

**MINUTES  
HEALTH & HUMAN SERVICES BOARD MEETING  
MAY 18, 2016  
CONFERENCE ROOMS A & B, UWEX, Normal Building**

Marilyn Schreuder, Director, called the meeting to order at 9:00 a.m.

**ROLL CALL**

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

Members excused: None

Members absent: None

Others present: Marilyn Schreuder, Maggie Obadal, Michelle Edwards, Nick Trimner, Joanne Mabie, President of Counseling & Development Board, Kelly Schultz, Director of Counseling & Development Center, and Dan Bocock

**ELECTION OF OFFICERS (CHAIR, VICE CHAIR, AND FINANCE SUB-COMMITTEE)** – M. Schreuder called for nominations for Chair. Bruce Jilka nominated Travis Nez. M. Schreuder called three more times for nominations. There being no other nominations, a **motion (Wartgow/Vlach) was made to close nominations and cast a unanimous ballot for Travis Nez for Health & Human Services Board Chairman. Motion carried.**

Chairman Nez took the meeting over at this point. He called for nominations for Vice Chair. Dennis Wartgow nominated Kay Pluemer. John Vlach nominated Dennis Wartgow. Chairman Nez called three more times for nominations. **Motion (Jilka/Swenson) to close nominations and vote for Vice Chair. The vote was done by a show of hands with Pluemer receiving five votes and Wartgow three votes. Kay Pluemer elected Vice Chair of Health & Human Services Board.**

Chairman Nez called for nominations to the Health & Human Services Board (HHSB) Finance Sub-Committee. This Committee is made up of three members and one alternate. According to the HHSB by-laws, all members must be County Board Supervisors. The HHSB Chair is an automatic member. Travis Nez nominated Kay Pluemer. John Vlach nominated Dennis Wartgow. Bruce Jilka nominated John Vlach as the alternate. Chairman Nez called three more times for nominations. **Motion (Jilka/Swenson) to close nominations for Health & Human Services Finance Sub-Committee members and cast a unanimous ballot for the members nominated. Motion carried.**

**REVIEW ANY AMENDMENTS TO THE AGENDA** – Under Public Health Division – Discussion to determine HHS Board Member to cast ballot for WALHDAB Executive Board and under Disabilities & Protective Services Division – Recommendation of appointment of member to the ADRC Governing Board.

**PUBLIC COMMENTS** – None

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

1. **COMMUNICATION AND CORRESPONDENCE** – Introduce new staff members: Christy Hlavacek and Tammy Wilson each introduced themselves. Tammy replaces Brenda Oswald who retired on April 8<sup>th</sup>. Christy replaces Keri Nelson who replaced Laurie Pilch who retired on May 6<sup>th</sup>. They each shared a little personal information and the Board members introduced themselves. The Board welcomed them and wished them well.
2. **APPROVAL OF MINUTES FROM 03/02/16 HEALTH & HUMAN SERVICES BOARD** - **Motion (Wartgow/Pluemer) to approve 03/02/16 Health & Human Services Board. Motion carried.**
3. **PUBLIC HEALTH DIVISION** - M. Edwards provided the updates.
  - a. **Quarterly Report** – The report was included in Board packets. The county health rankings were mentioned. In the latest ranking, Price County ranks 52 in health outcomes which represents today's health and is subjective data. People are randomly called and asked how they are feeling on that day. In health factors, Price County ranks 28. This is the area where we have more control and looks at what do we offer the county residents. The health rankings can be found on the internet by typing in county health rankings, selecting Wisconsin, then Price County. There was brief discussion about the Zika virus and environmental complaints.
  - b. **Review bids for Animal Control Officer** (see Closed Session if more than one bid received) – Chairman Nez turned the meeting over to Vice Chair Pluemer at this point as he has a conflict of interest with one of the bidders. It was indicated that discussion of this item would take place in closed session due to the fact that two bids were received but the bids would be opened in open session. Vice Chair Pluemer opened and read the two bids. The first bid opened was submitted by Jay Janssen. It is for a three year period starting September 1, 2016 through August 31, 2019 with an annual cost of \$37,770.33. The second bid opened was submitted by Daniel Bocock. It is for a three year period starting September 1, 2016 through August 31, 2019 with an annual cost of \$141,113.54. It was mentioned that the bid request notice was for no less than three (3) years and no greater than five (5) years. **Motion (Pluemer/Jilka) to postpone discussion of bids to closed session. Motion carried.**

