

BAYFIELD COUNTY HUMAN SERVICES BOARD MEETING

EOC

August 24, 2006

Board Members Present: Thomas Gordon, Clarence Henkel, Kenneth Jardine, Mary Podlesny, Wayne Williams, Delores Kittleson, Pat Carver, James Crandall

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

Call to Order and Introductions:

The meeting was called to order by K. Jardine at 4:00 p.m.

Review of the Tentative Agenda:

There were no changes to the agenda.

Review of the July 27, 2006 Minutes:

T. Gordon motioned to approve the July 27, 2006 minutes as presented. Seconded by M. Podlesny. Motion carried.

Program Presentation – None

Monthly Section Reports:

Economic Support

The state instituted electronic data storage project which scans and uploads information to an online storage system is now operational in Bayfield County. This process will benefit applicants who move from one county to another, eliminating the need to provide information that is already stored electronically and is easily retrievable. It will also significantly reduce the storage space required for paper files.

Beginning in September, MA and Food Share recipients will be able to report employment changes online.

Support Services

As Economic Support cases are being scanned, Support Services staff are updating information in the master index database and filing the cases in the vault. Approximately 1200 cases will be processed.

The single audit for the Human Services Department is currently being conducted.

A significant amount of time has been spent preparing the 2007 budget. This year the budget data is being entered directly into the New World accounting program which eliminates the need for double entry.

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Family Services

The general residents of Bayfield County now have access to a mental health crisis line contracted through Omne Clinic. Informational cards are available for distribution.

Effective September 1st, Bayfield County will have access to a crisis bed located in Ashland County. This may offer an alternative to emergency detentions currently processed at MMC.

Group sessions in corrective thinking for juveniles and their parents are being contracted for.

Aging & Disability Services

C. Linder attended the Aging Network Conference on August 21 – 23.

Leslie Bratley has been hired as a contracted employee through Gemini Employee Leasing to fill the Benefit Specialist position. She will work on Mondays, Wednesdays, and Fridays.

C. Linder attended the local transit planning meeting that was facilitated by the state at the Northern Great Lakes Visitor Center on August 16th.

Monthly Reports:

The monthly 2006 Financial, Training, and Waiting List reports were reviewed and will be placed on file.

2007 Budget – Review of the 2007 draft budget

The board reviewed the proposed 2007 budget request in the amount of \$7,471,249. Per instructions from the County Administrator, the budget reflects a 2% increase to wages and a 10% increase to the health insurance rates. Other than salary and fringe increases, no additional county funds are being requested.

T. Gordon motioned to approve the 2007 budget as requested and to forward it to the County Administrator. Seconded by C. Henkel. Motion carried.

W-2 Good Cause Policy – Updates to current policy

The committee reviewed changes to the W-2 Good Cause Policy as mandated by the state.

M. Podlesny motioned to approve the W-2 Good Cause Policy as updated. Seconded by C. Henkel. Motion carried.

Repayment Policy – Discussion regarding the development of a local repayment policy

The committee discussed possible repayment policy options for certain services. An example policy from another county was reviewed. The general consensus was that individuals should be reviewed for their ability to pay, assessed a monthly charge, and charged for the full cost of care. E. Skulan and managers will develop a draft policy based on this input and will bring it back to the board at a later date for their consideration.

BAYFIELD COUNTY HUMAN SERVICES BOARD MEETING

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Strengths Based Management – Summary of concept and how we are applying it

Several members of the management team attended training on strengths based management as described in the book “*Now, Discover Your Strengths.*” The philosophy of this type of management is that when employees are given the opportunity to use their strengths every day, they will have the opportunity to excel, and this will promote greater job satisfaction. All Human Service staff have completed the online StrengthsFinder survey which identifies their top five strengths. This information has been distributed within the department to share the unique strengths of the individuals within the organization.

Staffing Update – Update regarding current staffing patterns

The AODA Case Manager position was readvertised in an expanded geographical area. Three candidates will be interviewed on September 5th.

Local Transit Plan Meeting – Summary of the meeting held August 16th

T. Gordon updated the committee on the local transit planning meeting that was held at the Northern Great Lakes Visitor Center on August 16th. The meeting was coordinated by Sheldon Johnson who has been contracted by the State Department of Transportation and charged with the responsibility of facilitating a meeting in each county of our ten county region.

Northwest Wisconsin-Long-Term Care Options (NW LTCO) - Standing agenda item

The committee reviewed the draft CY 2005 Preliminary County Obligation for the Long Term Care Redesign Manage Care System.

Other

The WCHSA Fall Conference is scheduled for December 8th in Stevens Point.

Ted Benson has submitted an application to be considered for the Human Services Board community member vacancy.

Future Meeting Dates:

The future meeting dates were scheduled as follows:

- September 28, 2006
- October 26, 2006
- December 5, 2006

Adjournment:

C. Henkel motioned to adjourn. Seconded by T. Gordon. Motion carried. The meeting adjourned at 5:47 p.m.

Submitted by:

Denise Kontny

BAYFIELD COUNTY HUMAN SERVICES BOARD MEETING
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Financial Manager