

Buffalo County Minutes

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

Date of Meeting: Tuesday, September 7, 2021

Electronic and Hard Copy Filing Date:

Location: Department of Health and Human Services
Buffalo County Courthouse
2nd Floor Conference Room
407 S 2nd Street, Alma, Wisconsin

1. CALL TO ORDER/ROLL CALL OF MEMBERS

Roll call was taken. Member's present were Kim Beseler, Larry Grisen, Liz Hoffmaster, Carol McDonough, Richard Mueller, and Steve Nelson. Wendy Kleinschmidt, Mary Anne McMillan-Urell and Brad Schmidt knecht attended via Zoom.

NOTE: At 7:50 PM, audio connection was lost at the end of agenda line item #14 with the three members attending the meeting via ZOOM.

OTHERS PRESENT FOR ALL OR PART OF THE MEETING

Dave Rynders, Felicia Decker, Josie Knauber, and Mary Hildebrand were present at the meeting. Sonya Hansen attended via zoom.

2. PUBLIC COMMENT REGARDING ANY MATTERS THAT WILL BE TAKEN UP BY THE COMMITTEE AT THIS MEETING.

None

3. REVIEW/DISCUSSION/ACTION – MINUTES OF THE PREVIOUS MEETING

A motion was made by Mr. Grisen and seconded by Ms. Hoffmaster to approve the August 3, 2021, minutes as presented. Motion approved.

4. REVIEW/DISCUSSION/ACTION – VETERANS SERVICES MONTHLY REPORT

Ms. Decker presented the Veterans report noting the 2022 budget has not been approved yet. The Finance committee has recognized additional staff is needed; Mr. Steve Schiffli has been approved for 8 additional hours in the Veterans office. The Finance Committee also included a \$2000 donation to the Veterans Service Commission to be used for the repair of the Memorial wall project. Ms. Decker shared the Outreach events they participated in: Stars and Stripes, Buffalo County Fair, and National Community Night Out as well as highlights from the NWCVSOA meeting. The monthly stats were also shared.

5. VETERANS SERVICES MONTHLY VOUCHERS

Ms. Decker presented the monthly vouchers. A motion was made by Mr. Mueller and seconded by Ms. Beseler to approve the vouchers as presented. A roll call vote was taken. Motion approved.

6. REVIEW/DISCUSSION/ACTION – VETERANS SPECIALIST JOB DESCRIPTION

Two job descriptions have been submitted, one for a deputy and one for a benefit specialist. The Home Committee requested the word *full-time* be removed from the job descriptions.

Mr. Mueller made a motion and Ms. Beseler seconded the motion to approve both job descriptions with the removal of the word *full-time* from the job description. A roll call vote was taken. Motion approved.

7. REVIEW/DISCUSSION/ACTION – PUBLIC HEALTH UNIT REPORT

Ms. Knauber presented the Public Health report highlighting the monthly investigation/case reports and added more specific detail of the walk-in clinics and breakdown of the Johnson & Johnson and Pfizer vaccines.

Ms. Knauber reported on new developments related to COVID and facts regarding the Delta variant. Buffalo County remains in substantial or high transmission level.

As of 8-24-2021:

- 52.9% of the population in Buffalo County have received their first dose of vaccine.
- 50.4% of the population in Buffalo County have completed their vaccine series.

Ms. Jamie Weaver, Environmental Health Specialist completed training to become a certified lead risk assessor. This allows Buffalo County to complete lead risk assessments rather than contracting this service to a neighboring county.

8. REVIEW/DISCUSSION/ACTION – RESOLUTION TO CHANGE A POSITION PROVIDING CLTS-W/PH SERVICES TO ALL FOR A PUBLIC HEALTH EDUCATOR OR SOCIAL WORKER FILL THIS POSITION IN ADDITION TO A PUBLIC HEALTH NURSE

Mr. Rynders explained a position was previously approved for a Public Health nurse which has been unsuccessful in filling. Mr. Rynders requested a modification to the job description which would open it up to a Public Health Educator, or a Social Worker. Mr. Grisen suggested a *4-year degree related to Social Work*, be added to the job description resolution.