Chairman Nez took over the meeting.

c. Discussion to determine HHS Board Member to cast ballot for WALHDAB Executive Board – WALHDAB stands for Wisconsin Association of Local Health Departments and Boards. Once again, it is time to vote for a WALHDAB Executive Board member. Votes can be cast by the Public Health Officer and a Health & Human Services Board member. In the past, it has been the Chair of the HHSB casting the vote as Board member. After brief discussion, it was decided that this tradition would remain and that Michelle Edwards and Travis Nez will be casting votes for the WALHDAB Executive Board member this time. Michelle will forward to Travis information she has regarding the people on the ballot. Michelle also mentioned that this organization is always looking for Board members and if anyone would be interested to contact her.

4. CHILDREN & YOUTH DIVISION – Marilyn provided the update.

- a. Trauma Informed Care Initiative – Price County has been selected by Division of Children & Families (DCF) to participate in this initiative. This initiative 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 HHSB members will be trained also.
- b. Foster Parent Appreciation Month – At the May 17<sup>th</sup> County Board meeting, there was a presentation by a former Price County foster child. She said that she is graduating from high school with plans to attend college. She applied for and received a \$22,000.00 scholarship to help with that expense. There were approximately 700 applicants for the scholarship and 106 were awarded scholarships. She also had the opportunity to travel to Washington, D.C. to see some of the sights and meet a few celebrities. An appreciation dinner was held on May 17<sup>th</sup>. Kristina & Dennis Connor were noted for being foster parents for 28 years. Supper was provided and afterward the foster parents received training via a webinar. Recruiting foster parents is a continuous process and we need to get word out to the community that we are always looking for new foster homes.

5. DISABILITIES & PROTECTIVE SERVICES DIVISION

- a. Children's Long Term Support (CLTS) Annual Review by Department of Health Services (DHS) – M. Schreuder provided the update. The state performs an annual review of this highly regulated program. The state personnel review client records. Price County passed with flying colors. Bobbie Jo Orysen is the Social Worker involved with the program and Kathy Billek is the Supervisor. The program works with children with long-term disabilities that could include emotional, physical, or developmental delays. The goal is to have these children remain at home and bring the services to them. This is a waiver program administered under federal guidelines.
- b. Aging & Disability Resource Center (ADRC) Board Meeting Updates – Travis Nez – The latest meeting was held on April 25<sup>th</sup>. Discussion included how to handle counties overspending their ADRC allocation. Traditionally, Ashland and Sawyer County have overspent their allocation and they have been made whole by using funds from the other counties that underspend. They are starting to close the gap of overspending from year-to-year. It was decided to invoice the counties that overspend 50% of the amount they overspent and a check is then to be paid to the fiscal agent (Bayfield County) which would be placed in the contingency fund. Also discussed are the changing demographics of the ADRC of the North in that the area is "getting older". A committee has been formed to look at future funding issues. It's possible that future funding could be based on the number of contacts by each county but counties that have regional staff would need to be treated differently. ADRC signage is going to be redone so that it fits the new logo color scheme. The ADRC of the North received a \$25,000.00 dementia care grant which will be used to bring training to Health & Human Services 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. Eight people attended the training held on May 17<sup>th</sup>.
- c. Recommendation of appointment of member to the ADRC Governing Board – Travis Nez currently sits on the ADRC Governing Board. His term ends on June 1, 2016. Meetings are held quarterly in Cable on a Monday usually from 9:30 a.m. – noon. Salty Huml is a citizen representative on this Board. The next meeting is scheduled for June 27<sup>th</sup>. **Motion (Wartgow/Pluemer) to recommend John Vlach be appointed to the ADRC Governing Board. Motion carried.**

Joanne Mabie, Chair of the Counseling & Development Center Board, asked where on the agenda she fit in to speak. It was indicated that should have taken place during Public Comment. Without objection from the Board, at 9:37 a.m. Public Comment was reopened and both Joanne Mabie and Kelly Schultz, Director of Counseling & Development Center were allowed to speak. They both spoke of concerns about the bulk food and home delivered meals program, Community Support Program (CSP), Intensive Supervision Program (ISP), over and underspending in their annual contract, and being placed on the agenda for future meetings. At 9:47 a.m., Chairman Nez closed Public Comment.

