

HEALTH AND HUMAN SERVICES COMMITTEE

DATE: October 24, 2011

PLACE: Norwood Health Center, Classroom - Marshfield

PRESENT: Donna Rozar, Peter Hendler, Marion Hokamp, Allen Breu, Bonnie Jaecks, Lori Slattery-Smith (joined by phone), Jeffrey Koszczuk, Tom Buttke, and Mike Feirer

ALSO PRESENT: Kathy Roetter, Diane Cable, and Larry Shear (Human Services), Sue Kunferman and Kathy Alft (Health Department), Amy Slattery (Edgewater Haven), and Rock Larson (Veterans Services)

Brandon Vruwink, Doreen Lang, Rhonda Kozik, and Liz Gisvold (Human Services) were present for specific agenda items.

1) Call to Order

Meeting called to order at 5:00 p.m. by Chair Rozar.

2) Quorum

A quorum was declared.

3) Public Comments

No members of the public were present to provide comments.

4) Correspondence

- Announced grand opening on October 31, 2011 of a clubhouse (205 S Cherry St) serving people experiencing mental illness in Wood County
- NALBOH NewsBrief distributed
- 2011 NALBOH election ballot for officers and directors reviewed

5) Consent Agenda

Motion (Hendler/Koszczuk) to approve the consent agenda as presented. All ayes. Motion carried.

6) Discussion and consideration of items removed from consent agenda

n/a

7) Financial Statements and Quarterly Reports

Financial statements and quarterly reports were reviewed and specific questions answered by the appropriate department heads.

8) Vouchers

Vouchers were reviewed by department and specific questions answered. Motion (Koszczuk/Slattery-Smith) to approve the vouchers as presented. All ayes. Motion carried.

9) Lease agreement with Riverview Hospital Association for Health Department relocation

This agenda item was moved up in order to allow Terry Rickaby to participate in the discussion. Terry distributed a list and described a multitude of significant issues associated with the Annex building. He stated that repairing and addressing these issues would be costly. A synopsis of the Lease Agreement between Riverview Hospital Association and the Health Department was presented, including the negotiated premise, rate, terms of the lease, and floor plan. The lease is all inclusive and will include maintenance, housekeeping/janitorial, and utilities. It was noted the Executive Committee has approved the Health Department Budget which includes rent for this square footage. The tentative timeline for moving to the new space will occur throughout November with occupancy at the new location by December 1. Motion (Buttke/Hendler) to approve the lease agreement with Riverview Hospital Association as presented and to authorize signing of the lease by the Health Department Director. The Chair will notify the Executive Committee of the Health & Human Services Committee action on this issue. All ayes. Motion carried.

10) Human Services Department update

Kathy Roetter provided an update with transition highlights:

- The Mission, Vision, and Value Statements for Human Services were reviewed. Motion (Buttke/Hendler) to approve the statements as presented. All ayes. Motion carried.
- Kathy described the organizational chart, explaining why recruitment for vacant positions needs to be done internally. Motion (Feirer/Hendler) to approve the organizational chart as presented. All ayes. Motion carried. Kathy explained why external recruitment for positions would not benefit the department. Motion (Jaecks/Breu) supporting Kathy Roetter's recommendation to recruit for the positions internally. All ayes. Motion carried.

11) Implementing Edgewater Haven Efficiencies

Amy Slattery shared implemented efficiency progress.

- August 2011 therapy and housekeeping expenses and revenues were compared to same period last year

12) NPHPSP Field Testing of Re-engineered Governance Instrument

Based on the ten public health essential services, Sue Kunferman facilitated evaluation of essential services 5 through 7.

13) Marshfield Job Service Funding Plan

Brandon Vruwink and Doreen Lang presented information about the Marshfield Job Center; identifying utilization of the center, services provided, funding opportunities, and why sustainability of the Job Center in Marshfield is important. There was committee consensus to support the efforts of Human Services in maintaining the Marshfield Job Center and suggestions were made regarding possible funding sources from the business community.

[break at 7:00pm ... Supervisor Hendler was excused.]

14) Norwood Health Center Bylaws

Rhonda Kozik explained the need for the Governing Body Bylaws of Norwood Health Center document. Committee members provided corrections to the document. Motion (Breu/Hokamp) to approve the Governing Body Bylaws of Norwood Health Center with edits as identified. All ayes. Motion carried.

