

**MINUTES
HEALTH & HUMAN SERVICES BOARD MEETING
FINANCIAL SUB-COMMITTEE MEETING
AUGUST 3, 2016
CONFERENCE ROOMS A & B, 1st FLOOR NORMAL BUILDING**

Chairman Dennis Wartgow called the meeting to order at 3:15 P.m.

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

Members excused: None

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

PUBLIC COMMENTS – None

AMENDMENTS TO THE AGENDA – None

DISCUSSION AND POSSIBLE ACTION ON THE FOLLOWING:

1. APPROVAL OF 06/01/16 FINANCE MINUTES-HEALTH & HUMAN SERVICES – Motion (Nez/Pluemer) to approve 06/01/16 Human Services Finance Sub-Committee minutes. Motion carried.

2. REVIEW AND APPROVAL OF HEALTH & HUMAN SERVICES VOUCHERS

Master Voucher #5 (includes Aging, Public Health and Human Services - \$483,722.70)

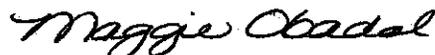
- June early batch - \$49,865.77. This voucher includes payment for: telephone bills, CSP reimbursement, CSP bill, C&Y bills, consultation fees for ISP program & MH/AODA Coalition, meals for foster care appreciation, training registrations, annual local share of BART operations, volunteer mileage, nutrition site supplies, office/Bio-T/family planning medical supplies, etc.
- June interface batch - \$60,364.79. This voucher includes payment for: foster care, group care, RCC, and kinship care for children.
- June Board batch - \$88,410.27. This voucher includes payment for: long term support bills, telephone bills, background checks, C&Y bills, postage, training registrations & reservations, meals & meal delivery, sites rent, volunteer mileage, advertising, office rent, lab fees, medical waste disposal, animal control officer, travel/training expenses, membership dues, family planning medical services, medical/family planning supplies, etc.
- June late batch - \$50,741.92. This voucher includes payment for: CSP reimbursement, CSP bills, C&Y bills, caregiver services, office supplies, training registrations, volunteer mileage, etc.
- July early batch - \$77,051.95. This voucher includes payment for: long term support bills, telephone bills, CSP reimbursement, CSP psychiatric services, C&Y bills, gift cards for CST program, background checks, consultation fees for ISP program & MH/AODA Coalition, restitution, training registrations/reservations, meals & meal delivery, volunteer mileage, office rent, training expenses, office/family planning/WIC/medical supplies, etc.
- July interface batch - \$62,088.69. This voucher includes payment for: foster care, group care, RCC, and kinship care for children.
- July board batch - \$93,174.08. This voucher includes payment for: long term support bills, background checks, CSP reimbursement, CSP bills, C&Y bills, postage, training registrations, meals & meal delivery, sites rent, caregiver services, oil changes for Aging vans, volunteer mileage, advertising, family planning fiscal agent services, WIC/Bio-T/family planning/office supplies, etc.
- June telephone expenses paid for Health & Human Services by County Clerk's Office - \$1,007.81.
- July telephone expenses paid for Health & Human Services by County Clerk's Office - \$1,017.42.

- May mileage & expenses = \$5,499.17 (Human Services=\$4,467.23 and Health=\$1,031.94)
- June mileage & expenses = \$6,741.44 (Human Services=\$4,989.38 and Health=\$1,752.06)

Motion (Nez/Pluemer) to approve Health & Human Services vouchers totaling \$495,963.31. Motion carried.

3. ADJOURN – Meeting adjourned at 3:25 p.m. by Chairman Dennis Wartgow.

Respectfully submitted,



Maggie Obadal

Fiscal & Administrative Supervisor

**MINUTES
HEALTH & HUMAN SERVICES BOARD MEETING
AUGUST 3, 2016
CONFERENCE ROOMS A & B, 1ST FLOOR Normal Building**

Chairman Travis Nez called the meeting to order at 3:30 p.m.