A motion was made by Mr. Mueller and seconded by Ms. Hoffmaster to approve the amendment to the resolution adding *4-year degree related to Social Work*. A roll call vote taken. Motion approved.

A motion was made by Mr. Grisen and seconded by Ms. Beseler to approve the amended resolution to change a position providing CLTS-W-PH services to all for a Public Health Educator, Social Worker or 4-year degree related to social work in addition to a Public Health Nurse. A roll call vote taken. Motion approved.

9. REVIEW/DISCUSSION/ACTION – PROPOSAL TO CHANGE SOCIAL SERVICES LEAD WORKER POSITION TO SOCIAL SERVICES MANAGER POSITION, EFFECTIVE JANUARY 1, 2022

Mr. Rynders explained the proposal was discussed at the August 3rd meeting. The wording of the job descriptions has been revised making the two Social Services Manager positions identical. An org chart was shared by Mr. Rynders showing a visual of what the breakdown of workers would look like with two Social Services Managers. Ms. McMillan-Urell inquired why

two managers are needed and how this would impact the budget. Rynders responded, the 2022 impact would be small because the employee would move to the next highest step on the new scale that is closest to her current wage. You would get a better cost impact by looking at the next 5 or 10 years as the person at the top of their current scale would move to a new scale with steps to earn in the coming years. Mr. Rynders addressed the question regarding the ratio of management to workers is 1:5 which would reduce Ms. Renchin's responsibilities and help her not feel over-stretched and fully meet the supervisory needs of the 5 people she has. Mr. Rynders offered to present scale information at the October 5th meeting for the committee to review and provide the cost information for the next 5 years for changing the lead worker to a manager. He will also bring Comprehensive Community Service and Children's Waiver program case load and revenue growth information for recent years and future year projections. A motion was made by Ms. McDonough and seconded by Ms. Beseler to table the proposal until next month. A roll call vote was taken. Motion approved.

10. REVIEW/DISCUSSION/ACTION – REVISE SOCIAL SERVICES MANAGER POSITION DESCRIPTIONS AND REVISE AND RETITLE SOCIAL SERVICES LEAD WORKER POSITION DESCRIPTION

A motion was made by Ms. McDonough and seconded by Ms. Hoffmaster to table revising the Social Services Manager position descriptions and revise/retitle Social Services Lead Worker position description until next month. A roll call vote was taken. Motion approved.

11. REVIEW/DISCUSSION/ACTION – ACCOUNT CLERK SUPERVISOR POSITION DESCRIPTION

The Account Clerk Supervisor position description was shared by Mr. Rynders. Mr. Grisen suggested changing the wording under **Minimum Training, Experience, and Qualifications Required to Perform Essential Job Functions**, 2nd bullet point from *prefer* to *ability to supervise employees and/or do administrative functions* and under the 7th bullet point, changing the wording from minimum of an *Associate Degree in Accounting* to *Bachelor's Degree*. After discussion, the Associate Degree in Accounting will remain as stated.

A motion was made by Ms. Beseler and second by Mr. Mueller to approve the change in wording from *prefer* to *ability to supervise employees and/or perform administrative functions* on the Account Clerk Supervisor position description. A roll call vote was taken. Motion approved.

12. REVIEW/DISCUSSION/ACTION – REFILL ACCOUNT CLERK SUPERVISOR POSITION

Mr. Rynders announced Mr. Squires is resigning as Account Clerk Supervisor. Shawn has accepted a position as the CEO of Cochrane Cooperative Telephone; his last day is 9/17/2021. Mr. Rynders requested authorization to refill the Account Clerk Supervisor position.

A motion was made by Mr. Mueller and seconded by Ms. McDonough to refill the Account Clerk Supervisor position. A roll call vote was taken. Motion approved.

Ms. Peggy Zeman will oversee the account clerk position duties until the position is filled.

