

Buffalo County Minutes

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

Date of Meeting: Tuesday, February 7, 2017

Electronic and Hard Copy Filing Date: Wednesday, March 8, 2017

Location: Department of Health and Human Services
Buffalo County Courthouse – 3rd Floor
3rd Floor Conference Room
407 S 2nd 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, Ms. Wendy Kleinschmidt, and Ms. Mary Anne McMillan-Urell. Mr. Elden Schlessler and Ms. LouAnne Roby were excused absences. Ms. Joette Gillett was not present. Ms. Linda Smith will be late.

OTHERS PRESENT FOR ALL OR PART OF THE MEETING:

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

2. APPROVAL OF COMMITTEE MEETING MINUTES

Mr. Kriesel by-passed the approval of the minutes due to lack of a quorum.

3. PUBLIC COMMENT REGARDING POSTED AGENDA ITEMS:

No public comments.

4. REVIEW/DISCUSSION/ACTION – PUBLIC HEALTH REPORT

Ms. Loeffler reported on the \$2500 grant that was received for the Agent program to complete the Retail FDA Standards Program Self-Assessment. After review of the communicable disease case reports, Ms. Loeffler alerted the committee of the Influenza A Virus which is on the rise. Influenza reports are only received by the Public Health department when there is a pediatric death or a hospitalization associated with the flu. Ms. Loeffler reported the Strategic plan has started and is going well and the Community Health Improvement plan is being completed and will be presented at the next meeting. The water testing program with reduced rate kits will start on March 1st. The data will be compiled by UW-Stevens Point and their Environmental Health Tracking team will provide us with a results fact sheet.

An application for the Public Health nurse vacancy has been received. Discussion was held on the recruiting efforts for this position and exploring other avenues of advertising.

5. REVIEW/DISCUSSION/ACTION – VETERANS SERVICES MONTHLY VOUCHER

Mr. Goss presented the year-end budget for 2016. No action taken due to lack of quorum.

6. REVIEW/DISCUSSION/ACTION – VETERANS SERVICE OFFICE UPDATES

The annual Veterans Memorial committee meeting will be held on Thursday, February 9th. Mr. Goss reported ordering a supply of bricks for the Veterans Memorial to be used as replacements when needed. A meeting will be held on Thursday, February 23rd with representatives from the six Veterans Services organizations throughout the county along with a representative from the Vietnam Veterans of America organization. A feasibility study will be done on whether to hold a 50 year Commemorative Celebration for the Vietnam Veterans within the guidelines of the Department of Defense.

Mr. Goss reported they started their move to the 1st floor offices previously occupied by Administration. They will be sharing the office space with the Coroner and the IT department. The Historical Society will be moving to the previous Veterans office space.

7. REVIEW/DISCUSSION/ACTION – AUTHORIZATION TO REFILL PUBLIC HEALTH NUTRITIONIST/WIC DIRECTOR

Ms. Loeffler reported WIC Director, Lori Miller will be retiring at the end of June 2017. The goal is to post the job in February, interview in March and have the new hire cross train with Ms. Miller for 4 weeks. No action taken due to lack of quorum.

8. REVIEW/DISCUSSION/ACTION – SENIOR NUTRITION SURVEY RESULTS PRESENTATION

Mr. LaValla shared the results from the Senior Nutrition Program participant survey. Results indicated most seniors who receive meals reported eating healthier, having increased ability to live freely where they choose, and having an improved quality of life due to their participation in the program. The Buffalo County Aging Unit has the full results of the survey for interested parties who would like to see them more in depth.

9. REVIEW/DISCUSSION/ACTION – ACCOUNT CLERK/ECONOMIC SUPPORT SPECIALIST JOB DESCRIPTION REVISION

Tabled.

10. REVIEW/DISCUSSION/ACTION – AUTHORIZATION TO RE-FILL ACCOUNT CLERK/ECONOMIC SUPPORT SPECIALIST

Mr. Rynders accepted the resignation of Ms. Debbie Turner as of February 24th, 2017. No action taken due to lack of quorum.

11. REVIEW/DISCUSSION/ACTION – RECLASSIFICATION OF ELDERLY BENEFIT SPECIALIST (EBS), AND PART-TIME WIC SUPPORT STAFF POSITIONS

Mr. Rynders explained the motivation to pursue for consideration to the Human Resources committee the reclassification of the EBS and part-time WIC Support Staff positions. The Elderly Benefit Specialist position has 1) undergone significant changes in the scope of responsibility from GWAAR (Greater Wisconsin Agency on Aging & Resources), 2) complexity and liability knowledge of the program, and 3) position works with a lot of autonomy, has caused us to look at reclassifying this position to a different pay grade.

