

## Buffalo County Minutes

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

**Date of Meeting:** Tuesday, June 5, 2018

**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

The meeting was called to order by Vice Chair, Ms. Joette Gillett at 6:00 PM.

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

Roll call was taken. Members present were Joette Gillett, Richard Mueller, Nettie Rosenow, and Scott Smith. Wendy Kleinschmidt and John Kriesel arrived at 6:08 PM. Linda Smith was an excused absence.

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

Dave Rynders, April Loeffler, Stephen LaValla, Mary Hildebrand  
James Goss arrived at 6:08 PM.

### **2. APPROVAL OF COMMITTEE MEETING MINUTES**

A motion was made by Mr. Smith to approve the May 1<sup>st</sup> minutes as presented and Ms. Rosenow seconded the motion. Motion carried.

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

None

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

The monthly vouchers were presented by Mr. Rynders in Mr. Goss's absence; the vouchers were reviewed. A motion was made by Mr. Mueller and seconded by Mr. Smith to accept the vouchers as presented. Motion carried.

Mr. Goss arrived and reported on the State training he attended in Fond du Lac. He reported the possibility of receiving a raise in County grant money which hasn't changed since the early 90's. Mr. Goss also gave an update on the Veterans Monument in front of the Courthouse and the replacement of the bricks through private funds.

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

Ms. Loeffler reported the Public Health department is now fully staffed. An update on suspected outbreaks of communicable disease was shared by Ms. Loeffler who explained the role and involvement of the PH department. Long-term care facilities and schools contact PH when there is a concern and staff works with the facility to investigate and prevent further spread of illness.

Education and resources are shared with the facilities. Ms. Rosenow inquired about the WIC program and what it involves; Ms. Loeffler explained WIC is a nutrition program for Women, Infants and Children. A motion was made by Mr. Smith and seconded by Mr. Mueller to approve the Public Health report. Motion approved.

#### **6. REVIEW/DISCUSSION/ACTION – STRATEGIC PLANNING**

Mr. Rynders, at the request of the County Board, presented information for a strategic plan involving immediate needs, short term goals and long term goals for DHHS. After review and extensive discussion with Mr. LaValla and Ms. Loeffler's input on the Transportation and Public Health goals, a request was made by Mr. Rynders to review the goals with all DHHS staff before submitting the plan to the County Board. Ms. Rosenow suggested the goals be condensed and grouped into broader categories to be more easily understood, such as goals requiring County levy vs non-levy County dollars. A motion was made by Ms. Rosenow and seconded by Ms. Gillett to group the goals into categories specifying County levy vs non levy dollars before presenting to the County Board. Motion approved.

#### **7. REVIEW/DISCUSSION/ACTION – AUTHORIZATION TO RE-FILL VACANT SOCIAL WORKER POSITION**

Mr. Rynders submitted a request to re-fill the CPS Social Worker position due to Jessica Zitur's resignation. The position was posted internally and Ms. Maggie Halberslaben, the existing limited-term case manager posted internally into the Social Worker position. Mr. Smith made a motion to re-fill the vacant Social Worker position and Ms. Kleinschmidt seconded the motion. Motion approved.

#### **8. REVIEW/DISCUSSION/ACTION – AUTHORIZATION TO RE-FILL LIMITED TERM CASE MANAGER POSITION**

Mr. Rynders made a recommendation to re-fill the limited term case manager position. Mr. Mueller made a motion to authorize the re-filling of the limited term case manager position and the motion was seconded by Ms. Gillett. Motion approved.

#### **9. REVIEW/DISCUSSION/ACTION – RESOLUTION TO CONVERT THE LIMITED TERM CASE MANAGER POSITION TO A PERMANENT, FULL-TIME SOCIAL WORKER POSITION**

A resolution to convert the limited term case manager position (12 month) to a permanent, full-time social worker position was presented. Mr. Rynders explained when a position becomes permanent, health insurance is then included which adds an additional \$9600 to the cost of the position. Mr. Mueller made a motion and Ms. Gillett seconded the motion to convert the limited term case manager position to a permanent, full-time social worker position. Motion approved.

