

**MINUTES
HEALTH & HUMAN SERVICES BOARD MEETING
FINANCIAL SUB-COMMITTEE MEETING
JUNE 6, 2018
CONFERENCE ROOMS A & B, 1ST FLOOR NORMAL BUILDING**

Chair Dennis Wartgow called the meeting to order at 1:15 p.m.

Members present: James Adolph, Bruce Jilka, John Vlach, and Dennis Wartgow

Members absent: None

Members excused: None

Others present: Marilyn Schreuder, Maggie Obadal, Krisan Bastil, Dr. Peter Dahlie, Gerald Swenson, and Bill Teeters

PUBLIC COMMENTS – None

DISCUSSION AND POSSIBLE ACTION ON THE FOLLOWING:

1. APPROVAL OF 05/02/18 FINANCE MINUTES-HEALTH & HUMAN SERVICES – Motion (Adolph/Vlach) to approve 05/02/18 Human Services Finance Sub-Committee minutes. Motion carried.

2. REVIEW AND APPROVAL OF HEALTH & HUMAN SERVICES VOUCHERS


Master Vouchers #5 (includes Aging, Public Health and Human Services - \$216,399.95)

- May, 2018 early batch – \$33,777.37. This voucher includes payment for: DPS bills, telephone bill, CSP reimbursement, C&Y bills, postage, drug screen tests, 2018 contribution for IM fraud contract, consultation fees for ISP program & MH/AODA Coalition, training registrations, meals, site supplies, expenses for volunteer appreciation banquet and Powerful Tools for Caregivers classes, volunteer mileage, office rent, advertising, animal control officer, dental hygiene services, billboard lease for MH/AODA Coalition, office supplies, etc.
- May, 2018 interface batch – \$90,926.35. This voucher includes payment for: foster care, group care, RCC, secure detention, and kinship care for children.
- May, 2018 mid-month batch – \$77,029.32. This voucher includes payment for: DPS bills, CSP reimbursement, CSP bills, C&Y bills, crisis program charges, telephone bills, background checks, training registrations/reservations, 1st quarter 2018 FS & MA incentives returned to NIMC, items for volunteer banquet, drug screen tests, site rent, meals & meal delivery, caregiver services, volunteer mileage, advertising, oil changes for Aging vehicles, Alzheimer's support group meeting, medical advisor fee, travel/training expenses, office/reproductive health/WIC/dental/medical supplies, etc.
- May, 2018 late batch – \$12,021.08. This voucher includes payment for: CSP reimbursement, C&Y bills, restitution, training registrations, office supplies, music provided at Senior Expo, volunteer mileage, etc.
- Telephone expenses paid for Health & Human Services by County Clerk's Office - \$969.89.
- Employment related expenses paid for Health & Human Services by County Clerk's Office - \$251.80.
- Dog license tags paid for Health & Human Services by County Clerk's Office - \$238.00.
- Unemployment compensation paid for Health & Human Services by County Clerk's Office - \$1,186.14.
- April mileage & expenses = \$4,572.89 (Human Services=\$3,855.65 and Health=\$717.24).

Motion (Adolph/Jilka) to approve Health & Human Services vouchers totaling \$220,972.84. Motion carried.

3. ADJOURN – Meeting adjourned at 1:25 p.m. by Chair Dennis Wartgow.

Respectfully submitted,



Maggie Obadal
Fiscal & Administrative Supervisor

**MINUTES
HEALTH & HUMAN SERVICES BOARD MEETING
JUNE 6, 2018
CONFERENCE ROOMS A & B, 1ST FLOOR Normal Building**

Chair Bruce Jilka called the meeting to order at 1:30 p.m.

