

HEALTH AND HUMAN SERVICES COMMITTEE

DATE: January 28, 2016

PLACE: Wood County Annex & Health Center Classroom – Marshfield

PRESENT: Donna Rozar, Mike Feirer, Doug Machon, Lori Slattery-Smith, R.N., Peter Hendler, Tom Buttke, Jeffrey Koszczuk, D.O.

EXCUSED: Marion Hokamp, Jessica Vicente,

ALSO PRESENT: Kathy Roetter, Jo Timmerman, Brandon Vruwink, Jordon Bruce (Human Services); Sue Kunferman, Kathy Alft, Amber France (Health Department); Amy Slattery (Edgewater Haven); Rock Larson (Veteran Services); Warren Kraft (Human Resources Director); Bill Clendenning (County Board Supervisor); Lance Pliml (County Board Chair)

1) Call to Order

Meeting called to order at 5:00 p.m. by Chair Rozar.

2) Quorum

The Chair declared a quorum present.

3) Public Comments

- n/a

4) Correspondence

- NALBOH News Brief
- Amy Slattery informed the Committee of an upcoming Quarterly Communication Meeting with the State, February 18th, 10am-noon at Edgewater Haven, Port Edwards.
- Rock Larson shared Judge Wolfe's announcement of mentor training for Veterans Court being planned for Saturday Jan 30th.
- Chair Rozar read a letter received from Kathy Roetter announcing her retirement in May 2016.

5) Consent Agenda

Human Services agenda was pulled. Motion (Feirer/Hendler) to approve the consent agenda. All ayes. Motion carried.

6) Discussion and consideration of items removed from consent agenda

HUMAN SERVICES: Kathy Roetter expressed concerns with problems associated with implementation of the new payroll system. Jo Timmerman described specifics of how missing information and inaccuracies has created a barrier to financial reporting. Approximately 200 new accounts were created without correspondence between Finance, Human Resources, and Human Services which complicates the issue even further. Warren Kraft, Human Resources Director, responded to questions and concerns. Kathy shared additional concerns that the new system is not capable of calculating costs similarly done in the previous system, which leads to significant manual work.

**7) 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.

8) Discussion of department head core competencies

Chair Rozar introduced the purpose of the department head core competencies document. Given Kathy Roetter's announced retirement, she was asked to provide an assessment of the core competencies and key behaviors related to her position. The Human Services Administrative team will also be asked to provide an assessment. Additional comments by Committee members regarding the characteristics of the job description and recruitment should be shared with Human Resources.

9) Health Department WIC Community Partnership Grant

Amber France, Nutrition & Lactation Program Supervisor, provided background information of the community partnership grant awarded to the Health Department. Amber described the purpose of the grant and shared program goals.

10) Human Services resolution for two new FSET Case Manager positions

Brandon Vruwink provided a rationale for the request of two FSET Case Manager positions. Brandon explained there is no tax levy needed for these positions. Motion (Buttke/Hendler) to support the resolution as presented and forward to the Executive Committee for co-sponsorship and County Board for approval. All ayes. Motion carried.

11) Human Services resolution to implement a Professional Ladder

Kathy Roetter described the concept of a Professional Ladder and request to authorize and implement for the Social Workers and Human Services Professionals. Motion (Hendler/ Koszczuk) to support the resolution as presented and forward to the Executive Committee for co-sponsorship and County Board for approval. Six ayes, one opposed (Machon). Motion carried.

12) Human Services discussion of office space in Marshfield

Kathy Roetter provided an update with possible office space to lease or purchase, and a background that led to this search. There was Committee consensus to pursue another RFP to construct a building that meets program needs and then lease through the builder.

13) Human Services discussion of Psychiatric Technician pay grade

Kathy Roetter explained her request to increase CNA rates as budgeted. Jordon Bruce explained how Psychiatric Technicians were moved into CNA classification during the Carlson-Dettman study. There is a dilemma with how to differentiate pay between CNAs in Edgewater (budgeted at Grade 2) and CNAs in Norwood (budgeted at Grade 3). There was a lengthy discussion on how to proceed. Warren Kraft explained options to consider. Motion (Feirer/Koszczuk) to change the position job description and redefine in the new pay grade. All Ayes. Motion carried.

14) Edgewater Haven annual report for the Behavior Unit ... *[Peter Hendler left meeting]*

Amy Slattery presented the 2015 High Behavior Alzheimer's/Dementia Wing annual report.

15) Edgewater Haven request to apply for a raffle license

Edgewater will not pursue a raffle license, and instead will use budgeted marketing dollars to facilitate other events to attract the community into Edgewater.

16) Veterans Service discussion of recruitment for anticipated vacancy

Rock Larson shared his plan of recruitment for an anticipated vacancy (April 1 retirement).

17) Update regarding relocation of departments to the River Block Building

Sue Kunferman and Kathy Roetter shared comments regarding relocation of their Departments to the River Block Building.

18) Legislative Issue Updates

Department Heads provided updates regarding issues pertaining to their departments.

19) Items for Future Agenda

The Chair noted items for future agendas.

20) Next Meeting(s)

- February 25, 2016, 5:00 pm; Edgewater Haven Conference Room Admin Building – Port Edwards

21) Adjourn

Chair Rozar declared the meeting adjourned at 7:22 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