



Marinette County
HEALTH AND HUMAN SERVICES DEPARTMENT

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HEALTH AND HUMAN SERVICES COMMITTEE

MINUTES

December 12, 2012

1:00 P.M.

2500 Hall Avenue

Marinette, WI 54143

Basement Conference Room G

Members present: Kathy Just, Cindy Barrette, Brandon Jeske, Mike Behnke, Mike Cassidy, Russ Bauer and Alfred Sauld.

Members absent: Dr. L.V. Kuran and Marilyn Lawson

Staff present: Glenn Sartorelli, Robin Elsner, Mary Rosner, Kris Parkansky, June Kruse, Ellie Jarvie, Ellen Sorensen, Nicole Rickaby, Kurt Vadnais, Blair Bergner, Rob Valentine and Bobbie Dolliver.

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

1. **Call to order.**

Meeting called to order by Kathy Just at 1:00 p.m.

2. **Introduce new staff, if any.** Robin Elsner introduced Kurt Vadnais our new Financial Account Clerk, Nicole Rickaby our new Public Health Nurse and Lisa Tuoza our new Child and Family Ongoing Social Worker. Each new employee gave a brief overview of their background and expressed their gladness to be here.

3. **Employee Recognition:** Blair Bergner is hereby recognized on December 12, 2012, for his exceptional professional work with Marinette County. Blair has been with Marinette County for over ten years. Blair's dedication, good humor and interest in developing systems of care for people with mental health issues in our area has truly been a lasting contribution.

Blair was part of a core group of staff who were trained in person centered planning and the Comprehensive Services Program model. He has been involved in the CCS coordinating committee and has taken the extra effort to understand this new code and develop forms that have been used to provide the needed assessment by our staff. Blair has a calm, encouraging presence and he truly works to help each consumer reach their full potential. He is also involved in testing our new electronic medical records system which will be rolled out first with CCS consumers.

In addition to his regular duties with the Community Support Program and helping roll out a new program, Blair has been a trained presenter with the "QPR" program. QPR stands for Question, Persuade and Refer - 3 simple steps that anyone can learn to help save a life from suicide. In this role he trains staff from a variety of local agencies to recognize and intervene when warning signs of suicide are present.

Whether it's a new project or just a smile and an encouraging word, Blair can be relied on to work with coworkers and consumers alike to reach their goals.

Our gratitude is hereby expressed for his dedication and service to residents with mental health issues throughout Marinette County.

4. **Approve/Amend agenda items.** *Amend item #12 from October HHSD meeting: Discuss/consider eliminating the Birth – 3 Coordinator position and create a Special Instruction Teacher position. Action, if any.* **MOTION (JESKE/SAULD)** to approve the Agenda. Motion carried. No negative vote.
5. **Public Comment.**
None at this time.
6. **Approve the minutes from the October 10, 2012 HHSD Committee Meeting.** **MOTION (JESKE/CASSIDY)** to approve the minutes of the October 10, 2012 meeting. Motion carried. No negative vote.
7. **Approve the minutes from the November 7, 2012 HHSD Committee Meeting.** **MOTION (CASSIDY/BARRETTE)** to approve the minutes of the November 7, 2012 meeting. Motion carried. No negative vote.
8. **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)**
 - 1) **MOTION (CASSIDY/JESKE & BAUER)** to approve transfer of funds from Fund Balance 205-00-34290-000-000 to 205-54-54570-291-000 to Increase SS General Assistance POS expense account by \$6,000 to cover additional County Funded Burials for 2012
 - 2) **MOTION (JESKE/BAUER)** to approve transfer of funds for unexpended budget for Day Treatment High School Purchased of Services account to cover coverage in CST Teams travel, due to increased motor pool charges resulting from increased community based client services in the amount of \$7000.00 from #205-62-54314-291-000 to #205-54-54543-479-000.
 - 3) **MOTION (BEHNKE/SAULD)** to approve transfer of \$217,740.00 due to CCS Salaries and Benefits budgeted for 12 months, but staff were set up to be charged to actual accounts as of 1/1/12. Budget transfer needed to those accounts from CCS to cover actual expenses. CCS program not certified until 8/1/12. Actual salaries and benefits for CCS will be recorded for August through December. Motion carried. No negative vote.
 - 4) **MOTION (JESKE/BEHNKE)** to approve transfer of funds to increase Foster Care – Care Children account by \$85,000, increase Child & Family Direct Services – Purchase of Service account by \$30,500 and increase SS Youth Aids – Juvenile Court Services – Educational Supplies by \$500 and decrease SS Youth Aids – Lincoln Hills – Purchase of Services by \$116,000.00

C) Act on Uncollectible Accounts. MOTION (SAULD/BAUER) to approve writing off a total of \$36,990.29 – report dated 11/7/2012. Motion carried. No Negative vote.

Act on Uncollectible Accounts. MOTION (BEHNKE/CASSIDY) to approve writing off a total of \$49,838.79 – report dated 12/12/2012. Motion carried. No Negative vote.