ROLL CALL

Members present: James Adolph, Dr. Peter Dahlie, Bruce Jilka, Suzanne Ocker, Gerald Swenson, Bill Teeters, John Vlach, and Dennis Wartgow

Members excused: None

Members absent: None

Others present: Marilyn Schreuder and Maggie Obadal

PUBLIC COMMENTS – None

DISCUSSION AND POSSIBLE ACTION ON THE FOLLOWING:

COMMUNICATION AND CORRESPONDENCE – None

1. **APPROVAL OF MINUTES FROM 05/02/218 HEALTH & HUMAN SERVICES BOARD MEETING** – Motion (Swenson/Adolph) to approve open & closed minutes from 05/02/18 minutes for Health & Human Services Board meeting. Motion carried.
2. **DISABILITY & PROTECTIVE SERVICES DIVISION**
 - a. ADRC Governing Board update from March meeting – John Vlach – The March meeting was a shortened one because not many people were in attendance due to the election. Price County was the only county that underspent their ADRC allocation and the underspent funds were distributed back to the overspent counties so that no funds would be returned to the state. Maggie explained that workers targeted as ADRC workers were pulled to assist with the mental health and AODA caseload in 2017 so not as much time was spent on ADRC work which resulted in our costs not being as high as they could have been. The other thing that plays into this is how the workers code their time in the 100% time reporting system which determines if their costs go against our allocation or not. In 2018, we have two workers whose main focus is ADRC work and hopefully we will be getting more hours that will draw from our allocation. The next ADRC Governing Board meeting is scheduled for Tuesday, June 26th in Cable. Marilyn gave an overview of the makeup of the ADRC-N Governing Board. Each county in the ADRC-N (Ashland, Bayfield, Iron, Price and Sawyer) has two representatives on the Board. They meet quarterly and Barb Peterson, ADRC-N Regional Director, runs the meetings. The Board can make policies such as the one for underspending by any of the counties will be distributed back to counties who have overspent their allocations. Some money can be carried over and held in reserve but the use of those funds is restricted.
 - b. Comprehensive Community Services (CCS) updates – Marilyn provided the update. Work is continuing with the three counties (Taylor, Iron and Sawyer) in the region. We're working on getting people enrolled in the program. The newly approved CCS Behavioral Health Services Unit Supervisor position is being recruited for and we hope to get someone on board soon. Updates will continue to be brought forward.
3. **SENIOR SERVICES DIVISION** – Marilyn provided the updates.
 - a. BART bus update – The BART bus is up and running in Phillips. It's been a slow start but people are starting to use it and will get more comfortable with the process. A picture and small write up was in a recent edition of the Price County Review. Janine is getting quite a few calls inquiring about the service. One of the BART Mobility Managers is out on medical leave so she hasn't been able to reach out to Phillips residents to assist them with learning the ropes of riding the bus. The drivers are trying to take on that role to a certain degree for now. This may be an opportunity to get people to use the bus to get to the Phillips Nutrition Site which would increase their numbers. The bus is meant to bring community together. It was also suggested that John Vlach, the HHSB representative on the Commission on Aging (COA) Advisory Committee, bring up the idea of having a "free meal" day at the Phillips Nutrition Site to draw people to the site to see what it's all about.
 - b. Update on Counties of Ashland, Bayfield, Price Transportation Coordination Plan (2019 – 2013) – Bruce Jilka provided the update. Bruce, Janine Dobson, Senior Services Unit Manager, and Nancy Kalandar, COA Advisory Committee member, attended a meeting in Ashland on May 30th held at the BART facility. The purpose of the meeting was to discuss philosophy, goals and objectives for the five year (2019-2023) Locally Developed Coordinated Public Transit-Human Services Transportation Plan. Price County expressed concern about sustainability of funding in order to continue providing transportation services. Looking for efficiencies throughout the program is essential. Advertising is also an integral component. The previous plan was looked at and Northwest Regional Planning, who is coordinating the plan, collected information from the discussions and will put it together and offer an opportunity for further input. Ideas presented at the meeting should be ranked, weighted and prioritized. People in attendance agreed to go forward but not too quickly. Information was provided on how to apply for the funding that is out there and the meeting in general was very interesting. Some work will be conducted via email such as getting feedback on prioritization. There was a good diversity of people in attendance. Updates will continue to be brought to this Board.

