

Port Washington, Wisconsin
January 17, 2012

The Health & Human Services Board/Committee met in room 118 at the Administration Center.

Present: Supervisors Becker, Hertz, Bock, Callen and G. Wirth, Board Members Buenger, Lueders Bolwerk, M. Wirth, and Perez. Staff: County Administrator Meaux, Veterans Service Officer Brown, Lasata Campus Administrator Luedtke and Assistant Administrator Kohal, and County Clerk Winkelhorst.

Absent: Supervisor Cronce

Note: * Health & Human Services Board vote included.

Call to Order/Proper Notice/Adoption of Agenda*: Meeting called to order by Chairperson Becker at 3:02pm. Assurance that the meeting was properly noticed, so noted by Ms. Winkelhorst. Motion made by Supervisor G. Wirth, seconded by Supervisor Callen to adopt the agenda as presented. All members present voting aye. Motion carried. (9-0)

Public Comments/Correspondence/Communications: Supervisor Hertz acknowledged the wonderful presentation that Public Health Director Johnson gave to the Thiensville Rotary Club.

Supervisor Hertz noted the change in census statistics regarding an increase in poverty in the suburbs and a decrease in marriage for the adult population.

Approve Minutes from the October 18, 2011 Meeting*: Motion made by Supervisor Bock, seconded by Board Member Buenger to approve the minutes from the October 18 meeting as submitted. All members present voting aye. Motion carried. (9-0)

3:06PM Public Health Director Johnson joined the meeting.

Veterans Service Office:

Management/Financial/Informational Reports: Mr. Brown reported on the challenges that staff is working through regarding the scanning of files in his office. The County Administrator and Human Resources Director approved a temporary increase of 10 hours per week for the Veterans' Programs Assistant to assist with this project. The goal is to get most of the active files scanned before the department is moved to the Administration Center.

The Veterans' Service Commission will be meeting on February 15. One of the discussion items on the agenda is the Draft Riot Re-enactment on Veterans' Day.

Honor Flight Update: 1804 Veterans to date have flown with the Honor Flight but 450 still are on the waiting list. The annual summit meeting was held and dates were discussed. Fund raising continues for a second flight.

Youth Government Day Planning: March 7 is Youth Government Day. Mr. Brown sent out an email to all departments requesting volunteers to highlight what the functions of their departments are. To date he is two departments short in the Administration Center.

Public Health:

Action Items:

Review/Approve Budget Amendment – Department of Agriculture, Trade and Consumer Protection (DATCP) Unwanted Prescription Drug Grant & Radon Grant: Ms. Johnson explained that the purpose of the DATCP Unwanted Prescription Drug Grant is to conduct a medication collection day in partnership with Concordia University and Starting Point of Ozaukee County. The amount of the grant is \$4,980. The department has been receiving this grant for the past two years.

The purpose of the additional Prevention Grant funding is to promote radon testing of homes by providing outreach and radon kits to Ozaukee County residents. This grant is for the amount of \$2,500. The department has been receiving this grant for the past two years as well.

Motion made by Supervisor Hertz, seconded by Supervisor Bock to approve acceptance of the increase in revenue through the DATCP Unwanted Prescription Drug Grant and the Prevention Radon Grant for a total amount of \$7,480. All members present voting aye. Motion carried. (5-0) This will move forward to the Finance Committee for approval.

3:22PM Human Services Director Haupt joined the meeting.

Review/Approve Out of State Travel Request – National Women, Infants, Children (WIC) Association 22nd Annual Leadership Conference, Washington, DC, March 4-6: The request is for WIC Director Emmer to attend this conference. Ms. Emmer will represent the Southeastern WI Public Health Region for the Wisconsin WIC Association. Ms. Emmer is pursuing leadership roles within the Wisconsin WIC community. Attendance at this conference will increase Ms. Emmer's understanding of WIC and policies related to WIC funding at a national level and provide opportunities to network with national colleagues. Cost of travel, time and conference fees are covered by the WIC grant from the State.

Motion made by Supervisor Bock, seconded by Supervisor Callen to approve the out of state travel for the WIC Director to attend the National WIC Association 22nd Annual Leadership Conference, Washington, DC, March 4-6 and to report to the committee on the conference. The majority of members present voting aye. Motion carried. (4-1) G. Wirth opposed. This will move forward to the Finance Committee for final approval.