D) Act on Accounts to turn over to Collection Agency. Report dated 11/7/12
MOTION (BAUER/JESKE) to approve sending \$7,013.81 of Adapt Clinic accounts, \$18,400.96 of Alternate Care Accounts for a total of \$25,414.77, as submitted, to Valley Credit Services for collection. Motion carried. No negative vote.

Act on Accounts to turn over to Collection Agency. Report dated 12/12/12
MOTION (BEHNKE/BAUER) to approve sending \$28,989.85 of Adapt Clinic accounts, \$550.00 of Alternate Care Accounts for a total of \$29,539.85, as submitted, to Valley Credit Services for collection. Motion carried. No negative vote.

E) Update Status of Valley Credit Collections. Report dated 11/5/12
Reviewed Account Summary Report prepared by Valley Credit Services, Inc. The total collections for the payment period of 10/1/2012 – 10/31/2012 are \$416.00. After deducting a commission of \$124.80, the balance of \$291.20 was paid to Health and Human Services.

Update Status of Valley Credit Collections. Report dated 12/10/12
Reviewed Account Summary Report prepared by Valley Credit Services, Inc. The total collections for the payment period of 11/1/2012 – 11/30/2012 are \$859.00. After deducting a commission of \$232.26, the balance of \$626.74 was paid to Health and Human Services.

F) Update Status on High Cost Purchase of Service Accounts

- 1) Lincoln Hills (#205-54-54559-320) – One placement in October and November. Favorable for the year by \$25,191.00.
- 2) Child Care Institute Placements (#205-54558-320) – no placements in October or November. Favorable for the year by \$26,320.54.
- 3) Purchase of Services (Inpatient Services) – (#205-62-54310-291). Favorable for the year by \$73,294.47.
- 4) Purchase of Services (Institute for Mental Disease) (#205-62-54310-291-053) no placements in October or November. Favorable for the year by \$18,185.83.

The combined total for the High Cost Placements, to date, is favorable at \$142,991.85.

G) Contract Revision(s).

MOTION (CASSIDY/JESKE) to approve the contract revisions: Agatone contract revision from \$27,664.80 to \$37,426.87; REM contract revision from \$1,325,855.44 to \$1,388,704.64; Washington Square contract revision from \$43,800.00 to \$22,160.00; NewCare contract revision from \$404,269.04 to \$408,269.04; Pada contract revision from \$62,733.64 to \$63,357.48. Motion carried. No negative vote.

- 9. Report by Ellie Jarvie, CSP Supervisor, on the Department's Comprehensive Community Services program.** Ellie overviewed that this is a new certified program and currently 16 youth and six adults are enrolled. This program serves youth up to senior citizens with substance abuse and or mental health issues. This program offers a recovery focused approach with an emphasis on successful living. Blair Bergner shared that it is about working with the client as a partner in their recovery and connecting them to tools and resources to assist them in their recovery. Ellie also reported that with the help of Blair they will be transferring our records to the TCM Program which is an electronic medical records program.
- 10. Update/Report on the Northeastern Wisconsin Long Term Care District.** Robin Elsner reported that he recently met with Rolf Hanson. The focus is on the Governor, Scott Walker, to include in his budget, otherwise it would be decertified. Robin noted that there have been RFP's for the program to be run by private entities. Ellen Sorensen noted that she advocates for the program to continue to be run by public entities. Robin reported that Rolf Hanson will be meeting with Kathy Just and Vilas Schroeder on January 7th. Robin noted that we will continue to provide services. Our goal is to reduce our wait list to 50 next year. Robin will continue to remain involved and report monthly to the committee.
- 11. Discuss/Consider eliminating one Mental Health Case Manager position and creating an additional Comprehensive Community Services Case Manager Position.** Position effective January 1, 2013. Action, if any. **MOTION (BEHNKE/BAUER)** Motion carried. No negative vote.
- 12. Discuss/Consider Approval for Mary Rosner to attend the "Survive and Thrive Program" through the National Association of County and City Health Officials in San Antonio Texas, January 15th-18th. Program participation cost is \$250.00. Action, If any.** Mary Rosner overviewed the program and noted our only cost is \$250 as the other expenses are subsidized through the Foundation. It is a great way to grow the health department by networking with other health officers. Robin Elsner noted that this is an opportunity to broaden our services. **MOTION (SAULD/CASSIDY)** for Mary Rosner to attend the "Survive and Thrive Program". No negative vote. Motion carried.
- 13. Update/report on the Income Maintenance Consortia development. Discussion only.** Kris Parkansky reported on the CIC (Change & Information Center) – current answer rate is 90.3% and calls are answered in just under four minutes. Kris reviewed issues with the statewide call routing and noted that the issues have leveled off due to some temporary fixes. Currently working with Centurytel for long range, permanent fixes. Kris overviewed System Tools/Enhancements and noted that client scheduling went live on November 12th and is working well with very little problems. It is an improvement over old system. The Fair Hearing Process and Second Party Reviews are working well so far. Kris discussed contract negotiations. Result of a recent LAB Audit, not departments intent to impose any financial penalties for a county's failure to meet performance standards. Kris noted the following DCF-2013 Child Care Performance Standards:
- 97% of children over 3 months will have SS#'s in the system.
 - 75% of smrfs will be entered by the end of the month.
 - 80% verified authorized activities.
 - CIC – answer rate of 85% and average speed of answer is 5 minutes.
 - Identify client overpayments

- Outstanding issue – we wanted language that addressed changes that would have a significant impact on counties (not statutory or federal requirements). Want to be able to discuss before implemented. Secretary Eloise Anderson said no, that we work well together so there's no need.