6. SENIOR SERVICES DIVISION – Marilyn Schreuder provided the updates.

- a. Update on COA Advisory Council Members appointed at April County Board meeting (Richard Pilch, Nancy Kalander, Beth Jeske) – M. Schreuder indicated that due to time constraints and that there had not been a HHSB meeting since March 2<sup>nd</sup>, the three people mentioned above were appointed to the COA Advisory Council at the April 19<sup>th</sup> County Board meeting. Richard Pilch and Nancy Kalander have accepted another term on the Council and Beth Jeske replaces Barb Lofthus who decided not to remain on the Council for another term.
- b. Recommendation of HHS Board Supervisor to serve on COA Advisory Council – Mary Jesunas was the HHSB representative on the COA Advisory Council and needs to be replaced being that she did not run for County Board and is also no longer on the HHSB. This is a requirement for the Nutrition Program and the group meets quarterly on the second Monday of the third month in each quarter (March, June, September, December). The meetings are held on a rotational basis at the different nutrition sites. **Motion (Wartgow/Pluemer) to recommend John Vlach be appointed to the COA Advisory Council. Motion carried.**

c. Review and approve Public Transportation Policy – A draft Public Transportation Policy, brought forth from the Transportation Coordination Council, was handed out at the meeting. The BART (Bay Area Rural Transit) bus is up and running in the Park Falls area. In the first 20 days of operation, there were 167 riders with 102 of them being elderly or disabled and 21 of them were wheelchair bound. BART said it is one of the best start-ups they've had. Janine Dobson, Senior Services Unit Manager, has been getting calls from people who don't want to ride the bus and would rather have a volunteer driver or use the vehicle contracted through the Red Apple Center both of which tend to be more expensive options for both the client and this Department. The purpose of the policy is to establish consistent protocol for residents living in the service area around Park Falls for public transportation. The policy would be that if a resident is eligible for the Price County Elderly and Disabled Transportation Program services in the 5 mile service area they would be required to utilize public transportation when available. Price County Senior Services Unit Manager can grant an exception in extenuating circumstances. It was mentioned that J. Dobson had a note on the policy asking the HHSB to decide the title of the policy. The options are Park Falls BART Bus or Park Falls Public Transportation. It was decided to go with Park Falls Public Transportation. **Motion (Jilka/Vlach) to approve draft policy with title change as discussed. Motion carried.**

## 6. FISCAL AND ADMINISTRATIVE DIVISION

- a. Budget & Financial Reports – M. Obadal presented reports covering payments made through March 31, 2016. These payments cover mainly January and February services as well as payroll for those three months. The elimination of pre-payments made by the state to counties was briefly discussed. The federal government has given direction to the state that pre-payments can no longer be made as of July 1, 2016. The feds are indicating that actual costs must be submitted to the state before the state can send any reimbursement to the counties. This will not adversely affect Price County. It should actually make year-end reimbursement easier to track.
- b. High Cost Placement Reports – M. Obadal reviewed reports that were in Board packets showing current placements for 2016. Placements and projected costs on the reports were reviewed. It was noted that costs and projections fluctuate throughout the year as placements occur.

