

SHEBOYGAN COUNTY HEALTH AND HUMAN SERVICES COMMITTEE MEETING

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

December 20, 2011

Called To Order: 8:23 A.M.

Adjourned: 9:35 A.M.

MEMBERS PRESENT: Supervisor Peggy Feider – Chair; Supervisor Vernon Koch – Secretary; Supervisor John Van Der Male, Supervisor Roger Otten, Supervisor Jacob Van Dixhorn, Mr. Curtiss Nyenhuis, and Mr. Eldon Burg

MEMBERS ABSENT: Supervisor Kris Wheeler – Vice Chair and Dr. Philip Walker

ALSO PRESENT: Tom Eggebrecht, Martin Bonk, Elizabeth Mahloch, Dale Hippensteel, Carol Bukovic, Kim Pagel, Julie Schaefer, Ann Wondergem, Corporation Counsel Carl Buesing, and Finance Director Terry Hanson

Supervisor Feider called the meeting to order at 8:23 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 December 20, 2011 meeting of the Health and Human Services Committee was posted on December 15, 2011, at 8:45 a.m., in compliance with the Open Meeting Law.

REVIEW AND APPROVE MINUTES: December 6, 2011 Health and Human Services Committee Meeting

Mr. Burg moved and Supervisor Koch seconded to approve the minutes of the December 6, 2011 Health and Human Services Committee Meeting. Motion carried unanimously.

ANNOUNCEMENTS AND CORRESPONDENCE

Martin Bonk introduced to the Committee Trisha Heuver who recently was hired in the Division of Social Services. Trisha is a social worker assigned to the Child Protective Services Intake Unit.

Tom Eggebrecht thanked Terry Hanson, Carl Buesing, and Ann Wondergem for attending today's meeting.

Tom Eggebrecht informed the Committee that on Friday, December 16, 2011, he, along with Supervisor Feider, Supervisor Otten, and Mr. Nyenhuis, were part of the panel that conducted interviews for the Deputy Director position. Six candidates were interviewed on December 16, 2011 and one candidate will be interviewed tomorrow, December 21, 2011. Tom is confident that by the next Health and Human Services Committee Meeting, a candidate will be selected to fill the Deputy Director position.

Tom Eggebrecht informed the Committee that Barbara Hanson has submitted her letter of retirement. A letter of appreciation to Barbara was signed by the Committee. Barbara was a Sheboygan County employee for 32 years and, for the last six of those years, was employed at Health and Human Services as a Psychiatric Nurse.

Tom Eggebrecht reminded the Committee that they received information pertaining to the Committee's expense reports in their packets and to read the information closely.

Supervisor Feider informed the Committee that she has received the Third Quarter Variance report from the Finance Department if anyone is interested in reviewing the report.

Martin Bonk informed the Committee that he has received a draft memo pertaining to the 7.3% reduction in Youth Aids funding. However, that draft memo still needs the approval of the Department of Administration. Martin will keep the Committee updated.

Martin Bonk also informed the Committee that John Johnson, who is retiring tomorrow, December 21, 2011, thanks the Committee for their letter of appreciation.

DISCUSSION ON DEPARTMENT FUND BALANCE TRANSFER– Corporation Counsel Carl Buesing and Finance Director Terry Hanson

Finance Director Terry Hanson informed the Committee that at the December 13, 2011 Finance Committee Meeting, the decision was made to keep \$1 million in the Health and Human Services Fund Balance with the remainder going to the County General Fund. A resolution was drafted and will be introduced at the December 20, 2011 County Board Meeting. This is with the understanding that if "*a worst case scenario*" would present itself, money would be transferred back to the Health and Human Services Department's Fund Balance. The Finance Committee will not have the only say on the use of the Fund Balance as a request for up to 10% of the Operational Funds would have to be approved by the County Board.

Corporation Counsel Carl Buesing informed the Committee that there has been no precedent set on this issue and felt, according to Statute, this requires a resolution by the full County Board by majority vote. Finance Director Terry Hanson concurs with Corporation Carl Buesing in drafting a resolution. Carl indicated State legislation set the rules and cannot enlarge those rules beyond those State rules.

Finance Director Terry Hanson indicated that the \$1 million figure was arrived at by looking at tax levy coming in and past performance in ending up with a positive variance. If a transfer of funds from the General Fund to the Health and Human Services Department Fund Balance is requested, this would be a one-time transfer.

Discussion ensued on this topic and questions were answered.

REVIEW AND APPROVE 2011 VACATION CARRYOVER REQUEST – Tom Eggebrecht

Tom Eggebrecht informed the Committee that four staff are requesting to carry over vacation days. These employees are:

Elizabeth Mahloch – 5 days

Mitch Birkey and Kathy McMullen – 3 days

Carol Bukovic – 2 days

Justin Strahl – 1 day

After discussion, Supervisor Koch moved and Supervisor Van Der Male seconded to approve the vacation carryover request of the five staff. Motion carried unanimously.

REVIEW AND APPROVE VACANT POSITION ANALYSIS FOR A PSYCHIATRIC NURSE – Division of Community Programs and Elder Services – Tom Eggebrecht

Tom Eggebrecht presented to the Committee a Vacant Position Analysis for a Psychiatric Nurse and explained the necessity of filling this position.

