
Buffalo County Minutes

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

Date of Meeting: Tuesday, May 5, 2020

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. ROLL CALL/BOARD MEMBERS PRESENT

Roll call was taken. Members present were Larry Grisen, Wendy Kleinschmidt, Mary Anne McMillan-Urell, Richard Mueller, Steve Nelson, Brad Schmidtkecht, and Linda Smith. Ms. Joette Gillett and Mr. Butch Schreiner were both excused absences.

OTHERS PRESENT FOR ALL OR PART OF THE MEETING

Dave Rynders, April Loeffler, Shawn Squires, Mary Hildebrand

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

No public present.

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

Mr. Mueller asked that the word “trouble” be added to the second line of the Veterans report. A motion was made by Mr. Mueller and seconded by Ms. Kleinschmidt to approve the March 3, 2020 minutes as presented. Motion carried.

4. REVIEW/DISCUSSION/ACTION – ELECTION OF CHAIR AND VICE CHAIR

Mr. Rynders called the meeting to order. Mr. Squires explained the Survey Monkey procedure for voting for the election of Chair and Vice Chair if there is more than one nominee. Mr. Mueller suggested both the Chair and Vice Chair be members of the existing County Board since they are familiar with Roberts Rules of Order. Ms. Smith suggested there be a County Board member and a Community member serving as Chair/Vice Chair to give a good balance to the positions. Mr. Grisen nominated Ms. McMillan-Urell for Chair. Mr. Mueller made a motion to close the nominations and Mr. Grisen seconded the motion. Motion approved. Ms. McMillan-Urell opened nominations for Vice Chair. Mr. Mueller nominated Ms. Gillett for Vice Chair. Ms. McMillan closed nominations and requested a unanimous vote for Ms. Gillett to serve as Vice Chair. Motion approved.

5. REVIEW/DISCUSSION/ACTION – TERMS OF COMMITTEE CITIZEN MEMBERS

Mr. Rynders reported there are four citizen members whose 3-year terms are all staggered. Ms. Smith is currently in the middle of her term which expires in May 2021; no action needed. Mr. Mueller’s term is expiring, and action is needed to have Mr. Mueller serve an additional 3-year term, expiring in May 2023. Ms. Gillett’s term expires in May 2022 and Ms. Kleinschmidt’s term expires in May 2021. Mr. Rynders is looking for action to set the terms as explained. A motion was made by Ms. Smith and seconded by Mr. Schmidtkecht to set the following terms as presented for the citizen members:

Mr. Mueller's term to expire May 2023
Ms. Gillett's term to expire May 2022
Ms. Kleinschmidt's term to expire May 2021; Motion approved.

Ms. Smith announced she will be moving to North Carolina in mid to late July and will need to be replaced after the July 2020 meeting. Ms. Smith has a recommendation for her replacement.

6. VIEW/DISCUSSION/ACTION – VETERANS SERVICES MONTHLY REPORT

In Ms. Hager's absence, Mr. Rynders presented the Veterans Services monthly report which included updates on COVID-19, meal deliveries, homeless/assistance to Veterans, funerals and the monthly stats.

Mr. Mueller questioned if there is a plan in place to put-out the 2000 flags at the cemeteries for display during the Memorial Day weekend; Mr. Rynders with check with Ms. Hager.

7. REVIEW/DISCUSSION/ACTION – VETERANS SERVICES MONTHLY VOUCHERS

The monthly vouchers were presented. A motion was made by Mr. Mueller and seconded by Ms. Smith to approve the vouchers as presented. Motion carried.

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

Ms. Loeffler presented the updated version of the report from March 21, 2020 to April 20, 2020.

Ms. McMillan-Urell inquired about the results of the COVID-19 testing held on Friday, May 1st. Ms. Loeffler reported the results of the COVID testing will be put out after everyone is notified of their results which will be this Friday, May 8th, 2020.

The monthly investigation/case reports were discussed. Public Health has been following up with negative COVID-19 cases. A COVID-19 testing request was submitted to the State, which was approved on Tuesday for the Friday, May 1st test which was held at the Buffalo County Highway Shop with over 200 people attending. Mr. Loeffler also reported other testing is taking place throughout the northwest region of the State for anyone to attend.

Mr. Rynders commended Ms. Loeffler and her staff on how well they are dealing with the pandemic. Ms. Loeffler explained that the Public Health staff's hours have been extended as well as coverage for the weekend. Mr. Grisen extended an invitation to Mr. Rynders and Ms. Loeffler to attend the HR meeting on Monday, May 11th at 9:00 AM to present information to the committee.

9. REVIEW/DISCUSSION/ACTION – POLICY FOR DEALING WITH SPECIALIZED TRANSPORTATION PASSENGERS WITH DIFFICULT BEHAVIORS

Mr. Rynders explained that the State Department of Transportation conducted a desk audit of our specialized transportation program which is funded with a 5310 grant. The State recommended we add this policy for dealing with passengers who are engaging in difficult behaviors. A motion was made by Ms. Smith and seconded by Mr. Grisen to approve the policy for dealing with specialized transportation passengers with difficult behaviors. Motion approved.