#### **10. REVIEW/DISCUSSION/ACTION – RESOLUTION TO CREATE A FULL-TIME SOCIAL WORKER POSITION FOR AGING AND DISABILITY RESOURCE CENTER AND ADULT PROTECTION SERVICES**

A resolution to create a full-time social worker position for the Aging and Disability Resource Center (ADRC) and Adult Protection Services (APS) was presented by Mr. Rynders. Mr. Rynders shared a joint Buffalo/Pepin Adult Protection Services program expense vs revenue report which explains that no tax levy dollars are required for the position. Mr. LaValla will oversee the position for both Buffalo and Pepin County. Ms. Gillett made a motion to create a

full-time social worker position for ADRC and APS with Ms. Kleinschmidt seconding the motion. Motion approved.

**11. REVIEW/DISCUSSION/ACTION – REVISED MISSION STATEMENT**

A revised mission statement was presented by Mr. Rynders to include both the Public Health department and the DHHS.

*The mission of Buffalo County DHHS is to empower individuals, families, and communities to live well by preventing disease, protecting health and assuring safety while encouraging independence.*

After discussion on including a privacy statement, a motion was made to approve the revised mission statement as presented by Mr. Mueller with a second by Ms. Gillett. Motion approved.

**12. REVIEW/DISCUSSION/ACTION – TRANSITION OF DHHS FLEET TO LEASING ARRANGEMENT**

An update on the current DHHS fleet and the transition to a leasing arrangement was shared by Mr. Rynders. A Ford Escape (5 passenger) and (2) Ford Fusions will be replacing the existing vehicles. Mr. Kriesel inquired if the current vehicles will be liquidated; Mr. Rynders reported that two of the three vehicles will be resold by Enterprise and the third vehicle will be purchased by the County Administration office.

**13. REVIEW/DISCUSSION/ACTION – BUFFALO/PEPIN COUNTY STATE REVIEW**

An onsite review of the Buffalo/Pepin County Child Support program was conducted on March 29, 2018; this monitors compliance with various aspects of the CS contract and with IRS safeguarding requirements. The summary report outlines agency strengths, findings, and recommendations; both agencies received no findings of non-compliance. Recommendations were made for consideration by the Department of Children and Families (DCF) Bureau of Regional Operations (BRO). Mr. Rynders presented the summary report addressing the review findings, agency strengths, and recommendations. Ms. Rosenow questioned the recommendation to consider accepting cash for CS payments; Mr. Rynders stated this is being changed to offer better customer service. Ms. Rosenow also inquired why credit cards are not accepted. Mr. Rynders will discuss the credit card option with the Child Support Coordinator. To date, money orders and personal checks are accepted.

**14. REVIEW/DISCUSSION/ACTION – DHHS FINANCIAL UPDATE**

Mr. Rynders addressed a question from Ms. Smith at the June meeting regarding an office line item on the 2017 financial update showing \$105K overage in expenses. Mr. Rynders explained this overage was a result of forwarding unspent 85.21 funds to the trust fund and 2 overpayments from CCS and WREA to our department.

The 2018 financial update through April was reviewed highlighting the contracted services and the children's placements and Foster Care homes.

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

After review and discussion of the monthly vouchers, a motion was made by Mr. Mueller and seconded by Ms. Kleinschmidt to accept the vouchers as presented. Motion carried.

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

The Aging, Child Support, and Social Services monthly unit reports were reviewed.

**17. REVIEW/DISCUSSION/ACTION – DHHS DIRECTOR REPORT**

Mr. Rynders attended a meeting on the recent juvenile corrections reform legislation. The reformation of the system will involve the creation of smaller State operated facilities to become residential treatment providers. The goal is to recognize, develop and design specialized programs as needed.

Mr. Rynders addressed a housekeeping issue; in the absence of Ms. Hildebrand, Mr. Rynders is requesting a committee member take the minutes at the July 3<sup>rd</sup> meeting or arrange someone to cover. After brief discussion, members agreed to rely on tape recording the meeting for later transcription.

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

Regarding a service clarification request, Mr. Kriesel is waiting for a response to the cost of the driver control modification from Inclusa.

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

The next Home Committee meeting will be held on Tuesday, July 3, 2018 at 6:00 PM.

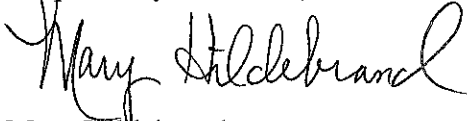
**20. PUBLIC COMMENTS REGARDING UNRELATED AGENDA ITEMS**

None

**21. ADJOURNMENT**

The meeting was adjourned at 8:03 PM.

Respectfully submitted,



Mary Hildebrand