

HEALTH AND HUMAN SERVICES COMMITTEE

DATE: April 28, 2016

PLACE: Edgewater Haven Administration Building Conference Room – Port Edwards

PRESENT: Donna Rozar, Peter Hendler, Tom Buttke, Jessica Vicente, Marion Hokamp, Lori Slattery-Smith, R.N., Dennis Polach

EXCUSED: Jeffrey Koszczuk, D.O.

ABSENT: Doug Machon

ALSO PRESENT (for all or part of the meeting): Kathy Roetter, Stephanie Gudmunsen, Jo Timmerman, Jordon Bruce (Human Services); Sue Kunferman, Kathy Alft, Nancy Eggleston (Health Department); Amy Slattery (Edgewater Haven); Rock Larson, Amanda Darr (Veteran Services); Lance Pliml (County Board Chair); Bill Clendenning (County Board Supervisor); Marla Cummings (Finance)

1) Call to Order

Meeting called to order at 5:00 p.m. by Chair Rozar. Introductions took place around the room.

2) Quorum

The Chair declared a quorum present.

3) Election of vice-chair and secretary

Rozar called for nominations for vice-chair. Polach nominated Hokamp. Buttke nominated Hendler. Hokamp withdrew her name from nomination. Motion (Hokamp/Buttke) to close nominations and cast a unanimous ballot for Hendler as vice-chair. All ayes. Motion carried

Rozar called for nominations for secretary. Buttke nominated Hokamp. Motion (Hendler/Buttke) to close nominations and cast a unanimous ballot for Hokamp as secretary. All ayes. Motion carried.

4) Public Comments

- n/a

5) Correspondence

- Rozar provided a brief update regarding the recruitment status of the Human Services Director position.
- Rozar solicited input from Committee members and department heads for their insight regarding appropriate oversight and whether there is a need for additional informational meeting(s) scheduled prior to the Committee meeting. No action items would be included on those agendas. They would be informational only allowing for more in-depth discussions with departments regarding their operations. There was Committee consensus a second meeting is not needed at this time. Rozar encouraged Committee members to conscientiously read over the monthly letters of comments by the departments prior to regularly scheduled meetings, contact department heads with any questions prior to the meeting, or request for that document to be pulled from the consent agenda for further discussion during the meeting. The possibility of having an extra meeting or two during the year for discussion of department programs was discussed.
- Nancy Eggleston provided an update of the norovirus outbreak at the Hotel Marshfield and briefly responded to Committee member questions and concerns.
- Other correspondence given to Committee members:
 - Edgewater Haven Newsletter
 - Wood County Foster Parent Appreciation Family Picnic, North Wood County Park Shelter House, May 19th, 5:30-6:30pm
 - News article regarding synthetic opiate overdose cases
 - NALBOH News Brief

6) Consent Agenda

Motion (Buttke/Hendler) to approve the consent agenda. All ayes. Motion carried.

7) Discussion and consideration of items removed from consent agenda

n/a

8) Financial Statements – Edgewater Haven, Human Services, Norwood Health Center Quarterly Reports – Veterans Service, Health Department

Financial statements and quarterly reports were reviewed with specific questions answered by appropriate Department Heads.

9) Human Services bi-annual update on Fiscal Services work plan

Jo Timmerman provided an update on communications and process recommendations for cash receipts, monthly close, and billing.

10) Human Services update on the TBI unit

Jordan Bruce shared census count for TBI unit and plans for marketing the unit to strategic locations.

11) Human Services proposed changes for Crisis Services and possible resolution(s)

Kathy Roetter reminded Committee members of last month's discussion around the current setup and responsibilities of the Crisis Line; and changes in program requirements starting July 1. The request for an additional FTE is necessary to comply with current regulation; in addition, it will enhance Crisis Line services. Kathy explained the personnel expenses will be covered by off-setting revenues associated with new charges for the services provided. Motion (Hendler/Hokamp) to support the resolution as presented and forward to the Executive Committee for co-sponsorship and County Board for approval. All ayes. Motion carried.

12) Human Services wage issues for Social Workers and other Human Services Professionals

This agenda item will be addressed during discussions with agenda item 20.