After discussion and questions were answered, Mr. Nyenhuis moved and Mr. Burg seconded to approve the Vacant Position Analysis for a Psychiatric Nurse and forward this request to the Human Resources Committee. Motion carried unanimously.

INCOME MAINTENANCE CONSORTIUM UPDATE – Elizabeth Mahloch

Elizabeth Mahloch informed the Committee that two weeks from today, the Consortium and Call Change Center operations will be going live. The State contract to the fiscal agents is almost finalized and should be sent to Marquette County shortly as they are the lead agency for the Consortium. Tom Eggebrecht received the Intercounty Agreement drafted by Marquette County. This is a one-year agreement with equal representation from each county.

Within the Intercounty Agreement, there is a grid of each county's responsibilities. Outagamie County is the lead county for the Call Change Center operations. Sheboygan County is the lead county for general operations, performance standards, and training. Marquette County is the lead county for the fiscal operations of the Consortium. Winnebago County is the lead county for ensuring the necessary security for the Consortium's computer systems is in place.

Elizabeth Mahloch informed the Committee that the system changes in the computer were put in place this weekend. The Central Processing Unit will be up and running by the end of the month.

Elizabeth informed the Committee that the staff is still excited about this process and Elizabeth is pleased with the progress that has been made in getting everything in place throughout the Consortium. She also informed the Committee that Sheboygan County is carrying their fair share of responsibilities within the Consortium.

Elizabeth informed the Committee that at the January 17, 2012 Health and Human Services Committee Meeting, she will be providing magnets to the Committee with the Call Change Center contact information.

LAKESHORE COMMUNITY HEALTH CENTER UPDATE – Dale Hippensteel

Ann Wondergem and Dale Hippensteel presented an update on the development of the Community Health Center. Regarding dental services, there was an opportunity for applying for funding through a Manitowoc County's Healthy Teeth/Healthy Smiles grant and matching funds from United Way. Effective January 6, 2012 through May 2012, dental services will be offered one day a week and starting June 1, 2012 dental services will be offered four days a week. Staff will include a dentist, dental hygienist, and dental assistant. The BadgerCare revenue will be able to be billed through Manitowoc County's Healthy Teeth/Healthy Smiles Grant. The Community Health Center will be renting a former dentist's office building located at 1931 North 8th Street, in Sheboygan at \$600.00 per month. This building is available as 98% fully equipped. The openings will be prioritized by pregnant women, children, and emergency room admissions. A co-pay or a fee structure will be imposed on clients. The United Way's matching funds of \$2,500 will offset costs for clients who are unable to pay.

United Way has put \$60,000 towards this initiative thus far. This year, United Way put significant effort in getting the word out to their donors to consider funding this impact initiative. As a result, Acuity Foundation will be giving United Way \$100,000 to help fund the Community Health Center and another \$100,000 in 2012. This will allow the Community Health Center to hire a full-time Nurse Practitioner.

Ann Wondergem informed the Committee that the Federal Government allocated funds for a new startup. The Community Health Center's initial application is still active through August 2012 and with the expansion of these services, the Community Health Center should be in much better position to receive federal funds. An actual open house is in the planning stages. The Nurse Practitioner will be housed at the same location as where the dental services will be occurring as there are exam rooms available.

REVIEW AND APPROVE OCTOBER 2011 FINANCIAL STATEMENT – Carol Bukovic

Carol Bukovic presented the Financial Statement for year-to-date October 31, 2011.

After questions were answered, Mr. Nyenhuis moved and Supervisor Koch seconded to approve the Financial Statement for year-to-date October 31, 2011. Motion carried unanimously

Supervisor Feider asked Carol Bukovic to provide a breakdown of the Medicare/Medicaid/Insurance/Private Pay line item on the Financial Statement at a future Committee Meeting.

REVIEW AND APPROVE VOUCHERS

There were no vouchers to approve.

APPROVAL OF ATTENDANCE OF MEMBERS AT OTHER MEETINGS OR FUNCTIONS

Mr. Burg moved and Supervisor Koch seconded to approve the attendance of the following Committee members at the following meeting:

- **December 16, 2011 – DEPUTY DIRECTOR INTERVIEW PANEL** – Supervisor Feider, Supervisor Otten, and Mr. Nyenhuis

PUBLIC INPUT ON AGENDA ITEMS

None.

PUBLIC INPUT ON NON-AGENDA ITEMS

None.

REQUEST FOR FUTURE AGENDA ITEMS

- Purchase of Service Vendor Review
- Revisit 2010 Goals and Objectives for the Health and Human Services Department
- Update on the Deputy Director Position
- Update on Environmental Health Restaurant Inspection Fees
- Fund Balance Update
- Update on Concealed Carry Weapon Bill
- Update on Funding Cuts to Medicaid, BadgerCare, and Family Care

It was the consensus of the Committee to cancel the scheduled January 3, 2012 Health and Human Services Committee Meeting. Therefore, the next Health and Human Services Committee Meeting is scheduled for January 17, 2012.

ADJOURNMENT

At 9:35 a.m., Supervisor Van Der Male moved and Supervisor Koch seconded to adjourn the Health and Human Services Committee Meeting. Motion carried unanimously.

Julie Schaefer
Recording Secretary

Vernon Koch
Committee Secretary