Kris reported - DHS – Negotiations still pending

- BC+ Premium payments – state was at 90 %; changed to 95% for those payments include a coupon, mailed to the correct address, for the amount due. AND they took out the word accurately.
- CDPU - state is holding to 90% for scan first documents.
- 2011 FoodShare Bonus money – MILES = 35% (1/3RD). Caseload is the foundation of distributing monies stated in 2012 contract.
- We want language added regarding workload and how to evaluate along with fiscal impact prior to the change happening due to the Health Care Exchange coming.
 - Exchange – virtual marketplace for individuals and small businesses to buy private coverage beginning 2014.
 - Exchange is expected to cover 250,000 people in Wisconsin.
 - Another 170,000 could gain coverage through the law's Medicaid expansion (made optional by Supreme Court). Walker hasn't decided to expand MA.

14. **Discuss/consider the elimination of an Economic Support Worker position. Action, If any.** Robin Elsner overviewed that our department had previously been covering for Door County. Now that Door County can cover their own, we only require two positions in the Call Change Center. The request is recommended for eliminating a vacant position, based upon current caseload size and our ability to meet caseload thresholds. Motion by (**BEHNKE/CASSIDY**), no negative vote, motion carried. Kathy Just confirmed that this will proceed to the Personnel Committee and then to County Board. Robin Elsner concurred.
15. **Discuss/consider the elimination of the Clerical Account Clerk position located at the Job Center. Action, If any.** Robin Elsner overviewed and recommended. Motion by (**BAUER/SAULD**), no negative vote, motion carried. Kathy Just confirmed that this will proceed to the Personnel Committee.
16. **Discuss/consider the elimination of an Elderly/Physically Disabled Case Manager position in the Long Term Services Unit. Action, If any.** Robin Elsner overviewed staff structure changes due to creation of ADRC Department and noted that this position was no longer needed as part of the staff reorganization. Motion by (**BEHNKE/BARRETTE**), no negative vote, motion carried.
17. **Discuss/consider the creation of a Limited Term Mental Health Therapist position for the Niagara Clinic. Action, If Any.** Robin Elsner overviewed and noted that this does not need committee approval due to the LEAN process. Due to Myra's community involvement with local doctors and schools, there have been numerous referrals and the caseload/workload has increased. Robin will evaluate after 90 days to determine if the position should continue to be a LTE or change to a full time position. Due to the workload/caseload this position would pay for itself. Robin stated he is just asking for committee support at this time and may bring back in the event that he feels this position should become full term. A motion of support was made by (**SAULD/CASSIDY**), no negative vote, motion carried.

18. **Public Health Activity Report for November 2012.** Mary noted that flu shots are good for eight months to a year and due to current numbers she plans on reducing community clinics next year. Mary also stated that the immunization schedule would remain the same with the exception of Niagara being by appointment only.

Report on the Survey of the Health of Wisconsin (SHOW) survey. Discussion only. Communicable Disease Report. **“Survey of the Health of Wisconsin”** Mary overviewed the (SHOW) report which reflected the following for the Wisconsin Northeast region 2008-2011: Hypertension 27.7%, High Cholesterol 5.4%, Recommended Physical Activity 8.1%, Obesity 38.9% and Easy access to Parks 73.3% which were all very close to total SHOW Statewide numbers. Mary also reported that the Wisconsin youth smoking rate is at an all-time low.

Communicable Disease Report Mary Rosner overviewed the November report.

19. Director’s report. Discussion only.

- A) **Organization chart and vacancies.** Robin Elsner overviewed the current vacant positions (one Economic Support Specialist, one ADRC Disability Benefits Specialist, one Public Health Nurse, one Birth to 3 Special Instruction Teacher, one CPS Ongoing Social worker, one Longterm Services Case Manager and one LTE Mental Health Therapist) and those that will be eliminated (one Economic Support Specialist, one Clerical Account Clerk, one Elderly/Physically Disabled Case Manager)
- B) **ADRC Building Project 2011-2012.** Glenn Sartorelli overviewed the cost report. The total dollars spent in 2012 was \$296,993.15. Overall total project cost was \$300,949.00.

Schedule Next Meeting Date.

Next Meeting: Wednesday, January 9th, 2013, commencing at 1:00 p.m.

15. Adjournment

MOTION (BEHNKE/CASSIDY) to adjourn the meeting at 2:42 p.m.

Motion carried. No Negative vote.

Respectfully submitted:

Robin Dolliver, Recorder