13) Human Services weekend staffing schedules at Wood County Annex & Health Center (Norwood)

Jordan Bruce expressed concerns and challenges with staffing weekend schedules, and proposed a 12-hour schedule. Jordan shared benefits with the flexible schedule. Jordan will continue to look at staffing models and return with a plan at a later date.

14) Edgewater Haven presentation on "Leading Choice Network"

Amy Slattery shared a power point handout on "Leading Choice Network" which described the structure, mission, member responsibilities, and shared network fees as well as identified next steps. Amy shared that Corporation Counsel has reviewed the contract. Motion (Buttke/Hokamp) to join the "Leading Choice Network" for one year. All ayes. Motion carried. Amy is directed to monitor the benefits with this membership and report back to the Committee prior to renewing the contract.

15) State's request to purchase services or lease beds at Norwood

Jordan Bruce described a phone call he received from the State regarding competency restoration services. Department of Health Services (DHS) is looking to contract beds, with DHS operating the unit and providing the necessary services or contracting for services along with beds. The logistics are complicated. Kathy Roetter further described the composition of this population and concerns the Committee should be aware of. The Committee directed Jordan to explore the opportunity further as a possible way to generate revenue.

16) Approval of Health Department Environmental Health Fee Schedule

Sue Kunferman and Nancy Eggleston presented the EH proposed fee schedule to be effective June 1, 2016. A fee comparison of surrounding counties was shared. The last fee increase was in 2011. Motion (Slattery-Smith/Vicente) to approve the Environmental Health fee schedule as presented. All ayes. Motion carried.

17) Health Department presentation of Adams/Juneau County request for Environmental Health Services

Sue Kunferman described the request from Adams and Juneau Counties for Environmental Health services and how the Health Department plans to integrate this into the 2017 budget. There will be no cost to Wood County for these services. At this time, the agenda item is for information purposes and to gather any initial feedback or suggestions from the Committee.

18) Health Department out-of-state travel request to attend the International Lactation Consultant Association 2016 Annual Conference and Annual Meeting in Chicago, IL, July 20-23, 2016 with all expenses paid with grant funds.

Sue Kunferman shared conference details and learning objectives. Motion (Buttke/Slattery-Smith) to authorize attendance to the International Lactation Consultant Association Annual Conference in Chicago IL with all expenses paid with grant funds. All ayes. Motion carried.

19) Out-of-state travel request for Committee member to attend the National Association of Local Boards of Health (NALBOH) Annual Conference in St. Louis, MO, August 10-12, 2016 with all expenses paid with grant funds.

Sue Kunferman shared conference details and learning objectives. Motion (Hokamp/Slattery-Smith) to authorize attendance of a Committee member to the NALBOH Annual Conference in St. Louis, MO with all expenses paid with grant funds. All ayes. Motion carried.

20) Discussion regarding recruitment and retention of Wood County employees

Kathy Roetter expressed her ongoing concern with compensation of Social Workers and other Human Services Professionals. Kathy noted there has been significant turnover resulting from this issue. Recruitment and retention of employees is a serious concern of department heads. Human Resources and the Executive Committee Chair advised department heads to seek support from their oversight committees for increased flexibility (i.e. allow offer of employment up to step 6 and/or awarding vacation upon hire for recruitment; or move employees to a higher step within their approved grade classification if necessary for retention). Human Resources intends to address this concern with the Executive Committee at a future date.

21) Upgrade regarding relocation of departments to the River Block Building

Human Services will survey clients to get a better idea of parking needs with the relocation of services from the 12th Street location to River Block.

22) Legislative Issue Updates

Department heads provided updates regarding issues pertaining to their departments.

23) Items for Future Agenda

The Chair noted items for future agendas.

24) Next Meeting(s)

- May 26, 2016; 5:00 pm; Wood County Annex & Health Center Classroom – Marshfield
- **NOTE: the June meeting is moved to June 30th, the 5th Thursday of the month.**

25) Adjourn

Motion (Buttke/Slattery-Smith) to adjourn. Meeting adjourned at 7:43 p.m.

Minutes taken by Kathy Alft and reviewed by Marion Hokamp, secretary.

Minutes subject to Committee approval

Marion Hokamp, Secretary
Health and Human Services Committee