

Buffalo County Minutes

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

Date of Meeting: Tuesday, June 4, 2019

Electronic and Hard Copy Filing Date:

Location: Department of Health and Human Services
Buffalo County Courthouse – 3rd Floor
3rd Floor Conference Room
407 S 2nd Street, Alma, Wisconsin

Meeting was called to order by Mr. Shawn Squires at 6:00 PM.

1. ROLL CALL/BOARD MEMBERS PRESENT

Roll call was taken. Members present were Joette Gillett, Wendy Kleinschmidt, Nettie Rosenow, Butch Schreiner, and Linda Smith; John Kriesel was absent and Richard Mueller was excused.

OTHERS PRESENT FOR ALL OR PART OF THE MEETING

Felicia Hager, Stephen LaValla, April Loeffler, Shawn Squires, Carri Renchin, Rachel Weber, Mary Hildebrand

2. APPROVAL OF COMMITTEE MEETING MINUTES

A motion was made by Mr. Schreiner to approve the May 4, 2019 minutes as presented and Wendy Kleinschmidt 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 Ms. Hager. A motion was made by Ms. Kleinschmidt and seconded by Mr. Schreiner to approve the vouchers as presented. Motion carried.

5. REVIEW/DISCUSSION/ACTION – VETERANS SERVICES MONTHLY ACTIVITY REPORT

Ms. Hager reported that she received some certification with future State accreditations to follow in September to maintain accreditation in the office. In preparation for Memorial Day, she visited all the legion posts to introduce herself, get feedback, and distributed markers and flags. Ms. Hager also attended the Gilmanton Memorial Day program. Stats for the month of May were shared which included walk-ins, phone calls, claims, home visits, and a visit to Tomah/Minneapolis. Ms. Hager attended a meeting in Chippewa Falls to meet with the Northwestern Veterans Service Officers.

6. REVIEW/DISCUSSION/ACTION – ADRC INTEGRATION PLANNING

Mr. LaValla explained the ADRC integration plan has not been finalized yet; job descriptions are not completed for the new positions. The integration plan will be presented upon its completion and after it has been presented to staff.

7. REVIEW/DISCUSSION/ACTION – GUARDIANSHIP AND PROTECTIVE PLACEMENT FEE SCHEDULE

Mr. LaValla presented the guardianship and protective placement fee schedule which is needed to identify clients that have money to pay for the guardianship services.

A proposed ward will be deemed to have the financial ability to obtain private legal services if the person meets one of the following financial criteria:

Single adult: Identify liquid assets* of at least \$5,000.00

Married adult: Identify liquid assets* of at least \$10,000.00

*Liquid Assets (snapshot of moment in time): checking/savings account, CD's, and cash.

Mr. LaValla shared the rates associated with guardianships and protective placement hearings that were approved by the DHHS board.

After extensive discussion, Mr. Schreiner suggested the Corporation Counsel review the document before approval. The approval of the placement fee schedule will be tabled until the next meeting.

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

Ms. Loeffler reported on the water lab biennial evaluation that took place on May 9, 2019. The conclusion stated the procedures and equipment are in general compliance with the Primary Drinking Water Regulations; the lab is certified for the microbiological analysis of drinking water.

The CDC (Communicable Disease Control) confirmed 880 individual cases of measles across 24 states. This includes three of Wisconsin's four neighboring states. Public Health is providing education to the community about steps to prevent measles in Buffalo County.

The monthly investigation/case reports were reviewed.

9. REVIEW/DISCUSSION/ACTION – NARCAN POLICY

The policy & procedure for Naloxone Administration DHHS was presented by Ms. Loeffler. The training, storage, and administration of narcan was discussed; narcan is used to treat an opioid overdose. A motion was made to approve the Naloxone policy & procedure for DHHS staff by Ms. Smith and seconded by Mr. Schreiner. Motion carried.

10. REVIEW/DISCUSSION/ACTION – 2019 COUNTY ENVIRONMENTAL HEALTH PROFILES

Ms. Loeffler presented the Wisconsin Environmental tracking data, highlighting the Buffalo County statistics vs the State stats. Areas of interest included community health, home hazards, climate, private water quality, and health conditions. The profiles can be used to address Public Health Accreditation Board standards: analyze data to identify trends in health problems, health hazards, and social and economic factors that affect the public's health. Discussion was held on the data submitted from the 160 half-price water samples that were taken throughout Buffalo County. Ms. Rosenow is interested in the results to identify the water quality near agricultural areas such as poultry barns. The Zoning committee is looking to make new regulations for chicken barns and is looking for baseline data to support new regulations. Ms. Loeffler questioned whether or not there is prior data available.

