

HEALTH AND HUMAN SERVICES COMMITTEE

DATE: June 1, 2015

PLACE: Wood County Annex & Health Center, Classroom - Marshfield

PRESENT: Donna Rozar, Mike Feirer, Tom Buttke, Marion Hokamp, Peter Hendler, Doug Machon, Lori Slattery-Smith, R.N., Jeffrey Koszczuk, D.O. (arrived during agenda item 5)

EXCUSED: Rock Larson (Veteran Services)

ALSO PRESENT: Kathy Roetter, Jo Timmerman (Human Services); Sue Kunferman, Kathy Alft (Health Department); Amy Slattery (Edgewater Haven); Bill Clendenning (County Board member)

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) Recommendation of Jessica Vicente as citizen member of Health & Human Services Committee

Chair Rozar introduced Jessica Vicente to the committee. Jessica expressed her interest in serving as a citizen member. There was Committee consensus to recommend the appointment of Jessica Vicente to the County Board Chairman to serve as a citizen member on the Health & Human Services Committee. Her 3-year term will expire April 2018.

4) Public Comments

- n/a

5) Correspondence

- Risk management report of claims was received and placed on file.
- Chair Rozar announced Sue Kunferman was named 2015 Health Officer of the Year by WALDAB. The Health & Human Services Committee extends their congratulations.
- Kathy Roetter shared that Human Services was presented with a Certificate of Excellence by the Department of Children and Families with meeting performance standards as it pertains to efforts of the Child Care team.

6) Consent Agenda

Motion (Feirer/Buttke) to approve the consent agenda as presented. All ayes. Motion carried.

7) Discussion and consideration of items removed from consent agenda

n/a

8) Financial Statements – Edgewater Haven, Human Services, Norwood Health Center

Financial statements were reviewed, with specific questions answered by appropriate Department Heads.

9) Human Services update on Fiscal Services Work Plan

Kathy Roetter and Jo Timmerman identified priority items to focus on after reviewing recommendations from Wipfli. Kathy and Jo shared work plans for each recommendation (Cash Receipts Process, Billing Process, Monthly Close Process, and Communication) along with progress notes, barriers, and resources. Kathy and Jo are scheduled to meet with the Finance department this week. Kathy and Jo responded to Committee member questions and concerns.

10) Human Services 5-year Capital Improvement Plan (CIP)

The rationale for each capital improvement purchase was described in the CIP. Kathy Roetter responded to Committee member questions and concerns. Motion (Slattery-Smith/Hokamp) to approve the Human Services 5-year Capital Improvement Plan as presented. All ayes. Motion carried.

11) Human Services Psychiatric department needs

Kathy Roetter provided a brief update regarding psychiatric department needs. Kathy described estimated program costs, potential recruitment issues, and possible options to consider. Kathy will present a proposed model with more detail next month.

12) Human Services Department Public Hearing on the 2016 budget – August 4, 2015 at 1:00 pm

Motion (Hendler/Slattery-Smith) to authorize attendance of Committee members at the Public Hearing. All ayes. Motion carried.

13) Health Department Ethics Committee policy and procedure

Moved discussion after agenda item 15

14) Out-of-state travel request for committee member to attend NALBOH 2015 Annual Conference in Kentucky, August 5-7, 2015, with expenses paid by grant funds

Motion (Feirer/Koszczuk) to allow one Committee member to attend the NALBOH 2015 Annual Conference with expenses paid by grant funds. All ayes. Motion carried. If interested, please contact Kathy Alft ASAP.

15) Resolution introduced by Judicial and Legislative Committee regarding centralized accounting for Account Managers at Edgewater Haven, Highway, and Human Services departments

Chair Rozar stated the resolution to centralize account managers is being introduced by the Judicial and Legislative Committee; and asked Kathy Roetter and Amy Slattery to address concerns they have since any possible action will impact their departments. Kathy and Amy also shared several questions that had been asked by their Account Managers. Of greater significance, they expressed frustration with how this resolution was introduced without any awareness of the department heads involved.

[Mike Feirer and Tom Buttke excused]

16) Health Department Ethics Committee policy and procedure

Sue Kunferman explained how formation of an Ethics Committee is part of the new accreditation standards; and briefly described the Ethics Committee Policy and Procedure which will provide guidance. Motion (Hendler/ Koszczuk) to approve the Health Department Ethics Committee Policy and Procedure. All ayes. Motion carried. Committee member involvement will be represented by the Chair or their designee.

17) Core Competency and Key Behaviors – review of Department Head assessments

Chair Rozar explained the intent of core competency assessments. Department Head results will be reviewed when the Human Resources Director is available to participate in the discussions.

18) Legislative Issue Updates

Department Heads provided legislative updates regarding issues pertaining to their Departments.

19) Items for Future Agenda

The Chair noted items for future agendas.

20) Date/Time of Future Meeting

- June 29, 2015, 5:00 pm, Edgewater Haven, Conference Room 110/Admin Bldg. – Port Edwards (**this is June meeting moved to 5th Monday because of change in date for May meeting**)

21) Closed Session

Motion (Koszczuk/Machon) to convene into closed session pursuant to 19.85(1)(c) Wis. Stats. to discuss performance evaluation of Norwood Health Center Administrator and 19.85(1)(f) to discuss personal histories of specific persons and/or preliminary consideration of specific personnel problems with Norwood Health Center employee. Rozar: Aye, Machon: Aye, Hendler: Aye, Hokamp: Aye, Slattery-Smith: Aye, Koszczuk: Aye. Motion carried. The Committee went into closed session at 5:35 p.m.

22) Open Session

Motion (Koszczuk/Slattery-Smith) to return to open session at 5:59 p.m. All ayes. Motion carried.

23) Adjourn

Motion (Hokamp/Machon) to adjourn. All ayes. Motion carried. Meeting adjourned at 6:00 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