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

### a. Department updates & Director Report

- i. Personnel updates – There have been two retirements since this Board last met in March. Brenda Oswald's last day was Friday, April 8<sup>th</sup> and she worked 32 years for Price County. Laurie Pilch's last day was Friday, May 6<sup>th</sup> and she worked 37 years for Price County. As mentioned earlier, Tammy Wilson replaced Brenda, Keri Nelson replaced Laurie, and Christy Hlavacek replaced Keri. So far, things are going well with all three of them.
- ii. Non-Emergency Medical Transportation-Review Rusk County resolution – The discussion on this item started at the March HHSB meeting. The State contracts with MTM to administer the Non-Emergency Medical Transportation program. Since the State started contracting this program out there have been many issues and concerns. A recent audit was performed with not good results. Some issues and concerns raised have been no drivers available, appointments missed, drivers don't show up, and it is not more cost effective to contract. Rusk County drafted a resolution which was adopted by the Rusk County Board in February, 2016. The resolution addressed the change from county administration to a transportation brokerage model, results of audits, and ultimately suggesting that this program be brought back to the counties for administration. The question to this Board is – what do we want to do – draft a resolution similar to Rusk County's or do nothing at all. One entity that Rusk County forwarded their approved resolution to is the Wisconsin Counties Association (WCA). If this Board decides to draft a resolution and submit it to WCA they have a deadline of June 20<sup>th</sup>. Another option would be to only send it to legislators. **Motion (Pluemer/Walasek) to draft a resolution similar to Rusk County's regarding non-medical transportation services for presentation at the June 1<sup>st</sup> HHSB meeting. Motion carried.**
- iii. Recommend Representative to Northwest Wisconsin Community Services Agency (NWCSA) Board – Meeting June 3, 2016 – M. Schreuder reminded the HHSB that Millie Rounsville attended the December 2, 2015 HHSB meeting. She indicated that Price County has not had any representation on the NWCSA Board for quite some time. Millie initially contacted Bob Kopisch and he indicated that most often the representative would come from the Human/Social Services Board. Contact was then made with Marilyn. Millie stated that commodities are available for Price County residents but can't find anyone to assist with their distribution. St. Vincent DePaul Society was contacted and they indicated they are not willing to have their volunteers check IDs for persons wanting services. There is an array of services available for Price County residents but residents probably don't know about most of them. It is hoped that if we can, once again, have a representative on the NWCSA Board that information could be made known to Price County residents. Meetings are held in Ashland on the first Friday on even months. There is an annual meeting in June which is held in Superior. Paula Kock volunteered to be the representative but said that Friday meetings would sometimes be an issue for her. John Walasek stated that he would be her back-up when she couldn't attend. **Motion (Vlach/Pluemer) to recommend Paula Kock be appointed to the NWCSA Board with John Walasek as her back-up. Motion carried.** Marilyn stated that she would contact Millie to clarify that it would be ok for John to attend the meetings on Paula's behalf when she is unable to attend.
- iv. Organizational Effectiveness Report – A final presentation/overview of the process was done on Wednesday, March 16<sup>th</sup>. In attendance were the Department Unit Managers, staff unable to attend the March All Staff meeting, Bruce Jilka, Travis Nez, and Bob Kopisch. The same report was repeated at the March Department All Staff meeting. Marilyn attended the WCHSA Conference last week where the state did a presentation highlighting the counties that recently went through this process. A storyboard was made up for each county which Marilyn shared with this Board.

Vice Chair Pluemer took over the meeting at 10:35 a.m.

**Announcement and motion(Vlach/Wartgow) to convene in closed session at 10:35 a.m. in accordance with the exemptions contained in the Wisconsin Statutes section 19.85(1)(e) Deliberating or negotiating the purchasing of public properties, the investing of public funds, or conducting other specified public business, whenever competitive or bargaining reason require a closed session, for the purpose of:**

- a. If more than one bid, discuss Animal Control Contract Negotiations
- b. Discuss Community Support Program Contract Changes
- c. Discuss Bulk Food and Home Delivered Meal Program Contract

**Roll Call – Dahlie, aye; Jilka, aye; Kock, aye; Nez, aye; Pluemer, aye; Swenson, aye; Vlach, aye; Walasek, aye; Wartgow, aye. Motion carried.**

Vice Chair Pluemer turned closed session back to Chairman Nez at 11:30 a.m.

Reconvened into open session at 11:50 a.m.

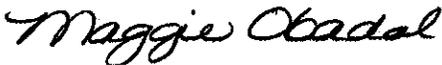
**ACT ON CLOSED SESSION ITEMS – Motion (Vlach/Dahlie) to allow Marilyn Schreuder, Michelle Edwards, Nick Trimner, and Kay Pluemer to interview other bidder for Animal Control contract and bring recommendation back to June 1, 2016 HHSB meeting. Motion carried.**

Chairman Nez took over the meeting.

No action was needed on the other two items in closed session as they were for discussion only.

8. **SET DATE & TIME FOR NEXT BOARD MEETING** – The next meeting of the Health & Human Services Board is set for Wednesday, June 1, 2016. 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.
9. **ADJOURN** – Meeting adjourned at 11:55 a.m. by Chairman Nez.

Respectfully Submitted,



Maggie Obadal  
Fiscal & Administrative Supervisor

**MINUTES  
HEALTH & HUMAN SERVICES BOARD MEETING  
FINANCIAL SUB-COMMITTEE MEETING  
MAY 18, 2016  
CONFERENCE ROOMS A & B, UWEX, NORMAL BUILDING**

Marilyn Schreuder, Director, called the meeting to order at 12:00 p.m.

