



**Marinette County  
HEALTH AND HUMAN SERVICES DEPARTMENT**

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**HEALTH AND HUMAN SERVICES  
COMMITTEE MEETING**

**MINUTES**

March 12, 2009  
2500 Hall Avenue  
Marinette, WI 54143  
(Basement Conference Room G)

**Members Present:** Kathy Just, Dr. L.V. Kuran, Carol Faucett, Russ Bauer, Robert Fraik, Alfred Sauld, and Mike Cassidy

**Members Absent:** Mary Blazer and Marilyn Lawson

**Staff Present:** Glenn Sartorelli, Robin Elsner, Mary Mursau, Linda Djupstrom, Kris Parkansky, Karen Fullerton, Michelle Caylor, Carol Huebscher

**Others Present:** Bob Beltrame and Cheryl Goetzman

**1. Call to Order. Roll call.**

Meeting called to order by Chairperson Kathy Just at 1:36 p.m. Roll call taken.

**2. Introduce New Staff, if any.**

None at this time. However, Mary Mursau introduced Cheryl Goetzman, a nursing student at U.W. Oshkosh, who was attending the meeting to observe a Public Health Department government experience as part of her on-line curriculum.

**3. Employee Recognition, if any.**

Glenn Sartorelli, on behalf of Stacy Strasler who was absent, recognized Karen Fullerton, a secretary/medical transcriptionist, upon her April 1, 2009, retirement as follows:

*Karen Fullerton Is hereby recognized for the dedication and commitment she has offered to our Department and the residents of Marinette County. She will be greatly missed upon her retirement. Our gratitude is hereby expressed for her Twenty Years of outstanding service.*

**4. Approve/Amend Agenda items.**

**MOTION (Faucett/Fraik)** to approve the agenda. Motion carried. No negative vote.

**5. Approve/Amend Minutes of February 12, 2009 Meeting.**

**MOTION (Sauld/Cassidy)** to approve the Minutes of the February 12, 2009. Motion carried. No negative vote.

## 6. Finance Committee Report

### A) Approval of Bills

**MOTION (Sauld/Kuran)** to approve the payment of bills totaling \$51,781.73, as submitted. Roll call taken. Motion carried. No negative vote.

### B) Approval of the following Adjustments (Transfers)

**MOTION (Cassidy/Sauld)** to approve the following 2008 budget transfers from the original 2008 budgeted amounts to the revised end-of-year amounts as follows:

1. Increase revenue and expense for MAPT (Medical Assistance Pass Through) by \$14,415 in Accounts #205-54-43561 and #205-54-54585 from \$32,000 to \$46,415.
2. Decrease revenue and expense for Kinship Care Services by (\$3,207) in Accounts #205-54-43561 and #205-54-54520 from \$108,820 down to \$105,613.
3. Increase revenue and expense for SS Youth Aids – Juvenile Crt Sev by \$ 82,118 in Accounts #205-54-43561 and #205-54-54555 from \$567,036 to \$649,154.
4. Increase revenue and expense for SS Foster Care (Administrative fees for Adam Walsh Program for finger printing) by \$1,119 in Accounts #205-54-43561 and 205-54-54531 from \$.00 to \$1,119.
5. Increase revenue and expense for Child Care Administration by \$630 in Accounts #205-54-43561 and #205-54-54787 from \$20,514 to \$21,144.
6. Decrease revenue and expense in W-2 Office/Administration by (\$9,673) in Accounts #205-54-43561 and #205-54-54925 from \$31,795 down to \$22,122.
7. Decrease revenue and expense in W-2 Program Elig (Services) by (25,899) in Accounts #205-54-43561 and #205-54-54930 from \$82,090 down to \$56,190.
8. Increase revenue and expense in W-2 Program Elig (FSET) by \$80,202 in Accounts #205-54-43561 and 205-54-54960 from \$14,262 to \$94,463.

**MOTION (Fraik/Sauld)** to approve the transfer of 2009 funds to the accounts as listed below. Motion carried. No negative vote.

1. Increase revenue and expense by \$9,500 for State of Wi personnel to conduct County Quality Initiative Services (CQI) for Review of Child and Family Programs during April 2009 in Accounts #205-54-43561 and #205-54-54502.
2. Transfer balance of 2008 upspent funds in Public Health Department Bioterrorism Account #205-38-54145 in the amount of \$18,196.01 to 2009 Public Health Department Bioterrorism Account #205-38-54145 as allowed by program guidelines.

3. Increase revenue and expense for 2009 WIC Children and Youth with Special Health Care Needs (CYSHCN) Nutrition Consultant Grant by \$6,240.00 in Accounts #205-38-46514 and #205-38-54140.
4. Increase revenue and expense for 2009 WIC Budget by \$7,507 in Accounts #205-38-46514 and #205-38-54140 (We received an increase in our allocation from original 2009 budget).
5. Increase revenue and expense for 2009 Bioterrorism Grant by \$11,949.00 in Accounts #205-38-46515 and #205-54-54145 (We received an increase in our allocation from original budget).

**C) Act on Uncollectible Accounts**

None at this time.

**D) Act on Accounts to Turn Over to Collection Agency**

**MOTION (Faucett/Cassidy)** to approve sending \$29,449.53 of Adapt Clinic Accounts and \$1,082.16 of Alternate Care Accounts, as submitted, to Valley Credit Services for collection. Motion carried. No negative vote.

**E) Update Status of Valley Credit Collections**

Reviewed *Account Summary Report* prepared by Valley Credit Services, Inc. The sum of \$9,976.12 has been collected, to date, for 2008.