Discussion Items:

Update on Agent Status: Ms. Johnson met with the State regarding agent status. The State explained why they originally said that Ozaukee County could do agent status but then rescinded their decision due to a funding shortage. Ms. Johnson further stated that the WI Statutes require a Public Health Department to have agent status to be a Level 3 Public Health Department, which now the state is preventing us from being Level 3. However, the State did provide, in writing, that they will approve Ozaukee County to have agent status in 2013.

Mr. Meaux further commented that this initiative has been turned down twice by the County Board and suggested that Ms. Johnson bring obtaining agent status before this committee and the County Board well in advance of when it would be initiated. There has not been any definitive decision on the County having agent status at this time. Discussion on changes that have occurred with the State and action that was previously taken by this committee and the County Board.

Coalition Anniversary Celebration – January 25: The Celebration will be held from 8-10am at the Cedarburg Cultural Center. The speaker will be from Winnebago County re: TH!NK Coalition.

Management/Financial & Informational Reports: Reports included in the packet. There were no further questions.

3:35PM Board Member Perez excused and Supervisor G. Wirth out of attendance.

Lasata Campus:

Review/Approve Write-off Uncollectible Accounts for 2011: Mr. Luedtke explained that the uncollectible accounts are reviewed with Corporation Counsel on a yearly basis in January from the previous year. Mr. Luedtke has been working on these accounts with Corporation Counsel since the middle of 2010. Both past due accounts were the result of not applying or being approved for Title 19 benefits in time. Board Member Buenger inquired as to whether the back pay was appealed to the State which Mr. Luedtke indicated that it was.

The request is to write-off a total of \$8,931.68 as private pay uncollectible for 2011. Mr. Luedtke budgeted \$15,000 as bad-debt uncollectible. This amount is about one-half of what is usually written off.

Motion made by Supervisor Bock, seconded by Supervisor Callen to approve the write-off of uncollectible accounts for the amount of \$8,931.68. All members present voting aye. Motion carried. (4-0)

Review/Approve Carryover of 2011 Funds: Mr. Luedtke explained that there is one capital outlay project at the Heights that was not completed by the vendor at year-end. The carryover will be \$17,750 for the Heights.

Motion made by Supervisor Hertz, seconded by Supervisor Bock to approve the carryover of 2011 funds in the amount of \$17,750. All members present voting aye. Motion carried. (4-0) This will move forward to the Finance Committee for approval.

3:40PM Supervisor Wirth in attendance.

Review/Approve Resolution to Sell .34 Acres of Lasata Campus Property to the State of Wisconsin Department of Transportation (WisDOT) for the Purpose of Wauwatosa Road Improvements: WIS DOT has plans for 2012 or 2013 to widen and improve Wauwatosa Road and build a 'round-about' at the corner of Wauwatosa and Bridge St. The County has received an Appraisal and Acquisition report from the WIS DOT. WisDOT is requesting the County to respond by February 7 with acceptance of their \$19,500 offer for the value of the Lasata property that will be lost to this project. The offer is divided as follows: \$15,500 for purchase of 0.34 acres; \$2,200 for temporary limited easement of 0.76 acres; \$400 for permanent limited easement of 0.01 acres; and \$1,400 for landscaping.

The property being lost is in a ditch along Bridge Street on the North of the Lasata property and a gravel shoulder and ditch along Wauwatosa Road on the East side of the Lasata property. The project will not interfere with Lasata Campus road signs or Wauwatosa Rd entryways and will actually enhance our roadway and appearance along Wauwatosa Road. The proposal would eliminate the Bridge Street parking lot entry to Lasata Care Center but this agreement requires that a new driveway be added 150 ft west of the original.

Supervisor Wirth inquired as to comparables in the area for other property that was being purchased by WisDOT. Mr. Luedtke did check with neighbors across the street who did receive the same price per acre. He further noted that the Public Works Director has also reviewed the proposal.

Motion made by Supervisor Callen, seconded by Supervisor Wirth to approve the sale of .34 acres of Lasata Campus property to WisDot for the amount of \$19,500. All members present voting aye. Motion carried. (5-0) This will move forward to the County Board for final approval.

Discussion Item:

Market Study Proposal: This item is for discussion for the planning of next month's meeting with Wipfli, LLP on the market study regarding secondary market research and a financial study. Preliminary information was provided in the packet for review and representatives from Wipfli, LLP will be at the next meeting to review and answer questions.

3:48PM Behavioral Health Manager Lappen joined the meeting.

