

SHEBOYGAN COUNTY HEALTH AND HUMAN SERVICES COMMITTEE MEETING

Sheboygan County Health and Human Services Department
1011 North 8th Street
Sheboygan, WI 53081
Room 413

February 5, 2013

Called To Order: 8:16 A.M.

Adjourned: 9:50 A.M.

MEMBERS PRESENT: Supervisor Peggy Feider – Chair, Supervisor Kris Wheeler – Vice Chair Supervisor Vernon Koch – Secretary; Supervisor Brian Hoffmann, Supervisor Roger Otten Supervisor Jacob Van Dixhorn, Mr. Curtiss Nyenhuis, and Ms. Barbara Dodge

MEMBERS ABSENT: One Citizen Representative

ALSO PRESENT: Tom Eggebrecht, Martin Bonk, Elizabeth Mahloch, Carol Bukovic, Dale Hippensteel, Kim Pagel, Josh McDermott, Michael Huck, and Julie Schaefer

Supervisor Feider called the meeting to order at 8:16 a.m.

CERTIFICATION OF COMPLIANCE WITH OPEN MEETING LAW

The Health and Human Services Department received an e-mail noting that the agenda for the February 5, 2013 meeting of the Health and Human Services Committee was posted on January 31, 2013, at 10:45 a.m., in compliance with the Open Meeting Law.

REVIEW AND APPROVE MINUTES: January 15, 2013 Health and Human Services Committee Meeting

Mr. Nyenhuis moved and Supervisor Koch seconded to approve the minutes of the January 15, 2013 Health and Human Services Committee Meeting. Motion carried unanimously.

ANNOUNCEMENTS AND CORRESPONDENCE

Tom Eggebrecht welcomed Michael Huck to today's Committee Meeting.

Tom Eggebrecht informed the Committee that starting today, cabling throughout the entire agency will begin to be replaced. This will improve computer efficiencies.

Tom Eggebrecht informed the Committee that the schedule for painting and carpeting replacement is moving forward at an accelerated pace with use of 2012 carryover funds in lieu of the original five year plan.

Tom Eggebrecht informed the Committee that Birth to 3 staff will be relocating to an office yet to be determined due to the contracting of an additional psychiatrist.

Tom Eggebrecht informed the Committee that at 10:30 a.m. today, he and the Managers will be meeting with Xorbix Technologies. Xorbix Technologies will be working with the Department in finding a software system that best meets the future needs of the Department.

Martin Bonk informed the Committee that the Committee received an invitation to the orientation meeting regarding the upcoming Quality Services Review. The purpose of this meeting is to provide an overview of the Quality Services Review process.

The State of Wisconsin's Department of Children and Families Continuous Quality Improvement Program staff is conducting the review. The meeting is going to be held today at 1:00 p.m. in Room 413.

Tom Eggebrecht informed the Committee that the new county website went live on Friday, February 1, 2013 and is an improvement over the previous format. With it, departments will have the opportunity to individually update department information.

Tom Eggebrecht informed the Committee that Friday, February 1, 2013, the Department said goodbye to Milda Zuengler who retired effective Monday, February 4, 2013 as Supervisor of the Aging and Disability Resource Center.

Tom Eggebrecht informed the Committee that on January 31, 2013, Care Wisconsin, which is one of the new Managed Care Organizations that is serving Sheboygan County Family Care clients met with staff of the Aging and Disability Resource Center and will present at a future committee meeting.

Tom Eggebrecht informed the Committee that a Safety Training in-service will be held for Health and Human Services staff on March 13, 2013 at the Mead Public Library. One session will be held from 9:30 a.m. to 12:00 noon and one session will be held from 1:30 p.m. to 4:00 p.m. Tom welcomed the Committee members to attend this in-service.

Supervisor Hoffmann arrived at 8:25 a.m.

Tom Eggebrecht distributed the current copy of the "*Seniors In Touch*" newsletter. Tom reminded the Committee that Liturgical Press is now printing this newsletter at no cost to the Department. In exchange, Liturgical Press prints advertising in the newsletter.

Tom Eggebrecht distributed two position papers from the Wisconsin Counties Association on Youth Aids and Income Maintenance Funding as part of the Wisconsin Counties Association's current legislative priorities.

Tom Eggebrecht informed the Committee that a notation has been received from the Greater Wisconsin Agency on Aging Resources that with the next proposed Governor's budget, there will most likely be a reduction in this Department's senior meal allocation.

Tom Eggebrecht informed the Committee that this Department has received communication from some residents pertaining to wind turbines that are being proposed in the Town of Sherman and read one of the letters to the Committee. Dale Hippensteel informed the Committee that after a discussion with Corporation Counsel Carl Buesing that this is a Town issue insofar as the County has no zoning authority or role. If members receive communication from residents, they should refer them to the Town's Board. It was also discussed that the Public Service Commission has jurisdiction in siting wind turbines.

Public Health Nurse Cindy Van Der Weele introduced Amy Fischer who is a nursing student at the University of Wisconsin-Green Bay and is currently interning in Public Health.