**F) Update Status on High Cost Purchase of Services Accounts.**

- 1) Lincoln Hills (#205-54-54559-320) – currently overspent by a negative (\$15,812.00)
- 2) Child Care Institute Placements (#205-54-54558-320) – currently overspent by a negative (\$12,054.30)
- 3) Purchase of Services (Inpatient Services) (#205-62-54310-291) – currently overspent by a negative (\$33,776.91)
- 4) Purchase of Services (Institute for Mental Disease) – currently overspent by a negative (\$47,877.26)

**G) 2008 Contract Revisions**

- 1) Increase Augustana Manor contract from \$142,080.00 to \$152,331.15, an increase of \$10,251.13.
- 2) Increase Westmont Home contract from \$115,379.24 to \$125,757.04, an increase of \$10,377.80.
- 3) Increase NewCare Residence contract from \$265,295.03 to \$288,946.31, an increase of \$23,651.28.
- 4) Increase Jacquelyn Polzin contract from \$54,578.49 to \$59,878.10, increase of \$5,299.61.

- 5) Increase Wyndemere Estate contract from \$40,960.58 to \$41,023.88, an increase of \$63.30.

**MOTION (Sauld/Bauer)** to approve the 2009 contract revisions as set forth above. Motion carried. No negative vote.

**7. Discussion by Michelle Caylor outlining ways and procedures to volunteer to be a guardian for a mentally challenged adult.**

After clarifying that not all mentally challenged adults need guardians, Michelle Caylor outlined her desire to compile a waiting list of persons interested in volunteering to be guardians for elderly and/or developmentally disabled adults in Marinette County. She explained the qualifications and procedures for determining who needs a guardian.

**8. Discuss/consider naming Marinette County representatives to serve on the Mississippi Valley Health Services (MVHS) Commission.**

**MOTION (Sauld/Cassidy)** to recommend that Bob Fraik serve on the Mississippi Valley Health Services (MVHS) Commission as a voting member on behalf of Marinette County and to forward said nomination to the County Board for approval. Motion carried. No negative vote.

**9. Discuss/consider payment of the per diem for any Committee member who attended the February 13, 2009, “Join Together for State-Wide Smoke-Free Air” Town Hall luncheon in Suamico, Wisconsin.**

**MOTION (Cassidy/Carol)** to approve payment of per diem for Kathy Just and Bob Fraik who attended the February 13, 2009, “Join Together for State-Wide Smoke-Free Air” Town Hall Luncheon in Suamico, Wisconsin. Motion carried. No negative vote.

**10. Update on Energy Assistance Program Return calls and Workload.**

Linda Djupstrom gave an update on the status of telephone calls being returned by the Energy Assistance staff. Appointments are being scheduled within three to five days with emergencies being handled immediately. A Committee suggestion was made to have the voice mail message request callers leave their address so that attempts can be made to contact applicants by mail who cannot be reached after three telephone attempts. Interviews will be conducted next week to fill the open Energy Assistance Receptionist position. Crisis funding is still available but \$50,000 will be ear marked to pre-purchase propane for elderly customers. Emergency funds might become exhausted due to an anticipated high number of April disconnections. W.P.S. will provide the Energy Assistance Staff with training on information located on their new web portal. Linda was congratulated for receiving a Lifetime Achievement Award at the Annual Energy Conference in Green Bay held in February 2008.

**11. Discuss/Consider the Economic Support Unit Caseload.**

Currently the Department is down one worker due to a retirement. A newly trained worker will be given a caseload as of April 1<sup>st</sup>. Internal changes will be implemented for the next 60 days in an attempt to solve the issue of the increased caseload. Average caseloads have increased from 190 per worker in 2001 to the current caseload of between 350 and 400 per worker. Due to the loss of the screener position in 2003 as a result of the elimination of funding, workers have rotated being a screener approximately seven times per quarter which takes them away from their daily caseloads on those days.

There have been an increased number of formal complaints (people who don't feel they received the right amount of benefits or services) and informal complaints (related to workers). All applicants are advised how to apply for a Fair Hearing to appeal any decision. Kris and Robin are in the process of working on ways to reduce these complaints.

**12. Public Health Activity Report for February 2009.**

A) Communicable Disease Report – the February Activity Report was reviewed. The Health Department will be conducting clinics at the schools until June administering Tetanus and Chicken Pox immunizations. There was one reported case of Salmonella, which was unrelated to the tainted peanut butter.

B) Strategic National Stockpile Slide Presentation – A Strategic National Stockpile Full-Scale Exercise will be conducted August 5, 2009. This will be a collaborate effort with the local health departments and hospitals in Northeast Wisconsin, the Division of Public Health, Wisconsin Emergency Management, and the Wisconsin National Guard in an effort to becoming better prepared for a public health emergency. Marinette County is in the process of setting of sites for PODS (Points of Distribution) to dispense medication. Marinette County will need to address its responsibility for volunteers. The Committee watched a video prepared by the Alameda County Public Health Department showing their County's exercise.

**13. Directors' Report.**

A) Robin Elsner postponed his presentation regarding an update on complaint procedures and how to funnel complaints to Director until the April meeting.

**14. Schedule Next Meeting Date**

Next Meeting: Thursday, April 9, 2009, commencing at 1:30 p.m.

**15. Adjourn**

**MOTION (Bauer/Sauld)** to adjourn the meeting at 4:05 p.m. Motion carried. No negative vote.

Respectfully submitted,

A handwritten signature in cursive script that reads "Sylvia S. Zane".

Sylvia S. Zane, Recorder