

BAYFIELD COUNTY HUMAN SERVICES BOARD MEETING

Emergency Operations Center

January 26, 2006

**Subject to change upon review
at the February meeting.**

Board Members Present: Richard Compton, Clarence Henkel, Neil Paulson, Delores Kittleson (4:09), Mary Podlesny, Marco Bichanich

Members Excused: Vicki Redenbaugh, Tom Allen, Verne Gilles

Staff Present: Elizabeth Skulan, Denise Kontny, Carrie Linder, Jan Karlen, Ann Green

Call to Order and Introductions:

R. Compton called the meeting to order at 4:04 p.m.

Review of the Tentative Agenda:

There were no changes to the agenda.

M. Podlesny motioned to approve the agenda as presented. Seconded by C. Henkel. Motion carried.

Review of the December 6, 2005 Minutes:

The minutes of the December 6, 2005 meeting were reviewed.

M. Bichanich motioned to approve the December 6, 2005 minutes as presented. Seconded by C. Henkel. Motion carried.

Program Presentation – Aging & Disability Services Section

The program presentation was tabled until the next meeting.

Monthly Section Reports:

Economic Support

St. Paul's United Church of Christ very generously donated 12 Christmas Dinner baskets to families in the Delta/Iron River area of the county. The gift baskets were distributed by ES staff at Bayfield Electric's Iron River office on Friday, December 23rd.

The ES staff has completed the second round of online training for the new public assistance application system. Additional enhancements were brought online on January 4, 2006.

The installation of the new scanning equipment scheduled for January 18th was unsuccessful. It is not known at this time when another installation will be attempted.

There is some discussion of the Governor increasing funding for the WHEAP program.

Support Services

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The list of 2006 Safe & Stable Families (BLOCS grants) award recipients was reviewed.

Aging & Disability Services

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TMG audit – original disallowance was \$65,477. The final amount of disallowance is \$4,182.

A & D advisory committee meeting was held last Monday. The committee recommended that DHS discontinue the delivery of frozen meals to recipients as of February 1, 2006.

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Monthly Reports:

The monthly Financial, Training, and Waiting List reports were reviewed.

M. Podlesny motioned to approve the monthly reports. Seconded by C. Henkel. Motion carried.

MA Transportation Initiative

After reviewing the pros and cons of transferring the MA transportation program to the Department of Health and Family Services, the HSB declined to designate DHFS as Bayfield County's agent to provide common carrier services; therefore, Bayfield County will continue to administer the MA transportation program.

N. Paulson motioned to continue to administer the MA transportation program. Seconded by M. Bichanich. Motion carried.

Guidelines to Safeguard Protected Health Information Policy

A draft policy on the Guidelines to Safeguard Protected Health Information was reviewed.

N. Paulson motioned to approve the policy with the following changes: the term "guidelines" be changed to "requirements" and that the policy description be changed "to protect the privacy of PHI." Seconded by C. Henkel. Motion carried.

Conflict of Interest Policy

The committee reviewed the proposed Conflict of Interest policy. Some policy language changes were recommended.

M. Bichanich motioned to make corrections as discussed and bring back to the next meeting for approval. N. Paulson seconded. Motion carried.

Adult Family Home – Family Member as Provider Policy

The committee reviewed the draft dated 1/26/06.

M. Bichanich motioned to approve. Seconded by C. Henkel. Motion carried.

Frozen Meals

Per A & D Advisory committee recommendation, the HSB discussed the discontinuation of the delivery of frozen meals effective February 1st. The dollars saved by this measure would be used to continue to serve home delivered meals.

M. Podlesny motioned to approve the discontinuation of the frozen meals as of February 1, 2006. Seconded by D. Kittleson. Motion carried.

Mary Podlesny was excused at 5:42 p.m.

Northwest Wisconsin – Long-Term Care Options (NW-LTCO)

On January 19th, DHFS Secretary Helene Nelson announced that the nine-county NW-LTCO has been awarded \$100,000 for a planning grant to explore options for long-term care reform in our region.

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Other

Youth Aids Emergency Funds Award

The department received an additional \$16,794 in Youth Aids emergency funds for 2005.

Ann Green was excused at 5:50 p.m.

AB 902

Assembly Bill 902 creates a nine member task force to study the responsibilities and obligations of county government and to develop a plan to reduce the number of counties in the state from 72 to 18.

AB 903

Assembly Bill 903 creates statutes relating to creating an individual income tax deduction for certain amounts of mileage reimbursement received by volunteer drivers.

Note of appreciation to staff

A letter of appreciation to LTC worker Jan Bergst was shared with the board.

The Executive Board of WCHSA invites human service board members to attend WCHSA monthly meetings, the annual spring conference, and the Policy Advisory Committees.

Future Meeting Dates:

The future meeting dates were scheduled as follows:

- February 23, 2006
- March 23, 2006
- April 27, 2006

Adjournment:

C. Henkel motioned to adjourn. Seconded by M. Bichanich. Motion carried.
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Submitted by:

Denise Kontny
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AB 902

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The future meeting dates were scheduled as follows:

- February 23, 2006
- March 23, 2006
- April 27, 2006

Adjournment:

C. Henkel motioned to adjourn. Seconded by M. Bichanich. Motion carried.
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The meeting adjourned at 5:55 p.m.

