

HEALTH AND HUMAN SERVICES COMMITTEE

DATE: July 27, 2017

PLACE: Wood County Annex & Health Center Classroom – Marshfield

PRESENT: Donna Rozar, Adam Fischer, Dennis Polach, Jessica Vicente, Brad Kremer, Marion Hokamp, Tom Buttke (arrived during agenda item #4 discussion)

EXCUSED: Lori Slattery-Smith, R.N., Jeffrey Koszczuk, D.O.

ALSO PRESENT (for all or part of the meeting): Brandon Vruwink, Jo Timmerman (Human Services); Cindy Robinson (Edgewater Haven); Sue Kunferman, Kathy Alft (Health Department); Rock Larson (Veterans Services); Bill Clendenning, Mike Feirer (County Board Supervisors); John Nystrom (YMCA CEO)

1) Call to Order

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

2) Quorum

The Chair declared a quorum present.

3) Public Comments

- Supervisor Kremer asked for the protocol with closed session participation, questioning who is allowed in those sessions.

4) Request from YMCA regarding street access off Chestnut Avenue in Marshfield

Committee members received a letter from the YMCA requesting an easement for driveway access to their property off Chestnut. Motion (Fischer/Kremer) to grant the YMCA the ability to survey the land to see if it is cost effective to construct a driveway from Chestnut Street to the YMCA's property. John Nystrom, YMCA CEO, provided a brief update with their project plans. At this time, the opportunity for a second entrance is being explored. 6 ayes, 1 opposed (Polach opposed because he didn't understand what the Committee's future intent would be). Motion carried.

5) Discussion of Marshfield Human Services space needs

Rozar provided an update regarding RFPs for the sale of City Hall and how they might affect the lease for Human Services. Supervisor Fischer would like to continue consideration of all options and table any decision regarding space needs for Marshfield Human Services until more is known about the factors influencing the need to make those decisions.

6) Consent Agenda

Edgewater Haven and Human Services vouchers were pulled. Motion (Buttke/Vicente) to approve the consent agenda. All ayes. Motion carried.

7) Discussion and consideration of items removed from consent agenda

- EDGEWATER HAVEN – Supervisor Fischer questioned the purpose of the Menards-Plover invoice. Cindy Robinson stated this was part of the capital outlay project for lighting upgrades. Brandon Vruwink suggested purchases be made locally. Committee members shared the same philosophy.
- HUMAN SERVICES – Supervisor Fischer questioned payment to the Drake House. Brandon Vruwink provided an explanation and noted the CBRF generates revenue. Adam also expressed concern with numerous out-of-home placement payments. Brandon responded to concerns and described significant progress over the years in the number of placements, supporting individuals with community resources instead of expensive placements. Brandon also responded to questions from Supervisor Kremer regarding potential marketing opportunities if we kept these placements in County. Brandon provided explanations to additional questions from Brad regarding purpose of claims.
- Motion (Kremer/Hokamp) to approve the Edgewater Haven and Human Services vouchers. All ayes. Motion carried.

**8) Financial Statements – Edgewater Haven, Human Services, Norwood Health Center
Quarterly Reports – Veterans Service, Health Department**

Financial statements and quarterly reports were reviewed with specific questions answered by appropriate Department Heads.

9) Review of updated Wood County Health Department Continuity of Operations Plan (COOP)

Sue Kunferman explained the significance of the document. Motion (Fischer/Buttke) to approve the Health Department Continuity of Operations Plan. All ayes. Motion carried.

10) Health Department development of new non-lapsing budget for Adams/Juneau revenues & expenditures

Sue Kunferman and Kathy Alft explained the purpose of a separate budget for Adams and Juneau county environmental health services. Motion (Fischer/Kremer) to approve a new, non-lapsing budget for Adams/Juneau revenues and expenditures. All ayes. Motion carried.

11) Health Department resolution creating a 1.0 FTE Environmental Health Specialist/Assistant position to support additional workload, funded with environmental health program revenue

Sue Kunferman explained reasons for an additional FTE and noted no Wood County tax levy support is needed for this position. Motion (Buttke/Fischer) to support the resolution as presented and forward to the Executive Committee for co-sponsorship and County Board for approval. All ayes. Motion carried.

12) Human Services resolution to authorize placement at Northwest Regional Juvenile Detention Center

Brandon Vruwink explained reasons for the additional treatment option and why a resolution is necessary to authorize this placement. Motion (Kremer/Fischer) to support the resolution as presented and forward to the Judicial & Legislative Committee for co-sponsorship and County Board for approval. All ayes. Motion carried.

13) Discussion of Human Services Department Organizational Structure

Brandon Vruwink shared how creation of an Administrative Services section has taken place which he anticipates will lead to various efficiencies. The Deputy Director position remains a work in progress and Brandon stated it would be prudent to wait and go through the budget process before making any decisions.

14) Discussion of Norwood Health Center and Edgewater Haven Nursing Home budget fund types

Jo Timmerman explained the difference between Enterprise funds and Special Revenue funds, and reasons for reverting Norwood back to an Enterprise fund. Jo briefly described the process for this change and noted Finance is in agreement. Motion (Buttke/Hokamp) to change Norwood back to an Enterprise fund. Jo was asked to bring this to the Executive Committee for information only. All ayes. Motion carried.

[Jessica Vicente excused during agenda item #14 discussions]

15) Additional funding awarded to Wood County's Food Share Employment & Training (FSET) Program

Brandon Vruwink described the additional funding Wood County will receive based on the success with Wood County's FSET program.

16) Discussion of comp time calculations for exempt employees

Sue Kunferman shared concerns with how current policy defines comp-time calculation for exempt employees. Motion (Fischer/Kremer) to direct Kunferman to meet with the Human Resources Director to initiate change with County policy to allow comp-time calculation after 38.75 hrs/wk or 40 hrs/wk based on exempt employee status of hire. If unable to reach a satisfactory agreement, Sue is directed to follow-up with the Executive Committee. All ayes. Motion carried.

17) Update regarding relocation of departments to the River Block Building and in the Courthouse

The move into River Block is nearly complete.

18) Legislative Issue Updates

Department heads provided updates regarding issues pertaining to their departments.

19) Items for Future Agenda

The Chair noted items for future agendas.

20) Next Meeting(s)

- August 23, 2017, 5:00 pm, Edgewater Haven Conf Room 110/Admin Building - Port Edwards (for budget review of Human Services ... Community, Norwood, and Edgewater)
- August 24, 2017, 5:00 pm, Edgewater Haven Conf Room 110/Admin Building - Port Edwards

21) Adjourn

Chair Rozar declared the meeting adjourned at 7:32 p.m.

Minutes taken by Kathy Alft and reviewed by Marion Hokamp, Secretary.

Minutes subject to Committee approval

Marion Hokamp, Secretary
Health and Human Services Committee