ROLL CALL

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

Members excused: Dr. Peter Dahlie

Members absent: None

Others present: Marilyn Schreuder, Maggie Obadal, Michelle Edwards, Kathy Billek, Sarah Socha, Kim Kring, and Kelly Schultz, Director of Counseling & Development Center

REVIEW ANY AMENDMENTS TO THE AGENDA – None

PUBLIC COMMENTS – None

DISCUSSION AND POSSIBLE ACTION ON THE FOLLOWING:

1. **COMMUNICATION AND CORRESPONDENCE** – Travis Nez announced that this would be his last Health & Human Services Board meeting. He is resigning from the County Board as he will be attending law school in St Paul starting this Fall.
2. **APPROVAL OF MINUTES FROM 06/01/16 HEALTH & HUMAN SERVICES BOARD** - Motion (Swenson/Walasek) to approve 06/01/16 Health & Human Services Board. Motion carried.
3. **PUBLIC HEALTH DIVISION** –
 - a. 2nd Quarter Report – M. Edward referred to the report sent out in Board packets.
 - A blood pressure clinic has been started in Brantwood due to requests for this service due to limited medical access in Brantwood. They are averaging 14 people per month and will continue offering this service as long as people request it.
 - Work is being done for the Reproductive Health grant.
 - Environmental complaint calls were mainly for mold.
 - Animal bite follow-up services were provided in nine (9) cases. Bites were from dogs, cats, and a donkey.
 - Shingles vaccinations were given and are listed as Zoster on the report.

There was a question regarding clean-up after the recent storm that caused flooding up north. Price County was 1 of 8 counties in the state of emergency area but does not hit the threshold to receive funding.

4. CHILDREN & YOUTH DIVISION

- a. Juvenile Offenders Report for 2015 – The report was included in Board packets and referred to during the discussion. Sarah Socha, Children & Youth (C&Y) Division Manager, and Kim Kring, C&Y Social Worker, were in attendance to answer questions.
 - Referrals rose quite a bit from 2013 to 2015. 2016 is on pace to be as high as or higher than 2015.
 - More referrals are coming from the schools.
 - More referrals are coming in for burglaries.
 - There are more formal court actions, less drug crimes, and less sexual assault referrals.
 - It appears that most referrals are for children from single parent homes or those that have little to no family support available.
 - There was an increase in the number of offenders vs. the number of offenses.
 - There were some repeat offenders in 2015.
 - The number of referrals is just the number of referrals and can be kids with multiple offenses.
 - The referrals do not include tobacco and truancy as those go through the Court system with citations.
- b. Trauma Informed Care Training – Training is coming up the end of August and will be on Monday, August 29th from 12:30 p.m. – 4:30 p.m. or Tuesday, August 30th from 8:30 a.m. – 12:30 p.m. This will be an overview of Trauma Informed Care and give a better understanding of the process. If anyone is interested in attending, please contact Marilyn.

5. DISABILITIES & PROTECTIVE SERVICES DIVISION

- a. ADRC Board Meeting updates – Travis Nez – Travis attended the meeting on June 28th. Funding for the new ADRC signs with the color and logo mandated by the State is being finalized. The State wants ADRCs as an independent, stand-alone facility. The ADRC of the North was 1 of 27 organizations to receive a Dementia Care Training grant. In Board packets was a document showing referrals and how an ADRC works. Information coming down from the State is the plan to integrate ADRCs with Aging Units. Many are co-located but not integrated. There would be one budget for both units and would involve some reorganization for the Department. It must be part of the Aging Plan to integrate. The planning process will happen throughout 2017 with the integration to be effective January 1, 2018. The five counties that make up the ADRC of the North will all be impacted slightly differently depending whether or not Aging is already a part of their Department or not. Further information will be brought forward.