Elizabeth Mahloch announced to the Committee that Economic Support Supervisor Kathy McMullen will be retiring effective March 1, 2013.

Supervisor Feider informed the Committee that due to a snowstorm, she and Supervisor Otten did not attend the January 18, 2013 Wisconsin County Human Service Association Eastern Region Meeting in Allouez.

PRESENTATION ON LAKESHORE COMMUNITY ACTION PROGRAM – Michael Huck, CEO

Michael Huck informed the Committee that Community Action Programs are established by Federal Statute. Lakeshore Community Action Program serves Door, Kewaunee, Manitowoc, and Sheboygan Counties.

Lakeshore Community Action Program's goal is to increase economic self-sufficiency in Door, Kewaunee, Manitowoc, and Sheboygan Counties. Their programs educate families, protect youth, secure shelter, deliver skills training, promote entrepreneurship, and provide food for the needy throughout Wisconsin. Lakeshore Community Action Program's mission is to help the most vulnerable in our society achieve a measure of economic independence. *"Helping People, Changing Lives"* is more than their slogan, it is their complete approach. Finding resources, deploying them, and making sure they are used appropriately is timely in any environment, whether the task be finding shelter for a homeless man or family, or finding a crucial loan for a low-income entrepreneur. Some of the services they provide are parent education, housing education, and home buyer assistance programs. Those seeking better employment can benefit from the skills enhancement programs and from their job training and business incubator.

Michael informed the Committee that Lakeshore Community Action Program has a close working relationship with Partners for Community Development in providing a variety of housing related services to Sheboygan County. Although their services do not dovetail with services provided by Health and Human Services, they do partner with many organizations in the Sheboygan County area to provide their services.

Michael informed the Committee that he is appreciative of Supervisor Wheeler's commitment to the Lakeshore Community Action Program Board of Directors which meets quarterly.

REPORT OF HEALTH AND HUMAN SERVICES SOFTWARE REVIEW/XORBIX TECHNOLOGIES – Tom Eggebrecht and Josh McDermott

Tom Eggebrecht informed the Committee that this Department invested in CMHC software several years ago. The vision then was that CMHC would integrate with all other software systems Department-wide, which did not prove possible. One plus of CMHC has been that the Purchase of Service Authorization process and financial management were able to be built in the system. However, CMHC has not fully addressed electronic clinical records to date. One year ago, the Department received word that new CMHC development will not be supported beyond 2017. In turn, a decision to evaluate future replacement options was made.

Josh McDermott informed the Committee that he was familiar with the CMHC installation and implementation. In order to move forward, Josh informed the Committee that the Department needed to find an agency that could assist with process mapping as a first step. Xorbix Technologies was chosen out of approximately ten vendors to help develop the software mapping process. Also, Xorbix was the most affordable.

Tom Eggebrecht reminded the Committee that this Department requested \$50,000 of this Department's positive variance to be carried over to cover the cost of this consultation and help select a replacement software application consistent with the Department's needs. Xorbix was chosen and will be assisting the Department with the following three steps:

- 1) Process mapping which will be starting today;
- 2) Specification development for an RFP; and
- 3) Vendor selection.

A purchase order will be developed by Bernard Rammer that will allow the Department to move forward with the working relationship with Xorbix.

The Committee will be updated as this process moves forward.

UPDATE REPORT ON BAKER TILLY OPERATIONAL REVIEW – Tom Eggebrecht

Tom distributed to the Committee the Request For Proposal document that was issued to Baker Tilly and gave a high level overview of what was required of Baker Tilly. The Request For Proposal did not include any penalties associated with project timelines. Tom Eggebrecht, Carol Bukovic, and Kim Pagel met and went over the preliminary draft that was submitted by Baker Tilly in mid-January and compiled questions and observations in need of further clarification in response. A conference call has been scheduled with Baker Tilly on February 14, 2013 to address those items and get closer to a final report. Once the final report is received, the report will be shared with the Committee and Tom may ask Baker Tilly to present at a future Committee meeting.

REVIEW OF 2010 PLANNING GOALS AND OBJECTIVES – Tom Eggebrecht

Due to time constraints, this item was deferred to the next Health and Human Services Committee meeting.

REVIEW AND APPROVE VOUCHERS

Supervisor Van Dixhorn moved and Supervisor Wheeler seconded to approve the expense vouchers as presented. Motion carried unanimously.

APPROVAL OF ATTENDANCE OF MEMBERS AT OTHER MEETINGS OR FUNCTIONS

None.

PUBLIC INPUT ON AGENDA ITEMS

None.

PUBLIC INPUT ON NON-AGENDA ITEMS

None.

REQUESTS FOR FUTURE AGENDA ITEMS

- Purchase of Service Vendor Review
- Update on the Deputy Director Position
- Chapter 51/Chapter 55 Placements

ADJOURNMENT

At 9:50 a.m., Supervisor Hoffmann moved and Supervisor Otten seconded to adjourn the February 5, 2013 Health and Human Services Committee Meeting. Motion carried unanimously.

Julie Schaefer
Recording Secretary

Vernon Koch
Committee Secretary