10. REVIEW/DISCUSSION/ACTION – REFILL WIC TECHNICIAN-SUPPORT STAFF SPECIALIST POSITION VACANCY

Mr. Rynders reported on the resignation of Ms. Mylessa Ingli, WIC Technician/Support Staff Specialist. Mr. Rynders explained the title of this position has been renamed to Public Health/Social Services/Support Staff as well as the job description being updated. Ms. Ingli accepted the position of Pepin/Buffalo County Nutrition Coordinator. At the request of Ms. Hansen, Administrator, this position will be put on hold until clarification comes from the State on the Governor's order that expires on May 26, 2020. A motion was made by Ms. Kleinschmidt and seconded by Ms. Smith to approve the refilling of the Public Health/Social Services/Support Staff position vacancy. Motion approved.

11. REVIEW/DISCUSSION/ACTION – RESOLUTION REGARDING CHILD SUPPORT PROCESS SERVER FEES FOR THE CHILD SUPPORT PROGRAM

Mr. Rynders explained there is a process of signing resolutions electronically if necessary. The State Child Support office reviewed the MOU regarding process service fees. The Buffalo County Sheriff's Department's current fee schedule was reviewed. The process service fee is not paid to the Sheriff's Department until the participant pays the fee. The resolution will make clear the process between the Buffalo County Sheriff's Department and the Buffalo County Child Support program. A motion was made by Mr. Mueller and seconded by Mr. Grisen to approve the resolution regarding Child Support process service fees for the Child Support program. Motion approved.

12. REVIEW/DISCUSSION/ACTION – WISCONSIN PARTNERSHIP PROGRAM COVID-19 RESPONSE COMMUNITY-LED GRANT APPLICATION

Mr. Rynders reported on a grant opportunity from the University of Wisconsin to expand the HDM (Home Delivered Meal) program. A \$28K grant application was written to support people sheltering in place. This is a joint application between Extension and DHHS.

13. REVIEW/DISCUSSION/ACTION – 2019 ANNUAL REPORT

The 2019 annual report was presented by Mr. Rynders; Mr. Rynders offered to provide orientation for new committee members for our agency. Mr. Squires presented the unaudited 2019 budget for DHHS and the Agent of the State. The report reflects that expenses were very close to what was budgeted. After discussion, a motion was made by Mr. Grisen and seconded by Mr. Schmidtkecht to approve for submission the 2019 annual report. Motion approved.

14. REVIEW/DISCUSSION/ACTION – DHHS FINANCIAL UPDATE

Mr. Squires presented the financial update through December 2019 and the update through March 2020; a detailed explanation of the budget was given by Mr. Squires for the new members of the committee. The Agent of the State budget report which handles facility licensing for hotels, restaurants, swimming pools, etc. was also presented through March 2020.

15. REVIEW/DISCUSSION/ACTION – DHHS MONTHLY VOUCHERS

The year-end 2019 monthly vouchers were reviewed. A detailed explanation of the RWC voucher line items was given for review for the new Committee members by Mr. Squires. Buffalo County partners with a mental health consortium which is called the Western Region Recovery and Wellness Consortium or RWC, which consists of nine counties that runs the CCS (Comprehensive Community Services) program and cares for our mental health clients.

Mr. Squires explained in detail each line item on the 2020 monthly vouchers for review for all committee members.

A motion was made by Ms. Smith and seconded by Ms. Kleinschmidt to approve the monthly vouchers as presented. Motion approved.

16. REVIEW/DISCUSSION/ACTION – MONTHLY UNIT REPORTS

The monthly unit reports were reviewed with no discussion. Ms. McMillan-Urell recommended there be an explanation of each unit report at the June meeting to familiarize the committee members with each department.

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

Ms. McMillan-Urell inquired if the attendance roster would be submitted to Administration. Mr. Rynders explained that Ms. Hansen from Administration has given him the OK to sign the attendance/mileage roster which he will then submit electronically to Admin. Ms. Smith reminded Mr. Rynders that she does not take per diem but does it as service for the University.

Ms. McMillan-Urell asked Mr. Grisen if he will be serving on the Western Dairyland committee; Mr. Grisen declined. Ms. McMillan-Urell asked for a volunteer to serve on the Western Dairyland committee which works with HHS issues, the Headstart program, housing, community needs, impoverished, weatherization program, homeless shelter services, and secure grants; Mr. Nelson agreed to serve on the Western Dairyland committee.

18. REVIEW/DISCUSSION/ACTION – DHHS DIRECTOR REPORT

Mr. Rynders shared there is an ADRC (Aging and Disability Resource Center) board that meets 3 or 4 times a year that is looking for a County board member to serve on this board. This is a bi-county board that serves adults with disabilities and the elderly, senior nutrition, prevention program, caregiver services, etc. Mr. Schmidt knecht agreed to serve on the ADRC board.

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

The next meeting is scheduled for Tuesday, June 2, 2020 at 6:00 PM.

20. PUBLIC COMMENTS REGARDING UNRELATED AGENDA ITEMS

None

21. ADJOURNMENT

Meeting ended at 8:02 PM.

Respectfully submitted,

Mary Hildebrand