- b. Updates on Family Care Changes/merger of Managed Care Organizations – A letter was included in Board packets to announce that Community Care Connections of Wisconsin (CCCW), ContinuUs, and Western Wisconsin Cares (WWC) will merge into one MCO with an anticipated effective date of January 1, 2017. This merger is in response to Family Care 2.0 and will allow getting into position to provide services according to guidelines under Family Care 2.0. There was concern that the north will be left out and it was asked if we were reverting back to how services were provided in the past. There will be more information to come.
- c. Crisis Mental Health On-Call changes-Approval of On-Call Pay – M. Schreuder provided the information. Counseling & Development Center, Inc. indicated to Marilyn they no longer want to provide Crisis Mental Health On-Call services. RFPs (Request for Proposals) were sent out but the agencies that responded were not the right fit for providing this service. It was decided to bring this service in-house by having the Crisis Line answer the calls and when a face-to-face response is needed they will contact a Health & Human Services Disability & Protective Services (DPS) Unit Social Worker to handle that need. The proposal is to offer the same rate of pay that Children & Youth (C&Y) Social Workers receive for on-call pay. We are seeking approval of the on-call pay rate and the ability to forward this proposal to the Administration Committee. **Motion (Wartgow/Pluemer) to approve moving forward with bringing Mental Health On-Call services in-house until a new provider can be located. Motion carried.**
- d. Proposed Changes by DHS with Children's Long Term Care Services (CLTS) Waiver Program – K. Billek provided the update. A meeting was held recently in Madison for the purpose of rewriting the waiver for the CLTS Program. This process occurs every five years. The goal of the program is to keep people out of an institutional setting. The proposed changes are out for public comment until August 8th. Target group designations have been removed and children are just shown as enrolled in the CLTS Program. This is a positive change. There may be changes in that this program would no longer allow services covered as a card service through Medical Assistance to be covered by the CLTS Program. County agencies would need to do more Prior Authorizations for services. Another positive change that could be forthcoming is the addition of child care for children with a disability who are over the age of 12 but have not yet reached their 18th birthday. At 18 years of age the person would transfer into Family Care if they continued to be eligible by meeting the requirements of the functional screen. The goal for adults and children is for all settings to be community-based and mainstreamed into their respective communities. In 2017, the State will start rate setting with providers across the State. One concern with that is, will "windshield" time be taken into consideration when setting rates. Costs are quite different in rural areas when you factor that time into a rate. Comments on the waiver can be made on-line. Once the comment period closes the waiver request is sent onto Centers for Medicare & Medicaid Services (CMS) for review and/or approval. This Board will be kept up-to-date with program changes.
- e. Mental Health, Alcohol and Other Drug Abuse (AODA) Services Request for Proposals for 2017 – M. Schreuder provided the update. RFPs will be sent out this week to about 12 agencies for the provision of Mental Health and AODA Services. Agencies will have approximately six weeks to respond. There would be a review team to look at all RFPs received and to score them. This process would take about one week. We have contracted with the Counseling & Development Center, Inc. for over 20 years for these services so this would be a big change in service provision but it would also give more choices to people seeking these services.

