

## Buffalo County Minutes

**Committee/Board:** Health and Human Services and Veterans Service Committee

**Date of Meeting:** Tuesday, October 4, 2016

**Electronic and Hard Copy Filing Date:**

**Location:** Department of Health and Human Services  
Buffalo County Courthouse – 3<sup>rd</sup> Floor  
3<sup>rd</sup> Floor Conference Room  
407 S 2<sup>nd</sup> Street, Alma, Wisconsin

Meeting was called to order by Mr. John Kriesel at 6:00 PM.

### **1. ROLL CALL/BOARD MEMBERS PRESENT:**

Roll call was taken. Members present were: Mr. John Kriesel, Mr. Elden Schlessler, Ms. Lou Anne Roby, and Ms. Joette Gillett. Ms. Linda Smith, Ms. Mary Anne McMillan, and Ms. Wendy Kleinschmidt were excused absences.

### **OTHERS PRESENT FOR ALL OR PART OF THE MEETING:**

Mr. David Rynders, Ms. April Loeffler, Ms. Jaclyn Fisher, Mr. James Goss, Mr. Stephen LaValla

### **2. Approval of Committee Meeting Minutes**

A motion was made by Mr. Schlessler to approve the minutes and Ms. Gillett seconded the motion. Minutes approved.

### **3. PUBLIC COMMENT REGARDING POSTED AGENDA ITEMS:**

No public comments.

### **4. REVIEW/DISCUSSION/ACTION – VETERANS SERVICES MONTHLY VOUCHER**

Mr. Goss distributed the monthly voucher stating no major changes at this time.

### **5. REVIEW/DISCUSSION/ACTION – VETERANS SERVICE OFFICE UPDATES**

The County Youth and Government day is scheduled for Tuesday, October 18<sup>th</sup>, 2016. Mr. Schlessler made a motion to accept Mr. Goss's report and Ms. Roby seconded the motion. Motion Carried.

### **6. REVIEW/DISCUSSION/ACTION – PUBLIC HEALTH REPORT**

Ms. Loeffler introduced Jaclyn Fisher as the new Public Health nurse. Flu shot clinics will be held in October at area schools for students and staff. Ms. Loeffler reported there is no scheduled flu shot clinics for the public; they are encouraged to call in to set up an appointment. Ms. Loeffler also stated the Public Health department is partnering with Essential Health Clinic in La Crosse for "Get Yourself Tested" events concerning communicable diseases. An event will be held in Alma in November and in Mondovi during the month of December. Mr. Schlessler made a motion to accept the Public Health report and Ms. Roby seconded the motion. Motion carried.

**7. REVIEW/DISCUSSION/ACTION – SENIOR MEAL SITE UPDATE**

Mr. LaValla reported on a written notice he received from The Cove in Buffalo City stating they are closing the restaurant which is a provider of our senior nutrition program. After consulting with GWAAR, the aging governing board, Mr. LaValla was given the approval to find a replacement for the contract cycle through December 31, 2017. Mr. LaValla reached out to the River Ratz Saloon in Buffalo City who expressed interest in the meal site contract. Mr. LaValla asked for a motion to move forward on hiring the River Ratz Saloon to take over the Buffalo City meal site contract. After discussion, Mr. Schlessler made a motion to contract with a new provider, the River Ratz Saloon for the senior meal site in Buffalo City and Ms. Gillette seconded the motion. Motion carried.

**8. REVIEW/DISCUSSION/ACTION – RESOLUTION TO CREATE A FULL-TIME ADRC-APS SOCIAL WORKER POSITION**

Mr. Rynders presented an updated resolution, which includes the fiscal impact information, to create a full-time ADRC-APS social worker position in Buffalo County. An I & A (Information and Assistance) specialist position became available in Pepin County when Mr. Paul Hoch assumed the interim director of the Buffalo, Clark, and Pepin County ADRC. The vacant position would switch to Buffalo County without growing the ADRC. The APS portion of the position is a new idea that would build flexibility into this role. There are sufficient funds available through state and federal revenue to not require any tax levy to pay for the position. Mr. Rynders recommends the resolution move forward to create the position and fill it. Ms. Roby made a motion to create a full-time ADRC-APS social worker position and Mr. Schlessler seconded the motion. Motion carried.

**9. REVIEW/DISCUSSION/ACTION – SOCIAL WORKER JOB DESCRIPTION PROPOSED REVISIONS**

The Social Worker/Case Manager job description which has three levels was presented by Mr. Rynders pointing out the minimum training, experience, and qualifications required to perform the job functions. Mr. Rynders proposed altering the job description of the Social Worker Level I position by removing the criteria of completing the social worker certification within the first 2 years of employment. This would retain the Level I position as uncertified until the social worker chose to become certified and move to a Level II position. This proposal would broaden the pool of talented applicants and give more flexibility to the position. After discussion, Mr. Kriesel made a motion to change the Social Worker Level I job description; Ms. Gillett seconded the motion. Motion carried.

