer's Market coupons and Breastfeeding Peer Counselor services. Losing any WIC families would also have an economic impact on Prentice. If families no longer receive WIC services they no longer have money to spend at the local grocery store. The same is true for families who may decide to go to a neighboring county instead of driving to Phillips for services. They would probably spend their money in the town/city where they are receiving services which would no longer be in Price County. Somehow we need to know what the unintended consequences might be with closing the Prentice Office. We can't quantify those unintended consequences. It comes down to putting a value on prevention. Marilyn will contact Arlene about the rent for the Prentice Office. No action was needed.

- c. Discuss vacant Public Health Nurse position and take action as needed – Marilyn Schreuder and Michelle Edwards provided the update. Leslie Borne resigned her position here as a Public Health Nurse effective February 17, 2017 to take a position with Marshfield Clinic. Marilyn completed the required paperwork for requesting a vacant position to be refilled and submitted it to Nick Trimner. Marilyn and Michelle met with Nick to discuss options. Refilling the position has been put on hold. On a trial basis, the three remaining Public Health Nurses will be increased from 37.50 hours per week to 40 hours per week in an effort to pick up Leslie's duties. Currently, one of the three remaining nurses is on FMLA and will not be back to work full-time until mid-May. Again, this will be done on a trial basis during which continued discussions will take place with Nick. During the trial basis, benefits will not change. It was asked that a spreadsheet be created showing costs and/or cost savings during the trial period. Another adjustment being made is to have only one nurse going to Park Falls instead of two. Past practice was to double book appointments because two nurses were available. The WIC Breastfeeding Peer Counselor (BFPC) duties will be shifted to the WIC Dietitian/Coordinator. Up to now, we had a special arrangement with the state to use Leslie as the BFPC until she left. After that, the BFPC must be a peer mentor. BFPC services are available only for WIC clients so the WIC Dietitian/Coordinator will provide the education piece of this program. No action was needed for this item.

6. DISABILITIES & PROTECTIVE SERVICES DIVISION (DPS)

- a. Accepted into Woodland Enhanced Health Services Commission – Marilyn reminded the Board of a resolution that was passed in November, 2016 which gave us the ability to place residents with dementia into a facility run by this Commission. At their February meeting, the Commission voted on and accepted Price County into their Commission. Rates charged for Price County residents placed at their facility in Neillsville will now be \$70.00 per day rather than \$140.00 per day. Kay Pluemer will represent Price County at the Commission meetings and can participate by phone. There is a membership fee of \$5,000.00 which should be covered by the per day rate reduction for placements in this facility.
- b. Report on Tax Receipt Intercept Program (T.R.I.P.) – Marilyn referred to a handout included in the Board packets showing collections that have been made since October 1, 2014 when participation in the TRIP program started. Collections on this report included those received via the TRIP process, repayment agreements and other payor sources which could include Medical Assistance, Medicare and private insurance. Collections in 2014, 2015 and 2016 from the above sources totaled \$148,869.07. In 2015, there was a \$30,000.00 lump sum payment from one individual. These funds are used to offset the high cost placements for clients receiving mental health or AODA services.

7. SENIOR SERVICES DIVISION

- a. Transportation Coordination Council Updates – Marilyn Schreuder and Dennis Wartgow provided the update. Ridership continues to increase. BART has indicated on many occasions that this was the fastest start-up. In January, 2017 there were 228 riders. The number of riders from the start-up of mid-April, 2016 through December, 2016 was 1,632. Due to the volume of riders the status of the drivers changed from on-call to full-time. It was noted the Park Falls City Council committed \$10,000.00 toward this project. A committee has been formed to work on securing donations from other sources. The goal is to make sure the Park Falls bus is financially stable before expanding services to other areas of Price County. We're just coming up on the one year anniversary and it's best to be established and running for at least two years prior to expanding. We also need to be aware that there is a need for match money tied to the funding for this project. If expansion happens it would mean more drivers would be needed. It was also mentioned that Flambeau Hospital played a big role in this project by donating the bus. Additional information will continue to be brought to this Board.

8. FISCAL AND ADMINISTRATIVE DIVISION

- a. Budget & Financial Reports – M. Obadal indicated no reports would be furnished at this meeting. We're still paying final 2016 invoices and final 2016 revenues won't be known until June or July, 2017 so a final 2016 report won't be ready for a few months. There were no 2017 reports available because in January basically the only expenses are for wages and fringes. There was not enough time between the end of February and this meeting to generate 2017 financial reports. 2017 reports will be available for the April meeting.
- b. High Cost Placement Reports – M. Obadal indicated that no high cost placement reports were available for this meeting mainly due to the fact that not all provider contracts have been signed and returned so reports would not have costs on them. 2017 reports should be ready for the April meeting.

A summary report of 2016 diversions was included in Board packets. A diversion means that a person did not need to be hospitalized due to a crisis situation. A different crisis plan is arranged which results in a cost savings if a hospitalization is diverted. The average daily cost for the various hospitals we could use is \$1,522.00 per day. Price County had 78 total diversions in 2016. which equates to a cost of \$118,716.00 if each stay would have been only one day

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

a. Department updates & Director Report

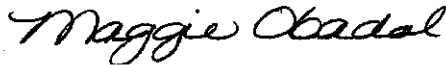
- i. Agency updates – Marilyn mentioned that the wage study was passed at the February County Board meeting and is in the process of being implemented. Maggie created a spreadsheet to calculate a new wage for each employee. The spreadsheet was sent to Nick for review. The plan is to have meetings with all employees in groups (i.e. social workers, clerical staff, etc.) starting today to discuss the wage study and how each new wage was calculated. The new wage grid will be implemented effective April 9, 2017.
- ii. Review Governor's proposed budget – A summary of the proposed budget was included in Board packets. The budget includes increased funding to the Children & Families allocation. This money would be used in our Children & Youth Unit. The unknown at this point is whether or not the additional funding comes with restrictions on how it can be used. The funding level for In-Home Safety Services is targeted to get additional funding also. This funding is to expand child safety and out-of-home placement services statewide so that children could remain at home with supportive services instead of being placed outside of their home. There is a matching funds requirement (9.89%). There was also brief discussion about what the elimination of state forestry property tax levy may mean.

On a side note, Marilyn mentioned that she had her three year anniversary on February 28th.

10. SET DATE & TIME FOR NEXT BOARD MEETING – Due to scheduling conflicts with other meetings and/or trainings, the next meeting of the Health & Human Services Board is set for Wednesday, April 12, 2017. Finance Sub-Committee will start at 8:45 a.m. and Health & Human Services Board at 9:00 a.m. Meetings will be held in Health & Human Services Conference Rooms A & B.

11. ADJOURN – Meeting adjourned at 11:39 a.m. by Chair Pluemer.

Respectfully Submitted,



Maggie Obadal
Fiscal & Administrative Supervisor