



**Marinette County
HEALTH AND HUMAN SERVICES DEPARTMENT**

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**HEALTH AND HUMAN SERVICES
COMMITTEE MEETING**

MINUTES

July 8, 2010
2500 Hall Avenue
Marinette, WI 54143
(Basement Conference Room G)

Members Present: Kathy Just, Dr. L.V. Kuran, Marilyn Lawson, Melissa Christiansen, Russ Bauer, Robert Fraik, Brandon Jeske, Alfred Sauld, and Mike Cassidy

Members Absent:

Staff Present: Glenn Sartorelli, Robin Elsner, Mary Mursau, Anne Theuerkauf, Kris Parkansky, and Stacy Strasler

Others Present: Dean Edict, Bob Beltrame; Shirley Prudhomme from the Peshtigo Times, Dan Kitkowski from the Eagle Herald; and Matthew Woodworth, UWGB Nursing Student

1. Call to Order.

Meeting called to order by Chairperson Kathy Just at 1:18 p.m.

2. Introduce New Staff, if any.

None at this time.

3. Employee Recognition, if any.

Glenn Sartorelli recognized Anne Theuerkauf as the "Employee of the Month" and presented her with a certificate which read as follows: *Anne Theuerkauf is hereby recognized for her strong social work and case management skills, for her compassion and commitment to helping and empowering persons with disabilities, for her creativity and passion to assist persons with disabilities reach their maximum potential and for her vision and advocacy in helping persons with disabilities live a normal life despite their limitations. Our gratitude is hereby expressed for her dedication in delivering services to persons with disabilities throughout Marinette County.*

4. Approve/Amend Agenda items.

MOTION (Bauer/Cassidy) to approve the Agenda. Motion carried. No negative vote.

5. Public Comment.

Dean Edict made a public comment from the floor expressing dissatisfaction with the lack and quality of services provided to his household by the Mental Health Program. He recommended that a Comprehensive Community Services program be implemented in Marinette County.

6. Approve/Amend Minutes of May 25, 2010 Special Meeting.

MOTION (Sauld/Cassidy) to approve the Minutes of the May 25, 2010 special meeting. Motion carried. No negative vote.

7. Approve/Amend Minutes of June 10, 2010 Meeting.

MOTION (Sauld/Lawson) to approve the Minutes of the June 10, 2010 meeting. Motion carried. No negative vote.

8. Finance Committee Report

A) Approval of Bills

MOTION (Bauer/Christiansen) to approve the payment of bills totaling \$40,271.53, as submitted. Motion carried. No negative vote.

B) Approval of the following Adjustments (Transfers)

None at this time.

C) Act on Uncollectible Accounts

MOTION (Cassidy/Sauld) to approve writing off a total of \$58,627.14. Motion carried. No negative vote.

D) Act on Accounts to Turn Over to Collection Agency

MOTION (Bauer/Christiansen) to approve sending \$7,210.99 of Adapt Clinic 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 total collections for the payment period of 06/01/10 – 06/30/10 are \$1,065.72. After deducting a commission of \$262.67, the balance of \$803.05 was paid to Health and Human Services.

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

1) Lincoln Hills (#205-54-54559-320) – currently there are no placements and there is a favorable balance for the year of \$97,740.00.

2) Child Care Institute Placements (#205-54-54558-320) – currently there is one placement and there is an unfavorable balance for the year of (\$11,021.98).

3) Purchase of Services (Inpatient Services) (#205-62-54310-291) – currently unfavorable for the year by (\$103,537.24 - *estimated*)

4) Purchase of Services (Institute for Mental Disease) – currently favorable for the year by \$48,923.12.

There is a combined total favorable balance of \$32,103.90 on the above high cost purchase of services accounts, which is close to the budget.

G) Contract Revisions

MOTION (Bauer/Fraik) to revise and increase the Marinette County Group Home Association, Inc. contract from \$748,700.00 to \$755,222.72 (an increase of \$6,522.72) to help off-site the cost of additional part-time staff and medication packaging costs. Motion carried. No negative vote.

9. Report on Planning Committee Meeting and Public Hearing held June 23, 2010. Action, if any.

All Committee members, except Dr. Kuran, were present for the Planning Committee meeting held immediately prior to this meeting. There was no additional discussion.

10. Update/Report on the Northeastern Wisconsin Long Term Care District. Discussion only.

Bob Fraik distributed copies of his notes from the June 21, 10 meeting of the Elected and Appointed Officials for the N.E.W. Long Term Care District. A Directors/Managers meeting was also held in June to continue to plan and identify items needed to task and complete as the County moves forward into Family Care. The local management team meets weekly to discuss the ADRC planning. The ADRC is the gatekeeper to making referrals for funding and services to Family Care. A Resolution is in the process of being prepared and will eventually be submitted to the Committee for its approval. A fiscal impact tool and two budgets for 2011 are being prepared to ascertain how things will look when the County moves into Family Care in 2012.