**10. REVIEW/DISCUSSION/ACTION – RESOLUTION TO CREATE A FULL-TIME ECONOMIC SUPPORT SPECIALIST POSITION**

A La Crosse County clerical position within the WREA consortium has become available and Mr. Rynders requested Buffalo County acquire the open position which would give Buffalo County a third Economic Specialist. There is no tax levy needed to create the position. A motion was made by Ms. Roby to approve the resolution to create a full-time ES specialist position and Mr. Schlessler seconded the motion. Motion carried.

**11. REVIEW/DISCUSSION/ACTION – 2017 BUDGET REVISIONS**

Mr. Rynders shared the 2017 budget that was presented to Finance and Administration from all departments is still in need of more reductions to reduce the tax levy. Due to changes in DHHS, four additional areas have been found to assist in the necessary cuts requested which will not affect services. This is information only; no action is required by the Home Committee at this time.

**12. REVIEW/DISCUSSION/ACTION – REPORT ON MEETING WITH THE WISCONSIN DEPARTMENT OF ADMINISTRATION INFORMATION TECHNOLOGY CHIEF**

Mr. Rynders shared a letter he and Shawn Squires composed to Senator Vinehout regarding the exploration of simplifying the State-County computer interface. Senator Vinehout brought the request to the Department of Administration which was then followed up with a meeting in Buffalo County attended by David Cagigal, State Chief Information Officer and Deputy Herb Thompson along with Mr. Doug Kane, and Dunn, Polk, and Pepin County. The request to the state is to create one financial and case documentation system to meet reporting requirements of all State agency programs which impact the local DHHS. Interested counties are scheduled to meet on October 19<sup>th</sup> in Dunn County to craft an outline of what this interface would look like, and how it would function to meet the county's needs. The state and county levels of government will be the beneficiaries of cost and time savings.

Mr. Kriesel inquired if there are any updates with GIT; there are no results at this time.

**13. REVIEW/DISCUSSION/ACTION – 2017 ADRC PLANNING**

An update was given by Mr. Rynders on the approval received from the state to extend the deadline from December 31, 2016 to April 1, 2017 for using the ADRC reserve funds. The state requirements are not clear at this time on what changes need to be made to the front lobby; Mr. Rynders proposed moving forward on the American Disability Act study changes which would make our facility more handicap accessible. Mr. Rynders also reported the October 1, 2016 deadline was met to submit the ADRC application for Buffalo and Pepin County.

**14. REVIEW/DISCUSSION/ACTION – DHHS AS FISCAL AGENT FOR PROPOSED COMMUNITY JUSTICE SERVICES PROGRAM**

Mr. Rynders offered supporting the TAD (Treatment Alternative & Diversion) grant that was awarded to Buffalo and Pepin County as an independent CJS program and requested permission for Buffalo County to provide the financial oversight for the program. After discussion, approval was given to Mr. Rynders to proceed with offer to act as fiscal agent for the CJS program.

**15. REVIEW/DISCUSSION/ACTION – DHHS MONTHLY VOUCHERS**

After review and discussion, a motion was made to accept the monthly vouchers by Ms. Gillett and seconded by Ms. Roby. Motion Carried.

**16. REVIEW/DISCUSSION/ACTION – MONTHLY UNIT REPORTS**

The Social Services report was distributed to members by Mr. Rynders. After review and discussion, all unit reports were approved. Mr. Kriesel made a motion to accept the reports and Mr. Schlessler seconded the motion. Motion carried.

**17. REVIEW/DISCUSSION/ACTION –DIRECTOR'S REPORT**

Mr. Rynders stated he will be attending "Secondary Trauma" training in November which deals with a phenomenon that affects staff physically and emotionally by the work they perform. It is Mr. Rynders intent to present the information at a future all staff training. Mr. Rynders also reported on a commitment from WREA directors to hold leadership training for managers on communication skills through emails.

**18. REVIEW/DISCUSSION/ACTION – CHAIRPERSON'S REPORT**

Mr. Kriesel, a member of the Western Wisconsin Cares board gave an update on the progress of the work being done to combine three MCO's into one public nonprofit corporation to compete with the United Healthcare and other nationwide insurance companies to bid on long term care in Wisconsin which would represent 52 counties statewide.

**19. REVIEW/DISCUSSION/ACTION – NEXT MEETING DATE AND AGENDA ITEMS**

The next meeting is scheduled for Tuesday, November 1, 2016 at 6:00 PM.

**20. PUBLIC COMMENTS REGARDING UNRELATED AGENDA ITEMS**

No public comments.

**23. ADJOURNMENT**

A motion was made to adjourn the meeting by Mr. Kriesel and seconded by Ms. Gillett at 8:00 PM.

Respectfully submitted,



Mary Hildebrand  
Recording Secretary