6. SENIOR SERVICES DIVISION

- a. 2015 Plan Assessment Letter from GWAAR (Greater Wisconsin Agency on Aging Resources, Inc.) – M. Schreuder provided the update. A letter from GWAAR was included in Board packets. It is in response to the Aging Plan submitted by Janine Dobson, Senior Services Unit Manager. The letter indicated we are meeting the Older American Act goals. Things we would like to improve on is partnering with other agencies due to limited providers and services available. Suggestions were shared for ways to enhance what we're already doing.
- b. Memo dated 7/6/16 from CDC and response letter from CCCW dated 7/18/16 Re: Home Delivered Meals for Homebound – M. Schreuder and J. Dobson provided the update. A memo from CDC to Parents and Guardians regarding the home delivered meals program and the letter in response from CCCW were included in Board packets. There was also a rather lengthy article in the Price County Review recently in regard to the home delivered meals program. Two people have been hired by the County as casual employees to deliver the meals in the Park Falls area. These two new employees will not be eligible for benefits due to their casual status. Janine trained them and the main delivery person is now running the route on their own and doing well. One person withdrew from the program and is no longer getting meals but the person has family support and is able to get out and about. Other recipients are being connected with services that may help them out in other areas. For the other parts of the County, the Phillips and Kennan Nutrition Site Managers are handling the home deliveries in their respective areas. Brantwood and Ogema home delivered meals are still delivered by volunteers. There has been no disruption in services with this big change-over and the routine is getting better each and every day. Janine Dobson deserves a lot of credit for making the transition as smooth as possible. She indicated that the delivery people are being taught how to make elder abuse referrals and how to pick up on other things that may seem off with the people receiving the meals. Any community member wanting to make comments should be directed to contact Marilyn.
- c. BART Bus-Transportation Coordinating Council updates – D. Wartgow provided the update. June numbers were down a little which may be attributed to the fact that May ridership could have been slightly higher due to the free week of riding the bus. The average number of one-way trips per week was 47 in June. In May, it was 52. BART is very happy with how things are going so far. About 25% of the riders are elderly or disabled. Wheelchair bound people are taking advantage of the bus. It was noted that the drivers have been very helpful when dealing with nursing home people whether it's for someone living at the nursing home or just coming for rehabilitation services. The BART bus was in the Butternut Days parade and will be in the Flambeau Rama parade also. Janine will be on Channel 12 again explaining other ways in which the bus can be used (i.e. getting kids to the pool or sporting events, etc.). It's still a little too early to look at expanding into other parts of the County. We need at least one to two years' experience before considering expanding the service area. We also need other local support and funding to sustain the bus. Nick Trimmer has also started a conversation with Aspirus.

d. Nutrition Policies – Review and Approve – M. Schreuder and J. Dobson provided the update. The following policies were approved by the Council on Aging and forwarded to this Board for final approval. The writing of these policies are a result of the nutrition audit that was performed here last Fall where it was learned that we are required to have policies of this type in place. Our policies for the following areas can be more restrictive than County policies that might be in place for any of these items. These policies will become part of the Health & Human Services Policy & Procedure Manual.

- i. Carryout Meals – This policy listed the guidelines to be followed by individuals who have been approved by the Senior Services Unit or Nutrition Director to pick up a carryout meal.
- ii. Cash Receipt and Bank Deposit – This policy is meant to provide a reasonable assurance that funds are safeguarded and to maintain a high level of accuracy and reliability of accounting data. The number on the draft policy should be changed from 2003-02 to 2016-04.
- iii. Frozen Meals – This policy covers when frozen meals might be appropriate to use and guidelines for frozen meals.
- iv. Grievance/Complaint – Nutrition Program – The purpose of this policy is to provide a written procedure for individuals to follow in the event there is a concern of unfair treatment by staff or volunteers of the program.
- v. Participant Behavior – This policy outlines the preferred and acceptable behavior to be displayed by all those who participate in the Price County Nutrition Program.
- vi. Waiting List – Nutrition Program – This policy covers placing eligible applicants for Home Delivered Meals on a waiting list if the demand for services should exceed financial or route space availability. On the final draft of this policy the agency name needs to be inserted in the first paragraph where it now reads “insert agency name”. We haven’t had to develop a waiting list at this point in time but need to have a policy in place should the situation arise.

Motion (Wartgow/Jilka) to approve all of the above policies with mentioned amendments. Motion carried.