Members present: Travis Nez, Kay Pluemer, and Dennis Wartgow

Members excused: None

Others present: Marilyn Schreuder, Maggie Obadal, Krisan Bastil, and Nick Trimner

Election of Officers (Chair and Vice Chair) – M. Schreuder called for nominations for Chair. Travis Nez nominated Dennis Wartgow. M. Schreuder called three more times for nominations. There being no other nominations, a **motion (Pluemer/Nez) was made to close nominations and cast unanimous ballot for Dennis Wartgow for Health & Human Services Finance Sub-Committee Chair. Motion carried.**

Chairman Wartgow took over the meeting at this point. Chairman Wartgow called for nominations for Vice Chair. Kay Pluemer nominated Travis Nez. Chairman Wartgow called three more times for nominations. There being no other nominations a **motion (Pluemer/Wartgow) was made to close nominations and cast unanimous ballot for Travis Nez as Health & Human Services Finance Sub-Committee Vice Chair. Motion carried.**

PUBLIC COMMENTS – None

AMENDMENTS TO THE AGENDA – None

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

1. APPROVAL OF 03/02/16 FINANCE MINUTES-HEALTH & HUMAN SERVICES – **Motion (Nez/Wartgow) to approve 03/02/16 Human Services Finance Sub-Committee minutes. Motion carried.**

2. REVIEW AND APPROVAL OF HEALTH & HUMAN SERVICES VOUCHERS

2015

Master Voucher #13 (includes Aging, Public Health and Human Services - \$210.00)

- Period 15 early batch - \$210.00. This voucher includes payment for: family planning fiscal agent services.

2016

Master Voucher #3 (includes Aging, Public Health and Human Services - \$337,374.33)

- March early batch - \$23,486.82. This voucher includes payment for: long term support bills, telephone bills, CSP reimbursement, C&Y bills, consultation fees for ISP program & MH/AODA Coalition, training registrations, meals & meal delivery, computer equipment & accessories, advertising, membership dues, volunteer mileage, office rent, vaccines, animal control officer, lab fees, office/family planning/medical supplies, etc.
- March interface batch - \$46,333.31. This voucher includes payment for: foster care, group care, RCC, and kinship care for children.
- March Board batch - \$99,097.97. This voucher includes payment for: long term support bills, telephone bill, background checks, C&Y bills, CSP reimbursement, CSP bills, postage, training registrations, meals & meal delivery, sites rent, specialized transportation, caregiver services, volunteer mileage, family planning fiscal agent services, medical waste disposal, family planning medical services, family planning/office supplies, etc.
- April early batch - \$26,131.47. This voucher includes payment for: MH/AODA bills, telephone bills, CSP reimbursement, C&Y bills, training registrations, meal delivery, caregiver services, new Aging van delivery costs, specialized transportation, computer equipment, lab certification renewal, office/family planning/dental supplies, etc.
- April interface batch - \$36,208.84. This voucher includes payment for: foster care, group care, RCC, and kinship care for children.
- April Board batch - \$87,500.95. This voucher includes payment for: long term support bills, consultation fees for ISP program & MH/AODA Coalition, telephone bills, background checks, C&Y bills, CSP reimbursement, postage, training registrations, & reservations, meals & meal delivery, sites rent, specialized transportation, volunteer mileage, advertising, caregiver services, office rent, family planning fiscal agent services, dental hygiene services, lab fees, animal control officer, travel/training expenses, family planning medical services, medical/dental/office supplies, etc.

- May early batch - \$18,614.97. This voucher includes payment for: telephone bills, CSP reimbursement, C&Y bills, training registrations, office supplies, volunteer mileage, meals for Volunteer Appreciation banquet, snacks for Powerful Tools for Caregivers classes, computer equipment, vaccines, membership dues, office/medical/family planning/WIC/dental supplies, etc.
- February mileage & expenses = \$4,252.05 (Human Services=\$2,935.45 and Health=\$1,316.60).
- March mileage & expenses = \$5,119.79 (Human Services=\$3,524.29 and Health=\$1,595.50).
- April mileage & expenses = \$5,650.29 (Human Services=\$4,219.29 and Health \$1,431.00).

**Motion (Nez/Pluemer) to approve Health & Human Services vouchers totaling \$352,606.46. Motion carried.**

3. ADJOURN – Meeting adjourned at 12:07 p.m. by Chairman Dennis Wartgow.

Respectfully submitted,

*Maggie Obadal*

Maggie Obadal  
Fiscal & Administrative Supervisor