Submitted by:

Denise Kontny
Financial Manager

BAYFIELD COUNTY HUMAN SERVICES BOARD MEETING

Emergency Operations Center

January 26, 2006

**Subject to change upon review
at the February meeting.**

Board Members Present: Richard Compton, Clarence Henkel, Neil Paulson, Delores Kittleson (4:09), Mary Podlesny, Marco Bichanich

Members Excused: Vicki Redenbaugh, Tom Allen, Verne Gilles

Staff Present: Elizabeth Skulan, Denise Kontny, Carrie Linder, Jan Karlen, Ann Green

Call to Order and Introductions:

R. Compton called the meeting to order at 4:04 p.m.

Review of the Tentative Agenda:

There were no changes to the agenda.

M. Podlesny motioned to approve the agenda as presented. Seconded by C. Henkel. Motion carried.

Review of the December 6, 2005 Minutes:

The minutes of the December 6, 2005 meeting were reviewed.

M. Bichanich motioned to approve the December 6, 2005 minutes as presented. Seconded by C. Henkel. Motion carried.

Program Presentation – Aging & Disability Services Section

The program presentation was tabled until the next meeting.

Monthly Section Reports:

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M. Podlesny motioned to approve the monthly reports. Seconded by C. Henkel. Motion carried.

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AB 902

Assembly Bill 902 creates a nine member task force to study the responsibilities and obligations of county government and to develop a plan to reduce the number of counties in the state from 72 to 18.

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E. Skulan and M. Lindsey have met with the County Administrator to further discuss a combined Health and Human Services Board.

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Assembly Bill 902 creates a nine member task force to study the responsibilities and obligations of county government and to develop a plan to reduce the number of counties in the state from 72 to 18.

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The future meeting dates were scheduled as follows:

- February 23, 2006
- March 23, 2006
- April 27, 2006

Adjournment:

C. Henkel motioned to adjourn. Seconded by M. Bichanich. Motion carried.
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The meeting adjourned at 5:55 p.m.

Submitted by:

Denise Kontny
Financial Manager

BAYFIELD COUNTY HUMAN SERVICES BOARD MEETING

Emergency Operations Center

January 26, 2006

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Board Members Present: Richard Compton, Clarence Henkel, Neil Paulson, Delores Kittleson (4:09), Mary Podlesny, Marco Bichanich

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Call to Order and Introductions:

R. Compton called the meeting to order at 4:04 p.m.

Review of the Tentative Agenda:

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M. Podlesny motioned to approve the agenda as presented. Seconded by C. Henkel. Motion carried.

Review of the December 6, 2005 Minutes:

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M. Podlesny motioned to approve the monthly reports. Seconded by C. Henkel. Motion carried.

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After reviewing the pros and cons of transferring the MA transportation program to the Department of Health and Family Services, the HSB declined to designate DHFS as Bayfield County's agent to provide common carrier services; therefore, Bayfield County will continue to administer the MA transportation program.

N. Paulson motioned to continue to administer the MA transportation program. Seconded by M. Bichanich. Motion carried.

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N. Paulson motioned to approve the policy with the following changes: the term "guidelines" be changed to "requirements" and that the policy description be changed "to protect the privacy of PHI." Seconded by C. Henkel. Motion carried.

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The committee reviewed the proposed Conflict of Interest policy. Some policy language changes were recommended.

M. Bichanich motioned to make corrections as discussed and bring back to the next meeting for approval. N. Paulson seconded. Motion carried.

Adult Family Home – Family Member as Provider Policy

The committee reviewed the draft dated 1/26/06.

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Frozen Meals

Per A & D Advisory committee recommendation, the HSB discussed the discontinuation of the delivery of frozen meals effective February 1st. The dollars saved by this measure would be used to continue to serve home delivered meals.

M. Podlesny motioned to approve the discontinuation of the frozen meals as of February 1, 2006. Seconded by D. Kittleson. Motion carried.

Mary Podlesny was excused at 5:42 p.m.

Northwest Wisconsin – Long-Term Care Options (NW-LTCO)

On January 19th, DHFS Secretary Helene Nelson announced that the nine-county NW-LTCO has been awarded \$100,000 for a planning grant to explore options for long-term care reform in our region.

BAYFIELD COUNTY HUMAN SERVICES BOARD MEETING

Emergency Operations Center

January 26, 2006

Health and Human Services Board – Continued discussion on this proposal by the County Administrator

E. Skulan and M. Lindsey have met with the County Administrator to further discuss a combined Health and Human Services Board.

Other

Youth Aids Emergency Funds Award

The department received an additional \$16,794 in Youth Aids emergency funds for 2005.

Ann Green was excused at 5:50 p.m.

AB 902

Assembly Bill 902 creates a nine member task force to study the responsibilities and obligations of county government and to develop a plan to reduce the number of counties in the state from 72 to 18.

AB 903

Assembly Bill 903 creates statutes relating to creating an individual income tax deduction for certain amounts of mileage reimbursement received by volunteer drivers.

Note of appreciation to staff

A letter of appreciation to LTC worker Jan Bergst was shared with the board.

The Executive Board of WCHSA invites human service board members to attend WCHSA monthly meetings, the annual spring conference, and the Policy Advisory Committees.

Future Meeting Dates:

The future meeting dates were scheduled as follows:

- February 23, 2006
- March 23, 2006
- April 27, 2006

Adjournment:

C. Henkel motioned to adjourn. Seconded by M. Bichanich. Motion carried.
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The meeting adjourned at 5:55 p.m.

Submitted by:

Denise Kontny
Financial Manager