

HEALTH AND HUMAN SERVICES COMMITTEE

DATE: April 27, 2015

PLACE: Edgewater Haven, Conference Room 110/Admin Bldg. – Port Edwards

PRESENT: Donna Rozar, Tom Buttke (joined during agenda item 6), Marion Hokamp, Lori Slattery-Smith, R.N., Peter Hendler, Bonnie Jaecks

EXCUSED: Mike Feirer, Doug Machon, Jeffrey Koszczuk, D.O., Hilde Henkel (Executive Committee member)

ALSO PRESENT: Kathy Roetter, Jo Timmerman, Mary Schlagenhaft (Human Services); Sue Kunferman, Kathy Alft, Tyler Zastava (Health Department); Rock Larson (Veterans Services); Amy Slattery (Edgewater Haven); Lance Pliml, Trent Miner (Executive Committee members), Mike Martin, Marla Cummings (Finance), Karen Madden (Daily Tribune), Janet Johnson, Kim Heller (Wipfli LLC), Bill Clendenning (County Board Supervisor)

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) Recognition of Bonnie Jaecks' 27 years of service to Health & Human Services Committee

Donna Rozar presented Bonnie Jaecks with a framed certificate and thanked her for her faithful years of service, first on the Unified Services Board and later as a public member of the Health & Human Services Committee. Lance Pliml shared words of gratitude for Bonnie's contribution to Wood County. Kathy Roetter added memories Bonnie has left with her, within and outside her role as a Committee member.

4) Reappointment of Jeffrey Koszczuk, D.O. as Health & Human Services Committee citizen member

Motion (Hendler/Hokamp) to affirm the County Board Chairman's reappointment of Jeffrey Koszczuk, D.O. as a citizen member on the Health & Human Services Committee. His 3-year term will expire April 2018. All ayes. Motion carried.

5) Public Comments

- n/a

6) Human Services – Wipfli Fiscal Review and Recommendation

Kim Heller introduced herself and Janet Johnson from Wipfli. Kim explained that their work was requested to assist with Human Services account reconciliation in two particular areas: 1) client accounts receivable/client revenue, and 2) funding received from DCF and DHS. Kim reported on Phase I efforts (getting accounts reconciled as of December 31, 2014). Kim and Janet responded to Committee questions regarding TCM software challenges, reconciliation issues encountered during Phase I, and definition of terms such as deferred revenue. Janet reported on the Phase II analysis (operational assessment and opportunities for improvement). She also addressed recommendations of the billing process, cash receipts process, and monthly close process. Both Janet and Kim responded to Committee questions regarding timeline of changes, potential staffing gains as a result of the proposed changes, prioritizations, and costs associated with implementation of recommendations. Kathy Roetter, Jo Timmerman, and Mike Martin shared additional insight. Lastly, Janet identified that there are differences in the communication styles between the Finance Department and Human Services Fiscal Services Division and made some recommendations on how to address those challenges. The full report of the *Fiscal Process Review Results and Recommendations* was given to both the Executive Committee members as well as the Health and Human Services Committee members.

Lance Pliml and Trent Miner (Executive Committee members) excused

7) Correspondence

- New York Times article regarding attempt to introduce powdered alcohol in U.S.
- Letter from Representative Scott Krug in follow-up to Human Services Day at the Capital (commending Adams and Wood County for efforts to prevent fraud abuse)
- NALBOH News Brief

8) Consent Agenda

Human Services narrative was pulled. Motion (Hendler/Buttke) to approve the consent agenda as presented. All ayes. Motion carried.

9) Discussion and consideration of items removed from consent agenda

HUMAN SERVICES – Kathy Roetter called attention to Committee members the capacity of the mental health clinic providing mental health therapy. This lack of capacity will require that no new patients will be accepted for out-patient mental health services except on an emergency basis.

**10) Financial Statements – Edgewater Haven, Human Services, Norwood Health Center
Quarterly Reports – Veteran Services, Health Department**

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

11) Discuss vacant citizen committee member position

The position has been advertised.

12) Health Department Student Orientation Process

Ty Zastava explained the quality improvement project that led to a standardized, on-line student orientation process. She described the intake flowchart from application to work experience. Students offered an experience are given a password to a secured website where they can view Health Department orientation links.

13) Health Department County Health Rankings

Sue Kunferman presented the 2015 County Health Rankings and noted this is an annual presentation to the Committee. Sue highlighted trend data. Wood County Health Rankings range between 10th to 33rd among 72 counties in various health outcomes, factors, behaviors, environment, and clinical care.

14) Human Services Resolution to approve a new Teacher position for Birth to Three

Kathy Roetter explained her request for a new FTE and described how the position will be funded. Motion (Buttke/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.

15) Human Services – Psychiatric Services for Wood County Annex & Health Center

Marshfield Clinic has informed Wood County they are unable to continue providing Behavioral Health services at Norwood Health Center. Kathy addressed options given for termination of their existing agreement. Motion (Buttke/Hendler) to reduce the Admission Unit's bed capacity to a census of 12 beds (from 16) to extend the termination date for services from Marshfield Clinic to 180 days from April 20, 2015. All ayes. Motion carried.

16) Request for Proposal for architectural services to re-design the entrance at Wood County Annex & Health Center

At the March HHSC meeting, Kathy Roetter presented two proposals for re-design of the entrance at the Wood County Annex & Health Center. One of the proposals was less detailed than the other and Kathy was directed to follow-up for clarification and to bring additional information to the April Committee meeting. New materials were shared. The RFP is just for architectural redesign work. Motion (Hendler/Hokamp) to award CWE, Inc. the project with cost paid from contingency funds and to send that recommendation to the Executive Committee. All ayes. Motion carried.

17) Edgewater Haven and Human Services request to move CNA positions to Grade 3

Amy Slattery and Kathy Roetter were told the Executive Committee supports movement of a pay grade for the CNA positions; however, funding was not identified. Costs associated with the move have not been determined; Amy and Kathy will calculate for their respective Departments and bring projected expense to the May meeting.

18) Legislative Issue Updates

Department Heads provided legislative updates regarding issues pertaining to their Departments.

19) Items for Future Agenda

The Chair noted items for future agendas.

20) Date/Time of Future Meeting

- June 1, 2015, 4pm, Wood County Annex & Health Center, Classroom – Marshfield (**this is May 25 meeting rescheduled to June 1 due to Memorial Day holiday, meeting start time changed to 4pm**)
- June 29, 2015, 5:00 pm, Edgewater Haven, Conference Room 110/Admin Bldg. – Port Edwards (**this is June meeting moved to 5th Monday because of change in date for May meeting**)

21) Adjourn

Motion (Jaecks/Slattery-Smith) to adjourn. All ayes. Motion carried. Meeting adjourned at 7:50 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