Management/Financial/Informational Reports: Mr. Luedtke reviewed year end summary for the campus. The Care Center average census for the year was slightly under budget at 173 residents. There is more turnover at the nursing home due to rehab patients. Lasata Heights continues to meet or exceed the census on what is budgeted and is doing well. Lasata Crossings was at 51 at year end. It was anticipated that the Crossings revenues would be under budget due to the census

being down at the beginning of the year but towards the end of the year it increased. Currently it is at 53 with four more anticipated moving in by the end of February. It was originally anticipated that it would take three years to be at capacity of 60; currently it will be at 57 in 18 months.

Mr. Luedtke reported that in November the annual state nursing home licensure survey was done. There were five deficiencies at the Care Center for Life Safety Code building violations and from the nursing side of the survey we were deficiency free for the second year in a row.

A surprise audit was given by a Federal engineer. Two deficiencies were noted.

Mr. Luedtke will provide the requested reports on employee flu vaccines and agency use. Board Member M. Wirth would also like numbers on overtime.

Board Member M. Wirth thanked Mr. Luedtke and his staff for the exceptional care that was given to her mother.

Aging & Disability Resource Center (ADRC):

Management/Financial/Informational Reports: Financial reports included in the packet. There were no further questions.

Human Services:

Action Item:

Review/Approve Request to Fill Economic Support Supervisor Position, Non Rep, 40 hrs weekly, Pay Grade 110: The current employee will retire in March. Mr. Haupt stated that as of January 2012 we are administering Economic Support Programs through a consortium of five counties. Maintaining this position is essential if we are to successfully transition to this new collaborative effort. The candidate will be replacing a Supervisor with thirty seven years of experience and if possible he would want the candidate to start earlier than the two weeks provided for in the County Policy & Procedure Manual so that the candidate may train with the current employee.

Mr. Haupt is requesting approval to fill this position, to be able to have flexibility to negotiate a salary within the salary range, to allow the candidate to begin employment as soon as he/she is available and to change the title of the position to Economic Support Manager.

Supervisor Bock expressed concern over the new changes that are occurring with the Economic Support Program. She is in support of filling this position and feels it is absolutely essential, especially now, with the problems that may be on the horizon with the new changes.

Motion made by Supervisor Bock, seconded by Supervisor Callen to approve the request to fill the Economic Support Supervisor position, non rep, 40 hours weekly, pay grade 110 and to change the title to Economic Support Manager. All members present voting aye. Motion carried. (5-0) This will move forward to the Finance Committee for final approval.

Discussion Items:

Status Report on Formation of Economic Support Consortium: Mr. Haupt explained that the new procedure through the consortium started January 3. There were a record number of phone calls statewide due to the changes. There have been positive things said about the chain call center; however, one of the problems that occurred was the lack of data entered at the time of the phone call due to the volume. The phone call usually generates a change in a client's benefits; therefore the timeliness of data entry is critical. The consortium closed the call center on Monday, January 16, a holiday for State workers, to get caught up on the paperwork. Mr. Haupt explained the domino effect that could occur due to-

Mr. Haupt explained that as a result of the new changes, two employees were laid off as they did not have the required skills for the positions that were available. The support functions that these employees were doing were transferred to the State as a result of the new consortiums.

4:32PM Supervisor G. Wirth excused.

Update on Use of Jail Space: There is a separate section in the jail that was used to house juvenile delinquents and is currently not being used. The Public Safety Committee had suggested that this area be used for a drug and alcohol treatment program in an effort to save money and keep those individuals close to home.

Mr. Lappen provided, in the packet, information he gathered from discussion and tours with other crisis facilities. In terms of the jail space, staff did tour but it was determined that it would not work based on rules that are required for the intended use such as size of rooms, entrance, floor space etc. The expense would far outweigh the need. There are emergency facilities that are in place through contracts with other facilities.

Protocols for Utilization of Monies Allocated for Homeless Individuals: Mr. Haupt explained that for the first time there are monies included in the budget allocated for homeless individuals. The Advocates Organization and the Youth Project who have taken the lead on this have run out of federal funds. Mr. Haupt is concerned as to where this is headed over the next couple of months. Mr. Haupt will arrange to meet with these two organizations to encourage them to continue to take the lead on this as they are knowledgeable about the federal guidelines, assessments etc. Mr. Haupt would like to use the County allocated monies to purchase services from them as well as some of the other existing agencies rather than develop a new program.

Management/Financial/Informational Reports: Reports included in the packet. There were no questions.

Next Meeting Date: Tuesday, February 21 at 3:00pm

Adjournment*: Motion made by Supervisor Hertz, seconded by Board Member Buenger to adjourn. All members present voting aye. Motion carried. (7-0)

Meeting adjourned at 4:44PM

Julianne B. Winkelhorst, County Clerk