7. NORTHWEST WISCONSIN COMMUNITY SERVICES AGENCY (NWCSA) BOARD MEETING UPDATE – PAULA KOCK – Paula attended the meeting in Superior on June 3rd. This was their annual meeting and the majority of the meeting dealt with finances. The Board was excited to have a Price County representative at the meeting. Getting the word out to Price County residents about services available to them is a struggle. It appears there is no one in Price County interested in being a food shelf for commodities which would be free food for Price County residents. Food shelf and food pantries are different. Meetings are held the first Friday of the even months with the next regular NWCSA Board meeting to be on Friday, August 5th in Ashland. Neither Paula nor John Walasek (Paula’s back-up) will be able to attend. Paula has been in contact with Millie Rounsville from NWCSA and is waiting to get paperwork from her that will give instructions on how to get set up to distribute commodities. It was thought that Phillips would be the best location for a commodities distribution point being that it is centrally located in Price County. Paula is also trying to get a list of services available to Price County residents and will look at options on how to get the word out about these services. Any ideas would be welcome. More questions will be asked of Millie and additional information will be brought back to this Board. Paula had copies of reports from the NWCSA Board meeting and those reports will be kept in the Board packet binder.

8. FISCAL AND ADMINISTRATIVE DIVISION

- a. Budget & Financial Reports – M. Obadal handed reports out at the Board meeting. They were reflective of payments made through June 30th or for most services provided through May, 2016. It was mentioned that there is some lag time for invoices submitted by hospitals or other providers that bill insurance prior to submitting bills to us for payment.
- b. High Cost Placement Reports – M. Obadal reviewed reports handed out at the meeting showing current placements for 2016. There were many placement changes in May and June for both Children & Youth and the Disabilities & Protective Services Units which will affect our budget especially if the placements are long term.
- c. 2017 Budget – The first run of the 2017 budget was due to the County Administrator by July 20th. The due date originally was August 1st but was moved to July 20th because information from the 2017 budgets was needed for the Carlson Dettmann wage study. We have not seen much information yet for 2017 allocations so this first run is very preliminary and we’re expecting that changes will be necessary.

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

- a. Department updates & Director Report - The order for the items listed on the agenda was changed slightly in order to review the 2015 Draft Annual Report prior to the Annual Public Participation meeting scheduled to start at 5:00 p.m.
 - i. Approval of 2015 H&HS Annual Report – A draft copy of the 2015 Annual Report was handed out at the meeting. Anastasia Kolb from the Office of Administration assisted with the new format for our 2015 Annual Report. Some changes that will be made include, but not limited to, are: add page numbers to correspond to Table of Contents; remove Price County Health & Human Services logo from each page; add missing information from Public Health section; in Public Health section clarify WIC numbers as benefits; remove duplicated mouth rinse information; in DPS section acronym list change CDC: Community Development Center to Counseling & Development Center; in Economic Support section change LIHEAP to WHEAP; in Animal

Control section remove commas in bubbles; clean up narrative in DPS section; decide on contact information on last page; and, make other changes recommended by management staff after draft report can be reviewed closer. **Motion (Jilka/Vlach) to approve with corrections and forward to County Board for approval. Motion carried.**

This meeting recessed at 4:57 p.m. in order to start Annual Public Participation meeting at 5:00 p.m.

This meeting reconvened at 5:18 p.m.

- ii. Agency updates – Dawn Anderson, an Economic Support Worker, left employment July 19th. She was a Northern Income Maintenance Consortium Call Center staff person. An ad to refill her position is on the website and will be in newspapers. It is hoped that this position will be refilled quickly.
- iii. Follow-up with Resolution 20-16 Support of the DHS Enhancing the Quality of the Medicaid Non-Emergency Medical Transport System – This Board passed a resolution at the June 1st meeting which was then forwarded to County Board for approval. The County Board approved the resolution at their June 21st meeting. This resolution is to bring back to counties the administration of the medical non-emergency transportation system. Senator Janet Bewley is working with her colleagues to bring this issue up. Wisconsin Counties Association (WCA) is also targeting this item.
- iv. Recommendation to form sub-committee to assess/review Animal Control Responsibilities – A three-year contract has been entered into with Jay Janssen to provide Animal Control services starting September 1, 2016 through August 31, 2019. M. Schreuder, M. Edwards and Nick Trimner discussed the possibility of making a recommendation to this Board to form a sub-committee to assess/review Animal Control responsibilities. This committee, if formed, would look at options for Animal Control in the future. Marilyn, Michelle, Nick and possibly a Health & Human Services Board member would be some of the members of this committee. John Walasek volunteered to be on this committee. Marilyn will do some research on how to proceed and will look at the need for a resolution to form such a committee. If formed, this committee would be a sub-committee of the Health & Human Services Board. Marilyn will bring information from Leanna and/or Nick to the September meeting.

