

# BAYFIELD COUNTY HUMAN SERVICES BOARD MEETING

## EOC

December 4, 2007

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

**Staff Present:** Elizabeth Skulan, Denise Kontny, Jeanine Spuhler, Carrie Linder, Jan Karlen

### **Call to Order and Introductions**

K. Jardine called the meeting to order at 4:00 p.m.

### **Review of the Tentative Agenda**

There were no changes to the agenda.

### **Review of the October 25, 2007 Minutes**

C. Henkel motioned to approve the October 25, 2007 minutes as presented. Seconded by T. Gordon. Motion carried.
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### **Program Presentation**

J. Spuhler gave a presentation on the BadgerCare Plus program that will be implemented February 1, 2008. BadgerCare Plus merges family Medicaid, BadgerCare, and Health Start into a single program. This program will ensure that all WI children have access to affordable health insurance, ensure that 98 percent of WI residents have access to affordable healthcare, streamline program administration and enrollment rules, expand coverage and provide enhanced benefits for pregnant women, and promote prevention and health behaviors.

### **Monthly Section Reports**

#### **Aging & Disability Services**

The A&D staff have been temporarily moved to the areas formerly occupied by the Information Services and Tourism Departments to facilitate the courthouse remodeling project. It is anticipated that they will be located in this area for at least six months.

The County Board allocated an additional \$29,000 in 2008 budget to address elderly nutrition needs. Congregate meal sites needs will be prioritized with the additional funding.

The Tri-County (Ashland, Bayfield, Douglas) Transit Team continues to analyze the transportation needs of the region.

#### **Economic Support**

The Economic Support Section is fully staffed and running smoothly. The primary focus at this time is preparing for the BadgerCare Plus program.

#### **Family Services**

Approximately \$20,000 is being requested from state emergency funds for placements of children in residential care centers. The request may or may not be granted.

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Thanksgiving baskets were distributed to needy families in Bayfield County.

The next monthly meeting with Red Cliff Indian Child Welfare representatives is scheduled for Monday, December 10<sup>th</sup>.

**Support Services**

Support Service staff are working on 2008 provider contracts and 2008 Individual Service Plans for long-term care clients.

D. Kontny participated in the planning meeting in which accessibility to the lower level of the courthouse and future office space needs for the proposed Aging and Disability Resource Center were discussed.

**Monthly Reports**

The monthly financial, training, and waiting list reports were reviewed and placed on file.

**Staffing Update**

A fourth recruitment was conducted for the Family Services Manager position. One qualified candidate was interviewed via telephone. A second face-to-face interview will be scheduled.

Information comparing the 2007 salaries of the Family Services Manager and Social Worker III classifications was reviewed. Beginning in 2007, non-union employees are responsible to contribute the statutory employee share (approximately 6%) of retirement for the first 18 months of employment. With this deduction at the entry level hiring rate, the Family Services Manager would make \$2,079.00 less than the highest paid staff that they supervise during their first year of employment.

The salary and benefit package of the Family Services Manager was discussed, particularly as it has related to the recruitment efforts to fill this position. E. Skulan was directed to provide information in the form of a handout that can be reviewed at the next full county board meeting.

**COP Expenditure Variance for Institutional Consumers Policy**

The committee reviewed the draft policy to allow the Aging & Disability Services Section Manager to act as the COP Advisory Committee's designee to authorize the approval of variances that allow for services to be billed to the COP program for consumers who are in institutions for more than 30 but less than 90 days.

T. Gordon motioned to approve the COP Expenditure Variance for Institutional Consumers policy as presented. Seconded by C. Henkel. Motion carried.

**Child Protective Services Screening Response Policy**

The committee reviewed the draft policy developed to allow staff who are experienced in and regularly work in child protective services the authority to make screening decisions when the Family Services Manager is out of the office and a decision must be made within 24 hours.

C. Henkel motioned to approve the Child Protective Services Screening Response policy as presented. Seconded by C. Henkel. Motion carried.

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**Collections/Repayment Policy**

The committee reviewed the drafted change to the collections policy. The change to the policy is the addition of language that allows for the payment of psychotropic medications and non-psychotropic medications that are needed to ensure mental health stabilization without requiring repayment if the consumer is appropriately applying for patient's assistance programs to pay for the medication and they are compliant in taking their medication.

C. Henkel motioned to approve the Collections/Repayment policy as presented. Seconded by J. Crandall. Motion carried.

**2007 Budget Resolution**

2007 year end projections indicate that DHS expenditures and revenues will be \$325,000 more than budgeted. Additional county levy will not be required to cover the increases. The committee reviewed Resolution No. 2007-52 that was presented and passed at the November 13, 2007 County Board meeting to adjust the 2007 DHS budget.

**Transportation Reimbursement**

Effective January 1, 2008, the taxable portion of volunteer driver mileage reimbursement will be calculated and reported according to IRS guidelines. The committee reviewed the memo that was sent to volunteer drivers informing them of this change in reporting.

**Aging & Disability Resource Center**

Bayfield, Ashland, Douglas, Iron, Price, Rusk, and Sawyer Counties continue to plan for a regional Aging and Disability Resource Center (ADRC) services. Information from the November 14, 2007 planning meeting was reviewed. The role of fiscal agent for the regional ADRC was discussed.

T. Gordon motioned to have Bayfield County pursue the fiscal agent role for the regional ADRC. Seconded by C. Henkel. Motion carried.

**Accessibility**

Accessibility to the Human Services Department is very difficult for the aging and disabled population. In an effort to improve consumer access to Human Services and to be considered for an Aging and Disability Resource Center site, a meeting was held with the architect to discuss options to improve accessibility. Recommendations from the meeting were reviewed.

T. Gordon motioned to support the ADRC planning committee's option 3a to build a vestibule with an elevator and stairway to the lower level as originally drawn by the architects as an option for the courtroom remodeling project. Cost estimates should be determined and reported to the County Board. Seconded by C. Henkel. Motion carried.

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

The last NW-LTCO meeting was held on December 3<sup>rd</sup> in Hayward. The second Plan to Implement Budget for Phase II and Phase III has been developed and forwarded to Judith Frey, the Director of the Family Care Expansion at the Department of Health and Family Services. The next meeting is scheduled for January 7<sup>th</sup>.

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**Other**

There was no other business.

**Future Meeting Dates**

Future meeting dates were scheduled as follows:

- January 24, 2008 – J. Crandall, P. Carver, and M. Podlesny will be excused.
- February 20, 2008 – M. Podlesny and D. Kittleson will be excused.
- March 27, 2008

**Adjournment**

T. Gordon motioned to adjourn. Seconded by C. Henkel. Motion carried. The meeting adjourned at 5:18 p.m.
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Submitted by:

*Denise Kontny*

Denise Kontny  
Financial Manager