Public informational sessions will be held on the following three dates and locations throughout the County, the times of which have been staggered to give several opportunities for consumers and interested residents to attend: 1) Wednesday, August 4th from 6:00 – 8:00 p.m. at the Marinette County HHSD; 2) Wednesday, August 11th from 1:00 – 3:00 p.m. at the Niagara Senior Center; and 3) Thursday, from 10:00 am. – 12:00 noon at the Crivitz Village Hall. Robin will present the same power point at each session that he presented to the County Board. Additional managers will attend the sessions to help establish dialogue and to assist in answering questions.

Every consumer will be mailed a notice of the informational sessions. In addition, notices of the sessions will be advertised in the newspaper and posted in public locations.

A separate informational session is being planned for September to meet with providers that the County contracts with for the reason that their issues and concerns may be different than those of the consumers.

11. Discuss/Consider Kris Parkansky and Kathy Olson to travel to Minneapolis, MN to attend the Big Ten SNAP Conference held from July 28-30, 2010. Action, if any. MOTION (Cassidy/Sauld) to approve Kris Parkansky and Kathy Olson to travel in a County vehicle to Minneapolis, MN to attend the Big Ten SNAP (Supplemental Nutrition and Assistance Program) Conference held from July 28-30, 2010 and to pay their expenses, including the salary for Kathy Olson and the hotel cost for Kris Parkansky, and per diem expenses. Motion carried. No negative vote.

12. Public Health Activity Report for June 2010.

A) **Communicable Disease Report** – The June Activity Report was reviewed with special note about 11 cases of Lyme Disease, seven dog bites and two bat exposures.

There was also one confirmed case of Tuberculosis (TB) reported in the County. Mary distributed a Disease Fact Sheet regarding Tuberculosis and explained that case management requires a member of her staff observe patient take medicine five days a week for 6 to 9 months. Surveillance of close contacts was conducted which means interviews and skin testing. Approximately 60 persons have been tested and preventive medication was ordered for the few of those who have been found to be infected. This will prevent the disease from spreading to others. Staff from the Regional and State Division of Health Offices assisted in this.

B) **Request permission from Board Members to provide email addresses to the Division of Health to receive newsletters via email. Action, if any MOTION (Sauld/Cassidy)** that the email addresses of all of the Committee members be provided to Mary Mursau so that she can forward the Division of Health newsletters to them via email. Motion carried. No negative vote.

C. Discuss/Consider Public Health Emergency Response Purchases. Action, if any.

Disaster Preparedness Funds are available to purchase items needed during mass clinics such as the pandemic flu clinics or larger mass medication distributions. One item being considered is a portable refrigerator unit used to monitor and distribute vaccines in a larger facility such as a gymnasium or auditorium. Transport weight, size, and cost are some of the considerations she is looking into. In the event she makes a final selection, Mary will bring it back to the Committee for approval since the cost would exceed \$5,000.00. Plans are in progress for backup power sources to secure our vaccine supply.

The Law Enforcement Center has been designated as the Emergency Operation Center for Marinette County in the event of a disaster or pandemic. Plans are being made for a mock anthrax exposure exercise. It is the goal that in a four-day time period (round the clock) all protective medications be distributed.

13. Directors' Report.

A) Update related to the In-Home therapist's trip to Louisiana to re-unite a juvenile consumer with his mother. Discussion only.

Paul Atkins traveled to Louisiana with a juvenile consumer for re-unification with his mother. The time he has spent with his natural mother and stepfather has gone well. Paul is communicating with the family via Internet Skype, while the juvenile continues the visit in Louisiana.

B) Report from the Director and Deputy Director related to employee misuse of County property. Discussion only.

Robin Elsner and Glenn Sartorelli offered apologies to the Committee for their misuse of county property. Both agreed to be accountable for their actions and that use of County property would not occur again. New policies and procedures have been implemented to correct the 20-year old practice, which permitted juveniles to do work for the county as part of their restitution payments.

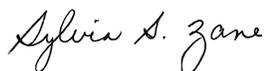
14. Schedule Next Meeting Date

Next Meeting: Thursday, August 12, 2010, commencing at 1:00 p.m.

15. Adjourn

MOTION (Cassidy/Kuran) to adjourn the meeting at 2:30 p.m. Motion carried. No negative vote.

Respectfully submitted,



Sylvia S. Zane, Recorder