11. REVIEW/DISCUSSION/ACTION – SALARY SURVEY – PUBLIC HEALTH

The Wisconsin Association of Local Health Departments and Boards (WALHDAB) do salary surveys every 3 years. Ms. Loeffler presented a detailed summary of the most common public health positions among Wisconsin's Western Region Health Departments, including salary range as well as the regional average current wage. Counties can share the information with their administration and board members to make informed decisions regarding wages.

12. REVIEW/DISCUSSION/ACTION – SALARY SURVEY – ECONOMIC SUPPORT

Ms. Renchin shared the WREA wage scale report which is for informational purposes. This report explains the wage scale for the surrounding areas and what is causing the turnover in our department.

13. REVIEW/DISCUSSION/ACTION – RESOLUTION TO CREATE CLTS/CCS SOCIAL WORKER POSITION

Ms. Renchin presented a resolution requesting a CLTS/CCS (Children's Long Term Support/ Comprehensive Community Services) Social Worker position. Ms. Renchin reported there are currently three staff that perform CCS as part of their job (no staff is solely dedicated to CCS) and two staff that focus on CLTS; one doing CLTS and CCS and our Public Health Nurse performing some CLTS work.

Ms. Renchin shared that the State mandates a no wait list for CCS and now mandates a no wait list for CLTS. At the annual recertification for CCS, there were 320 waiting for services, 20 of which were in Buffalo County; the consortium was issued a citation for having a waitlist. An action plan is necessary to rectify the problem of individuals waiting for services. The recommended caseload per social worker is 15 to 20 which staff is over the State guidelines for cases they are carrying. We are requesting to add staff to manage both CLTS/CCS.

Mr. Squires explained the fiscal impact for a new CLTS/CCS staff person starting November 1st, 2019 with a tax levy of \$780.00. The 2020 information was also presented by Mr. Squires with a detailed report of salary/benefits, office expenses, funding, and the reconciliation process shows an end result of a small tax levy of \$3500.00 or less.

A motion was made to approve a resolution to create a full-time CCS/CLTS (Comprehensive Community Services and Children's Long Term Support) Social Worker position by Mr. Schreiner and seconded by Ms. Kleinschmidt. Motion approved.

14. REVIEW/DISCUSSION/ACTION – DHHS FINANCIAL UPDATE

Mr. Squires presented the financial update through April 2019. Ms. Renchin addressed the training expenses which are at 41% to date. The Family Educator position which was previously contracted was brought in-house which has many training requirements. Ms. Shelley Place, started in mid-January and has had intense training for this position.

The Agent of the state report through April 2019 was presented; it is a well-organized program designed to run itself.

15. REVIEW/DISCUSSION/ACTION – DHHS MONTHLY VOUCHERS

Mr. Squires presented the monthly vouchers. After review and discussion, a motion was made by Ms. Smith and seconded by Ms. Rosenow to approve the vouchers. Motion approved.

16. REVIEW/DISCUSSION/ACTION – MONTHLY UNIT REPORTS

The Aging report was presented by Mr. LaValla reviewing the meals vs donations. Jan Brunkow is the newest volunteer for delivering meals on Thursday for the Nelson meal site. Mr. LaValla continues to look for volunteer drivers for Tuesday and Wednesday for the Nelson meal site.

Mr. LaValla also reported the adult protection activity continues to be on the rise with unusually high case volume for guardianships.

Ms. Renchin presented the Social Services report sharing that Marlene Ashbeck, the long-term contracted Parent Aide/Visitation Supervisor has retired. Ms. Ashbeck worked with Buffalo County residents for nearly 10 years. Ms. Renchin reported on CPS placements which have continued to run high, Mental Health/AODA placements have been consistent, Emergency Detention/Diversions remain stable, there are 14 enrolled in CCS and the CCS productivity continues to fluctuate.

The Buffalo/Pepin Child Support reports were reviewed.

17. REVIEW/DISCUSSION/ACTION – DHHS DIRECTOR

Ms. Renchin shared information on the CCS program which requires clinical supervision. Chippewa County staff has been providing this service but will no longer provide this service as of 2020. The clinical supervisor meets monthly to review cases, approve assessments, do mental status exams, and termination of needs.

Pepin County is looking to expand their CCS capacity and are looking at hiring a full-time staff that would meet the clinical supervision requirements; Buffalo County would then obtain services through Pepin County. Buffalo County is also exploring other counties that might have clinical supervision capacity. Ms. Smith suggested looking into the State Universities Social Work programs where a faculty could possibly provide the clinical supervision.

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

None

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

The next meeting is scheduled for Tuesday, July 2, 2019 at 6:00 PM.

20. PUBLIC COMMENTS REGARDING UNRELATED AGENDA ITEMS

None

21. ADJOURNMENT

Mr. Schreiner made a motion to adjourn the meeting at 8:10 PM and Ms. Smith seconded the motion. Motion approved.

Respectfully submitted,

Mary Hildebrand

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