



Marinette County
HEALTH AND HUMAN SERVICES DEPARTMENT

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HEALTH AND HUMAN SERVICES COMMITTEE

MINUTES

April 11, 2012

1:00 P.M.

2500 Hall Avenue

Marinette, WI 54143

Basement Conference Room G

Members present: Kathy Just, Melissa Christiansen, Brandon Jeske, Mike Behnke, Mike Cassidy, Russ Bauer, Marilyn Lawson and Alfred Sauld.

Members absent: Dr. L.V. Kuran

Staff present: Glenn Sartorelli, Robin Elsner, Mary Rosner, Kris Parkansky, and Ellie Jarvie.

Others present: Bob Beltrame, Autumn Bickel, and Dave Zahn from the Peshtigo Times.

1. **Call to order.**
Meeting called to order by Kathy Just at 1:01 p.m.
2. **Introduce new staff, if any.**
Robin Elsner introduced Ellie Jarvie, the new CSP Supervisor.
3. **Employee Recognition:**
Robin Elsner recognized the agency nurses for National Nurses Day.
4. **Approve/Amend agenda items.**
MOTION (LAWSON/BEHNKE) to approve the Agenda. Motion carried. No negative vote.
5. **Public Comment.**
Kathy Just wanted to remind Marilyn Lawson, Brandon Jeske and Dr. Kuran, that they are welcome to come and to vote for the reorganization meeting on Tuesday, April 17th, in the County Board Room, 3rd floor of the Courthouse, at 9:30 a.m.
6. **Approve the minutes from the March 14, 2012 HHSD Committee Meeting.**
MOTION (BEHNKE/SAULD) to approve the minutes of the March 14, 2012 meeting. Motion carried. No negative vote.
7. **Discuss/Consider Department's Financial Report, Action, if any.**
 - A) **Review of paid invoices.**
The Committee reviewed the paid invoices.
 - B) **Approve Budget Adjustments (Transfers)**
None at this time.

C) Act on Uncollectible Accounts.

MOTION(JESKE/LAWSON) to approve writing off a total of \$54,395.19. Motion carried. No Negative vote.

D) Act on Accounts to turn over to Collection Agency.

MOTION (CHRISTIANSEN/SAULD) to approve sending \$4,537.54 of Adapt Clinic accounts, \$22,053.72 of Alternate Care Accounts for a total of \$26,591.26, 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 1/1/2012 – 1/31/2012 are \$7,300.06. After deducting a commission of \$1,766.42, the balance of \$5,533.64 was paid to Health and Human Services.

F) Update Status on High Cost Purchase of Service Accounts

- 1) Lincoln Hills (#205-54-54559-320) – No placements in March. Favorable for the year by \$51,688.00.
- 2) Child Care Institute Placements (#205-54558-320) – No new placements in March. Unfavorable for the year by (\$8,125.49).
- 3) Purchase of Services (Inpatient Services) – (#205-62-54310-291). Favorable for the year by \$26,640.47, estimated.
- 4) Purchase of Services (Institute for Mental Disease) (#205-62-54310-291-053) 1 placement to date. Favorable for the year by \$12,684.50.

The combined total for the High Cost Placements, to date, is favorable at \$82,887.48.

G) Contract Revision(s).

MOTION (LAWSON/CHRISTIANSEN) to approve the contract revisions: New contract with MVHS/Ravenwood for \$27,800.00. Motion carried. No negative vote.

8. Discuss/consider mileage and per diem for committee members to attend the Wisconsin County Human Service Association Spring Conference at the Osthoff Resort in Elkhart Lake, May 22 to May 24. Action, if any.

MOTION (BEHNKE/CASSIDY) to approve mileage and per diem for any Committee member that wants to attend the Wisconsin County Human Service Association Spring Conference. Motion carried. No negative vote.

9. Update/Report on the Northeastern Wisconsin Long Term Care District and the Development of the Aging & Disability Resource Center.

Family Care continues to be on hold, there is a county meeting on April 23. Rolf Hansen will be giving an update at the NEW Family Care Board meeting on April 30. It doesn't appear that Health and Human Services will be going forward with Family Care at this time.

Update on the Aging and Disability Resource Center (ADRC): to date, \$115,450.36 has been spent , which is within budget, still favorable by \$160,498.64. Currently in process of hiring the ADRC staff. The Committee will take a tour of the facility during today's meeting. \$19,236 of the \$21,555 for the architect has already been used. The contractors have until May 31 to complete the project. The contract with the State has been postponed to May 1 and the staff should be hired by May 1. The State will come in on May 1 to do a training. Staff will work from their current offices until the ADRC is completed.