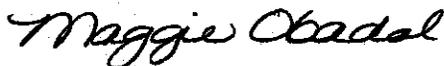
10. **SET DATE & TIME FOR NEXT BOARD MEETING** – The next meeting of the Health & Human Services Board is set for Wednesday, September 7, 2016. Finance Sub-Committee will start at 8:45 a.m. and Health & Human Services Board at 9:00 a.m. Meetings will be held in Health & Human Services Conference Rooms A & B.

People were encouraged to vote in the primary election on Tuesday, August 9th.

Travis Nez was thanked for his service on the Health & Human Services Board and wished well in his schooling.

11. **ADJOURN** – Meeting adjourned at 5:29 p.m. by Chairman Nez.

Respectfully Submitted,



Maggie Obadal
Fiscal & Administrative Supervisor

**MINUTES
HEALTH & HUMAN SERVICES and AGING PUBLIC PARTICIPATION MEETING
AUGUST 3, 2016
HUMAN SERVICES CONFERENCE ROOMS A & B, NORMAL BUILDING**

Chairman Travis Nez called the meeting to order at 5:00 p.m.

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

Members excused: Dr. Peter Dahlie

Members of COA Advisory Committee present: None

Members of COA Advisory Committee absent: Beth Jeske, Nancy Kalandar, Janis Mueller, Richard Pilch, and Terry Wasti

Others present: Marilyn Schreuder, Kathy Billek, Sarah Reese-Socha, Janine Dobson, Maggie Obadal, Michelle Edwards, Keri Nelson, Kelly Schultz, Joanne Mabie, Bill Scowcroft, Julie Engfer, Zoila Yahn, Juanita Surman and Shirley Smith

Chairman Nez stated the intent of the meeting is to accept comments from community members wishing to provide input regarding the programming, funding, or budgeting of the Price County Department of Health & Human Services and Aging as well as the 3-Year Aging plan in compliance with the open public participation process required under state statute 46.031(3).

Introductions of the Health & Human Services Board and Management Team were done. Draft copies of the 2015 Annual Report were made available for the public.

Kelly Schultz, Director of the Counseling & Development Center, Inc. (CDC) addressed contracting issues, home delivered meals issues, concern about changes with the Managed Care Organization (MCO), concern with Mental Health (MH) & Alcohol and Other Drug Abuse (AODA) Request for Proposal (RFP) process to be undertaken soon, services for clients, the recent article in the local newspaper regarding Meals on Wheels, and concern about preventing early deaths that are drug related.

Joanne Mabie, President of the Counseling & Development, Inc. Board, thanked Health & Human Services for working with CDC and Red Apple Center, expressed concern about changes coming down from the State, and hope for support in the future.

Bill Scowcroft, Counseling & Development, Inc. Board member and a person who has background as a counselor with state centers and private settings attested that CDC provides excellent clinical services to MH, AODA and disabled clientele.

Julie Engfer, Financial Manager at Counseling & Development Center, Inc., stated she understands the task of putting together a budget and gives Marilyn kudos for getting things done with limited funding and resources.

Chairman Nez thanked those in attendance for their input.

Meeting adjourned at 5:17 p.m.

Respectfully submitted,

Maggie Obadal

Maggie Obadal
Fiscal & Administrative Supervisor