4. FISCAL AND ADMINISTRATIVE DIVISION

- a. Board Orientation – Marilyn told the Board the Department Management group decided each Unit Manager would take a turn doing an overview of their unit for the HHSB due to the fact that we have a new Board member and other relatively new members that may not be familiar with each unit. An updated acronym list for each unit will be handed out as each unit does their presentation. The first Unit to present is the Fiscal & Administrative Unit. Maggie handed out copies of the PowerPoint slides used for her presentation at the May All Staff meeting. Information in the handout included funding sources (federal, state, tax levy or program fees) for each unit, the different agencies worked with in each particular unit, and the reporting systems used for reporting net expenses. A variety of programs for which we receive grants and/or allocations was shown as well as the variety of sources for program generated income. She also reviewed the various reporting periods for these grants and/or allocations, reporting deadlines and other reports that could also impact funding formulas. The presentation was well received and found to be very informative. It was noted that Keri Nelson helped prepare the PowerPoint slides.
- b. Budget & Financial Reports – Maggie Obadal reviewed the budget and financial reports handed out at the meeting. A brief description of the report format was provided. The reports reflected revenues and expenditures through April, 2018.
- c. High Cost Placement Reports – Maggie Obadal reviewed reports handed out at the meeting. New placements and/or change in placements occurred in both the Children & Youth (C&Y) and DPS (Disability & Protective Services) Units. The number of calls to the crisis line, number of crisis bed days and number of diversions from hospitalizations for 2017 and through April, 2018 were reviewed. Further discussion included payer sources for placements, need for community involvement, and a lack of resources locally and throughout the state.
- d. Health & Human Services Board At-Large member update – Marilyn provided the information. After the May meeting, Nick reached out to the only applicant we had from the first round of advertising. There was no response. Nick called again this time leaving a message with a deadline to return his call. Nick's message indicated that if there was no response from the applicant by the deadline it would mean his application would be considered withdrawn. No response was received by the deadline so the position is being advertised for again. Marilyn also sent the position information to a few organizations to help spread the word that an at-large Board member position is open. The receptionists are keeping track of any inquiries about the position or if an application is mailed out or picked up. Updates will continue.

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

a. Department updates & Director Report

i. Agency updates – Recruitment is taking place for the vacant At-Large Health & Human Services Board member position, the Fiscal & Administrative Supervisor position, and the newly created Behavioral Health Services Unit Supervisor position to oversee the CCS (Comprehensive Community Services) Program.

Staff throughout the Department remain busy. Sometimes the number of referrals drop off during the summer months but that does not seem to be the case this year.

ii. Review and approve 2017 Annual Report

A draft of the 2017 Annual Report was sent out in Board packets for review prior to the meeting. Marilyn asked for feedback. She noted there was an error on page 13 of the report in the Children & Youth Unit section in regard to the number of children in out-of-home placements that needed to be fixed. There was positive feedback regarding content and format. Keri Nelson was responsible for putting the document together after the Unit Managers provided her with the information. **Motion (Teeters/Wartgow) to approve the 2017 Annual Report with noted correction and forward to County Board. Motion carried.**

Copies of the final report will be placed in Health & Human Services waiting rooms and at the various nutrition sites.

6. SET DATE & TIME FOR NEXT BOARD MEETING – The next meeting of the Health & Human Services Board is scheduled for Wednesday, July 11, 2018. The Finance Sub-Committee meeting will start at 8:45 a.m. and the regular Board meeting will start at 9:00 a.m.

The August meeting schedule, which includes the Annual Public Participation meeting, was also set. The Finance Sub-Committee will start at 3:15 p.m., Board will start at 3:30 p.m. and the Annual Public Participation meeting will start at 5:00 p.m. whether the Board meeting is finished or not.

7. ADJOURN – Meeting adjourned at 3:02 p.m. by Chair Bruce Jilka.

Respectfully Submitted,



Maggie Obadal
Fiscal & Administrative Supervisor