

**BAYFIELD COUNTY HUMAN SERVICES BOARD MEETING**  
**Emergency Operations Center, Courthouse Annex Bldg.**  
**January 22, 2009**

<b>Subject to change at the February meeting.</b>
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**Board Members Present:** Tom Gordon, Kenneth Jardine, Pat Carver,  
Clarence Henkel, Wayne Williams, Dee Kittleson

**Members Excused:** Jim Crandall, Lona Schmidt, Ted Benson

**Staff and Others Present:** Elizabeth Skulan, Jeanine Spuhler, Anita Haukaas, Carrie Linder,  
Pat Bruno, Denise Lutz, Nikki Westemeier

**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 December 2, 2008 Minutes**

Motion by T. Gordon to approve the minutes as presented. Seconded by P. Carver. Motion carried.
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**Public Comment**

None.

**Program Presentation – Weatherization**

Denise Lutz, Executive Director, and Nikki Westemeier, Program Technician, gave a brief synopsis of the grant funded energy and housing programs available to eligible residents of Bayfield County. Although their offices are in Mellen, they explained that the process to apply and receive funds is done easily; usually without the applicant having to visit the office.

**Monthly Section Reports**

**Aging & Disability Services**

Linda Lindahl has accepted a position with NorthernBridges and A&D staff are transitioning aging programs and supportive home care cases. Lutheran Social Services will provide case management to an additional twenty-six(26) cases.

Candlelight Catering has been awarded the bid for the Iron River monthly elderly meal site. This change will result in an annual savings of 75 cents per meal for both the Benoit and Iron River meal sites. A number of Iron River consumers have expressed concern regarding the change. C. Linder is responding to questions as they come to her attention.

Due to changes in the funding structure, chore services to those who do not financially and functionally qualify for long-term care services will be discontinued. This information has been provided to consumers both verbally and in writing. Consumers have been invited to contact us

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for an assessment should they feel that they may qualify for long-term care.

**Economic Support**

J. Spuhler reported an increased number of intake calls. The W-2 caseload has increased. We will be closely monitoring increases in both the W-2 and General Relief programs, since these programs are not mandated and are supported with county dollars.

Implementation of BadgerCare Plus Core Plan, health care for childless adults, has been delayed and is now projected to begin July 2009.

The Salvation Army raised \$49,000 in the Ashland and Bayfield County Red Kettle collections in 2008. The funds will be divided by the two counties.

**Family Services**

A. Haukaas reported that the number of emergency detentions is higher in 2009 to date compared to prior years.

Currently there are several children in high cost out of home placements.

Interviews for the vacant social worker position were held this week. Because one social worker is on family medical leave, the remaining staff are very busy; but they are doing a great job.

**Support Services**

E. Skulan reports that support staff are closing out fiscal 2008. Staff are also preparing for 2009.

Barbara Suminski, Bookkeeper and most senior support staff member, was successful in posting to the Forestry Office Manager position. B. Suminski will start in the Forestry office on February 2nd. E. Skulan met with staff to reassign duties and prepare for cross training.

**Monthly Reports**

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

**Staffing Updates**

Staff Recognition – Denise Kontny, Financial Manager and Linda Lindahl, Long-term Care Coordinator were recognized for their past efforts on behalf of Bayfield County.

Motion made by T. Gordon to recognize Denise Kontny and Linda Lindahl for their service to the Bayfield County Department of Human Services. Seconded by C. Henkel. Motion carried.
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E. Skulan reported that five interviews were held for the social worker position.

The department received 18 applications for the Financial Manager position; and of those, 4 were recommended for interviews.

E. Skulan reported that a grievance was filed regarding a discipline. The grievance was denied and the discipline upheld. Should there be an appeal, it will be reviewed by the Personnel Committee.

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The board recognized all the employees in DHS who, without exception, are struggling right now with workload issues due to: staff changes and shortages; increasing caseloads due to the economy; and/or the natural attrition that we are allowing to occur in order to position ourselves for Family Care without laying off staff. There is no doubt that we have a skilled and dedicated workforce. The board expressed sincere gratitude to all the employees.

**Family Services Advisory Committee Appointment**

Motion made by D. Kittleson to approve the appointment of Ann Green to the Family Services Advisory Committee. Seconded by P. Carver. Motion carried.

**Alzheimer's Family Caregiver Support Program (AFCSP) 2009 Application**

C. Linder presented the Alzheimer's Family Caregiver Support Program 2009 Application.

Motion made by T. Gordon to approve submitting the Alzheimer's Family Caregiver Support Program (AFCSP) 2009 Application. Seconded by C. Henkel. Motion carried.

**Management Evaluation Review**

The state Department of Children and Families found the Bayfield County Department of Human Services FoodShare Program to be in compliance. There were no errors reported or corrective action required. E. Skulan congratulated the Economic Support staff for a job well done.

**W2 Secret Shopper Review**

In October, a state staff member made a call to Bayfield County. J. Spuhler received the call. As a result of Jeanine's exemplary customer service, Bayfield County received high praise from the state reviewer and no follow up calls will need to be made to our county. Congratulations to J. Spuhler.

**Youth Aids Emergency Funds Award for CY 2008**

An application was submitted for this funding to supplement Youth Aids expenses incurred in 2008. Bayfield County is one of nine counties awarded funding and will receive \$37,412.

**Otto Bremer Foundation Grant Application**

E. Skulan submitted a grant request and Bayfield County has been awarded \$25,000 for energy assistance for households that fall between 151% and 200% of the federal poverty level.

**Ageing & Disability Resource Center (ADRC)**

E. Skulan received letter in response to the ADRC application. The group will need to reply to nine issues.

Basic drawings of the proposed remodel were reviewed. The plans and estimates will be presented at the full County Board meeting on January 27, 2009.

**ADRC Governing Board Appointment**

Motion made by C. Henkel appointing Jim Crandall to the ADRC governing board. Seconded by T. Gordon. Motion carried.

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**NorthernBridges**

E. Skulan reviewed a response dated December 14, 2008 from NorthernBridges regarding concerns about wage and benefits levels proposed.

At a meeting of the directors of the ADRC of the North and NorthernBridges staff, NorthernBridges requested that each county sign a memorandum of understanding including an addendum which delegates NorthernBridges the authority to certify adult foster homes for long-term care residents. Since this is the county's statutory responsibility, there will need to be more discussion on this item and more information on the quality assurance that would be required of the county if the duty is delegated.

**Long-term Care District Board**

D. Kittleson reported on a telephone conference of the Long-term Care District Board (LCDB) and the state to discuss moving funds awarded to the LCDB back to the state due to the delay in start up.

D. Kittleson also reported that the LCDB staff hired are well qualified and start up is going well for Barron and Douglas County.

**Other (Informational Items)**

None

**Future Meetings**

Future meeting dates were scheduled as follows:

**February 26, 2009**

**March 26, 2009**

**April 23, 2009**

**Adjournment**

Motion by T. Gordon, seconded by C. Henkel to adjourn. Motion carried.
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The meeting adjourned at 5:35 p.m.

Submitted by Pat Bruno