The WIC Support Staff position is also under Director's review to reclassify to an Advanced Clerical Support position to reflect the accurate responsibilities and duties of this job. When the WIC Director is unavailable, this position assumes the role of coverage.

Mr. Rynders reiterated this is all informational and will give updates as they become available.

12. REVIEW/DISCUSSION/ACTION – BI-COUNTY CHILD SUPPORT PROGRAM EXPLORATION UPDATE

Mr. Rynders reported the contract from Pepin County for Buffalo County to provide their Child Support services will be received soon. The State is initiating a mandate for the Court system to go paperless.

We will be working with CR Solutions, our computer support, to design a plan to use a microfiche system (hardware to store data) from Pepin County to integrate into a paperless system.

13. REVIEW/DISCUSSION/ACTION – 2017 DHHS GOALS

Mr. Rynders stated the DHHS goals will be a standing item on the agenda through 2017. Goals discussed that have activity are:

*Laser Fiche – Paper reduction

*Evaluate the Human & Fiscal impact of the Recovery and Wellness Consortium membership.

*Integrate Aging and Adult Protection services into Buffalo/Pepin ADRC

14. REVIEW/DISCUSSION/ACTION – 5 YEAR MENTAL HEALTH COST REPORT

The 5 year mental health cost report was presented by Mr. Rynders. A detailed discussion was held on the reports revenues and expenditures. Mr. Rynders addressed some issues within the Consortium which are affecting all counties in the state, such as non-reimbursement for children's placements, and the auditing of case records. The OIG (Office of Inspector General) was created at the state level to audit programs such as Comprehensive Community Services (CCS). The State reviews cases and when they find a discrepancy, they take away the revenue and case management billable time from the County. Mr. Rynders reported Ms. Renchin and himself have committed to auditing every record (200-300 hours per year) going forward.

15. REVIEW/DISCUSSION/ACTION – DHHS FINANCIAL UPDATE

The 2016 DHHS, CJS, and Agent of the State budgets were reviewed and discussed. No action needed.

16. REVIEW/DISCUSSION/ACTION – MONTHLY UNIT REPORTS

Aging Director, Mr. LaValla shared information on exploring the idea of combining the existing Aging & Advisory committee with the ADRC Governing Board with the integration of the Aging/ADRC of Buffalo and Pepin County.

The Child Support and Social Services reports were reviewed.

17. REVIEW/DISCUSSION/ACTION – DHHS DIRECTOR REPORT

(Position description reclassification activity)

Mr. Rynders revisited the action items on the agenda and explored the options as to how to move forward.

Ms. Smith arrived at the meeting at 7:30 PM.

18. APPROVAL OF COMMITTEE MEETING MINUTES

A motion was made by Ms. McMillan-Urell and seconded by Ms. Smith to approve the minutes of the January 3rd, 2017 meeting. Minutes approved.

19. REVIEW/DISCUSSION/ACTION – VETERANS SERVICES MONTHLY VOUCHER

Ms. Kleinschmidt made a motion to accept the vouchers and Ms. McMillan-Urell seconded the motion. Motion carried.

20. REVIEW/DISCUSSION/ACTION – DHHS MONTHLY VOUCHERS

A motion was made by Ms. McMillan-Urell and seconded by Ms. Kleinschmidt to approve the monthly vouchers. Motion carried.

21. REVIEW/DISCUSSION/ACTION – AUTHORIZATION TO REFILL PUBLIC HEALTH NUTRITIONIST/WIC DIRECTOR

A motion was made by Ms. McMillan-Urell and seconded by Ms. Kleinschmidt to approve the authorization to refill the Public Health Nutritionist/WIC Director vacancy. Motion carried.

22. REVIEW/DISCUSSION/ACTION – AUTHORIZATION TO RE-FILL ACCOUNT CLERK/ECONOMIC SUPPORT SPECIALIST

A motion was made by Ms. Kleinschmidt to authorize refilling the Account Clerk/Economic Support Specialist position and Ms. Smith seconded the motion. Motion carried.

23. REVIEW/DISCUSSION/ACTION – CHAIRPERSON’S REPORT

None

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

The next meeting will be held on Tuesday, March 7, 2017 at 6:00 PM.

25. PUBLIC COMMENTS REGARDING UNRELATED AGENDA ITEMS

None

26. ADJOURNMENT

The meeting was adjourned at 7:44 PM.

Respectfully submitted,



Mary Hildebrand
Recording Secretary