10. Update/report on the Income Maintenance Consortia development. Discussion only.

Kris Parkansky gave an update on the Income Maintenance Consortium. Marinette still continues to lead the State. Our staff is answering at 99.14%, calls answer within 1 minute. The Call Change Center is averaging about 10,200 calls are coming in per month. The State will be conducting an audit on Monday, April 16, to see what is working, what isn't working, what they can help with, and what our wish list is, which has been developed already.

The Central Document Processing Unit (CDPU) is holding a lot of meetings, they have had KOFAX on site, which is the document imaging people, for a couple weeks in a row. They went through issues and problems and are dealing with this. A KOFAX software update was made on all systems, and 2 new servers were added, in Madison, to help handle all the work. This made a big difference. Documents are coming through much better. Our workers still have to correct errors, but once they are sent back to the CDPU there is good communication between all.

There will be a "work around" meeting set up with the Deputy, Secretary Deputy and the CDPU people to make them aware of the problems, however, there have been significant improvements since last month's meeting.

The System Tools still do not work accurately. The reports that the State sends are not always accurate. This will be one of the issues that will be brought up on Monday.

The last bulk transfer of Enrollment Services (Childless Adults applications) was received, the last week of March. It was anticipated that 800 cases would be transferred but only 480 were actually sent. The workers are still trying to clean up the 6 month cases, reviews, etc. There are 15 Enrollment Services workers from the state to help counties until the end of June.

New program requests continue to double each month.

Our I.T. department was able to handle the system crashes that occurred promptly.

11. Discuss/consider mileage and per diem for committee members to attend the 2012 Wisconsin Public Health Association WALHDAB Public Health Conference at the Kalahari Resort in Wisconsin Dells May 21 to May 23. Action, if any.

MOTION (CASSIDY/SAULD) to approve mileage and per diem for any committee member that wishes to attend the WALHDAB Public Health Conference. Motion carried. No negative vote.

12. Provide information related to the salary rating for the Aging & Disability Resource Center (ADRC) Supervisor at the Grade 11 of the Marinette County Non-Represented Employee Salary Structure at the starting amount of \$57,104.00. Discussion only. The notification of the starting salary for the ADRC Supervisor will go to County Board.

13. Public Health Activity Report for December 2011.

A) Communicable Disease Report: Mary Rosner reported that Pertussis cases are still circulating in the county. Most of the cases that have been reported, occurred in vaccinated children. Vaccinated individuals usually have a less severe case than unvaccinated patients. Tdap is available at the Public Health Department free of charge for those 10 years of age and up. The Public Health Nurses spend considerable amounts of time following up on close contacts and insuring that exposed individuals receive the necessary prophylaxis and education to limit the spread of the disease. Pertussis can be especially damaging to infants and the immune

compromised.

Unfortunately, high risk behaviors such as sharing contaminated drug equipment plays a role in the number of confirmed Hepatitis C cases in our community, especially among young individuals.

There were 9 animal bites, majority were from dogs. Most of the animals that bit during March were against rabies. She is working on a more streamlined reporting form and process for animal bite incidents.

She spoke on how TB is tested for and how it is read to see if it is positive or not and how patients are treated for Latent TB infection.

B) County Health Rankings

The report came out April 3 and we have improved slightly compared to 2011. According to the report, Marinette County continues to struggle with health behaviors that affect our morbidity and mortality.

Health outcomes are how long you live and how well you live. Health factors are a combination of health behaviors, clinical care, social and economic factors and the physical environment. We are 62 for health outcomes and 61 for health factors. The rankings are derived from various sources of data and is funded by the Robert Wood Johnson Foundation. The information serves as a guide for communities and should be considered with other health indicators for community health improvement and planning activities.

14. Director's report. Discussion only.

A) Organization chart and vacancies.

There is currently 7 vacancies in the Department. The Financial Account Clerk for the Adapt Clinic will start May 1. The 2 Public Health Nurse positions will start by May 1. The remaining vacancies in the department are being advertised or interviewed for at this time.

The 2011 Annual Report will be available next month, before the annual Planning Budget Process begins.

15. Schedule Next Meeting Date.

Next Meeting: Wednesday, May 9, 2012, commencing at 1:00 p.m.

16. Adjournment

MOTION (BEHNKE/CASSIDY) to adjourn the meeting at 2:08 p.m.

Motion carried. No Negative vote.

Respectfully submitted:



Gail Damaschke, Recorder