13. REVIEW/DISCUSSION/ACTION – AMERICAN RESCUE PLAN ACT PROPOSALS

Mr. Rynders presented two ARPA proposals:

- 1) Supply each of the 16 Buffalo County law enforcement squad cars with crisis response tablets. (11 Sheriff's, 1 Alma, 1 Fountain City, and 3 Mondovi). This telehealth method would aid law enforcement by shortening their intervention time during mental health crisis and connect clients to NW Counseling for MH crisis response. The tablets would also provide immediate face to face access to Bolton House for residents experiencing domestic violence.

- 2) Mr. Rynders withdrew the idea to pay \$100 to consumers for getting vaccinated due to Governor Evers similar and overlapping incentive which the Governor announced after Rynders submitted his proposal.

A motion was made by Ms. McMillan-Urell and seconded by Ms. Kleinschmidt to move the proposal forward to the ARPA proposal sub-committee for approval of the tablets. A roll call vote was taken. Motion approved.

14. REVIEW/DISCUSSION/ACTION – ALL PAID CREDIT CARD OPTION PROPOSAL FOR COLLECTIONS

Mr. Rynders created a proposal for collections which would give consumers the option to make payments using a credit/debit card. The consumer would pay a \$1 minimum fee or 4% of the payment amount. A motion was made by Ms. McMillan-Urell and seconded by Ms. Hoffmaster to forward onto Finance for approval the All-Paid credit card option proposal for collections. A roll call vote was taken. Motion approved.

15. REVIEW/DISCUSSION/ACTION – ON CALL RESPONSE POLICY

Mr. Rynders explained that the On-Call Response protocol followed by the DHHS Social Service unit needs to be put into policy form of its existing practices. Mr. Mueller made a motion and Mr. Grisen seconded the motion to approve putting the existing practices into an on-call response policy. Motion approved.

16. REVIEW/DISCUSSION/ACTION – DHHS FINANCIAL UPDATE

The audited 2020 budget was presented by Mr. Rynders. The audited version of the 2020 year shows the end of the year unaudited surplus increasing over \$20,000 to \$246K. The financial update through July 2021 was presented by Mr. Rynders with no concerns at this point.

17. REVIEW/DISCUSSION/ACTION – DHHS MONTHLY VOUCHERS

The monthly vouchers were reviewed. A motion was made by Ms. McDonough and seconded by Ms. Beseler to approve the vouchers as presented. Motion approved.

18. REVIEW/DISCUSSION/ACTION – MONTHLY UNIT REPORTS

Monthly unit reports were reviewed with no discussion. Mr. Nelson asked what the current comp time balance was for DHHS and Rynders responded that the current comp time balance is at 70 hours through the end of July.

19. REVIEW/DISCUSSION/ACTION – WESTERN DAIRYLAND COMMUNITY ACTION

Mr. Nelson reported there are no changes to the RSVP program. Currently there are 425 volunteers on record with 325 volunteers active.

20. REVIEW/DISCUSSION/ACTION – DHHS DIRECTOR’S REPORT

Mr. Rynders shared information regarding being informed of the opportunity to extend a grant being used to work with crime victims in support of area Big Brother/Big Sister organizations expanding mentoring into Buffalo County and of the provision of in-home counseling for the past three years. A request has been made for an extension for one year which is being reviewed by the Office of Victims Crime (OVC), without the extension, the grant will end this October.

Mr. Rynders also shared a grant proposal he co-wrote with Mondovi Schools AODA Specialist last spring which was approved by the Department of Public Instruction. The grant serves all 4 school districts for the next two years and is for engaging parents and teachers in reinforcing Botvin Life Skills student skill acquisition. The grant will be administered by the Alma School District.

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

None

22. REVIEW/DISCUSSION/ACTION – NEXT MEETING DATE AND TIME

The next meeting is scheduled for Tuesday, October 5, 2021, at 6:00 PM.

23. PUBLIC COMMENT NOT RELATED TO AGENDA ITEMS

None

24. ADJOURNMENT

Ms. McDonough made a motion and Ms. Beseler seconded it to adjourn the meeting at 8:21 PM. Motion approved.

Respectfully submitted,

Mary Hildebrand