15) Norwood Health Center Fitness for Duty

Rhonda Kozik addressed staffing issues which led to concerns regarding fitness for duty. The financial impact of overtime as well as employee morale were identified as concerns. Liz Gisvold, the Director of Nursing at Norwood, shared suggestions and solutions, and presented a draft Fitness for Duty Policy and Procedure. There was committee consensus to support the concept of Fitness for Duty. Committee members encouraged input from corporation counsel, the HR Director, and the Risk Manager. Following that input, a final policy will be brought back to committee.

16) Norwood Health Center Climate Survey

Kathy Roetter described many of the changes that have occurred within Norwood Health Center over the past few years and explained to the committee why a climate survey is taking place.

17) Relocation and space utilization at Norwood Health Center

Rhonda Kozik described the increased availability of space in Norwood Health Center. Rhonda will continue to keep the committee updated with possible options for utilization of the vacated space.

18) Risk Reserve for Human Services Department

Agenda item tabled.

19) Income Maintenance update and possible action

Kathy Roetter questioned if a resolution is necessary to move forward with regional income maintenance efforts. The Health & Human Services Committee has the authority to direct Kathy Roetter in moving forward with these efforts effective 1-1-2012.

20) Invitation for Health & Human Services Committee members to attend WCHSA Fall Conference December 1-2, 2011 at Hotel Mead, Wisconsin Rapids

Funding is available for attendance to this conference. Motion (Koszcuk/Feirer) to permit Health & Human Services Committee members to attend the WCHSA Fall Conference. All ayes. Motion carried. Committee members who wish to attend are to contact Carol Kummer before November 23rd.

21) Conceal and Carry Law and how it affects departments not located in the Courthouse

Chair Rozar provided an update of discussions and recommendations from Risk Management regarding the Conceal and Carry Law. Chair Rozar will return to Risk Management with questions and concerns department heads and committee members have regarding the recommendation to not post notice. Terry Stelzer, Risk Manager, will be invited to attend next month's meeting.

22) Edgewater Haven request for credit card

Amy Slattery described reasons to request credit card. Motion (Buttke/Breu) to approve the credit card request from Edgewater Haven. All ayes. Motion carried.

- 23) Resolution regarding the future of Edgewater Haven referred back to committee from 9/20/11 county board meeting**
Resolution considered and no action taken.
- 24) Edgewater Haven architectural proposal with costs**
Chair Rozar described building costs associated with proposed architectural plans, and its impact on therapy and laundry services. Amy Slattery shared concerns she has with utilization of the area in discussion. Chair Rozar solicited input from the committee regarding the financial investment in the future of Edgewater Haven. Motion (Buttke/Jaecks) to approve the concept of relocating physical therapy and laundry services, and razing a portion of Edgewater Haven as proposed in the architectural plans. All ayes. Motion carried.
- 25) Presentation on Edgewater Haven Strategic Plan before the county board**
Plans are to have Mike Edwin from Wipfli give a presentation on the Edgewater Haven Strategic Plan to county board. Amy Slattery will schedule the presentation as a special order of business with the County Clerk.
- 26) Health Department purchase of furnishings, fixtures, equipment or supplies as deemed necessary for their relocation.**
Kathy Alft described costs associated with the move, noting there are twelve offices that will need a workstation installed. Ten of these workstations will be paid for with grant funding sources. Motion (Koszczuk/Buttke) to approve the purchase of twelve workstations, ten of those paid with grant funds. All ayes. Motion carried.
- 27) Health Department out-of-state travel paid by infrastructure grant for Sue Kunferman and Kathy Alft to attend public health accreditation board training in Alexandria, Virginia, December 12-15, 2011**
Sue Kunferman explained need for training and noted there is no tax levy involved. Motion (Feirer/Hokamp) to approve out-of-state travel for Sue Kunferman and Kathy Alft to attend the training with infrastructure grant funding. All ayes. Motion carried.
- 28) Health Department end-of-year computer orders**
Kathy Alft provided justification for three additional computer orders in 2011, noting all purchases will be paid for by grant funds. Motion (Buttke/ Koszczuk) to approve the additional computer purchase orders as presented. All ayes. Motion carried.
- 29) Legislative Issue Updates**
Department heads provided legislative issue updates as they pertain to their departments.
- 30) Items for Future Agenda**
Rozar noted items for future agendas.
- 31) Date/Time of Next Meeting(s)**
November 28, 2011 at 5:00 p.m., Health Department, Annex Conference Room – Wisconsin Rapids
- 32) Adjourn**
Rozar declared the meeting adjourned at 8:50 p.m. All ayes. Motion carried.

Minutes were taken by Kathy Alft and reviewed by Mike Feirer, Secretary.

Minutes subject to committee approval.

Mike Feirer, Secretary
Health and Human Services Committee