

Port Washington, Wisconsin  
December 18, 2007

The Health & Human Services Board/Committee met in Room A-200 of the Administration Center.

Present: Supervisors Klemz, Bock, Callen, Dean and Board Member Yokes. Staff: County Administrator Meaux, Human Services Director Haupt and Developmental Disability Program Manager Engl and County Clerk Winkelhorst

Absent: Supervisor Hilber, Board Members Bspalec, Perez and Lueders-Bolwerk

Call to Order Health & Human Services Board and Health & Human Services Committee: Meeting called to order by Chairperson Klemz at 3:32 PM.

Assurance of Proper Notice: Assurance that the meeting was properly noticed, so noted by Ms. Winkelhorst.

Approve Minutes from the November 20 and December 5, 2007 Meetings: Motion made by Supervisor Bock, seconded by Supervisor Dean to approve the minutes from the November 20 and December 5 meetings as written. All members present voting aye. Motion carried. (5-0)

Public Comment: There was no public comment at this time.

Human Services Department:

Action Items:

Approval to Fill Child Protective Service Position: Mr. Haupt explained that the employee in this position and the DD Case Manager Position have taken positions with the Aging & Disability Resource Center (ADRC).

Motion made by Supervisor Callen, seconded by Supervisor Bock to approve the filling of the Child Protective Service position and the DD Case Manager Position. Both are budgeted for 2008. All members present voting aye. Motion carried. (5-0)

Approval to Fill DD Case Manager Position: This position covered in previous motion.

Approval to Hire a Database Administrator: Mr. Haupt explained that the purpose for this position is to provide primary oversight and support for the Human Services Department Case Management software applications. These programs require oversight by a person who has skill in programming software, the ability to fix identified problems, establish efficient and effective business protocols and to develop reports which will help us better manage limited resources. Mr. Haupt further explained that this will not require any new levy. The monies that are currently allocated for other positions that are not being filled or are being filled below the pay range will cover the cost of this position. Supervisor Callen questioned as to why this position, if needed, was not included in the 2008 budget. Mr. Haupt could not request a new position with the zero percent directive from the Executive Committee and this was brought up before from Harmony but there was no money to fund it. The timing of this position is in conjunction with going live on the Harmony program. Discussion.

Motion made by Supervisor Bock, seconded by Supervisor Callen to approve the request to hire a Database Administrator. All members present voting aye. Motion carried. (5-0)

Budget Increase in Revenue for Youth Aid Contract for 2007 and 2008: Mr. Haupt explained that with the state budget being passed late there was an increase of what we have to pay for correctional placement for kids. The state came up with additional funds to pay for this. This is for \$17,099 additional revenue for 2007 for the Department of Corrections

Motion made by Supervisor Dean, seconded by Supervisor Bock to approve the acceptance of additional revenue for providing services to Juvenile Offenders. All members present voting aye. Motion carried. (5-0)

Approval to Reclassify Nurse Case Manager to Psychiatric Nurse Case Manager: Mr. Haupt stated that this person was hired as a Nurse Case Manager pay grade 10 and upon completion of certification for Psychiatric Nurse would be compensated at a pay grade 11. Discussion on the duties of this position.

Motion made by Supervisor Callen, seconded by Supervisor Klemz to approve the reclassification of this Nurse Case Manager position to Psychiatric Nurse Case Manager. All members present voting aye. Motion carried. (5-0)

Establishment of an Ozaukee County Criminal Justice Council: Supervisor Bock stated that this resolution is the recommendation of the Justice Initiatives Ad Hoc Committee to create a Criminal Justice Council (CJC) to coordinate the efforts of all participants in the justice system – courts, law enforcement, human service personnel and service providers.

Motion made by Supervisor Callen, seconded by Supervisor Klemz to approve the resolution and forward to the County Board. Supervisor Dean questioned the mission of the group, that the mandate, the authority and funding is unclear. Discussion on gathering the key players in criminal justice to come to the table to discuss issues and where the authority lies. Supervisor Bock stated that there is a need to move forward to develop this. Mr. Haupt stated that his understanding is to have all the players look to see how effective are the programs, how it does its business and identify funding that would be available. Establishing this counsel would increase our opportunity for public grants. Once in place judges will have more options through cooperative efforts of those representatives. Discussion on adding language to the resolution to include specific goals and measurable outcomes. Mr. Meaux stated that it is important that the County Board act and encourage cooperation at all levels. Further discussion on the Public Safety Committee reviewing this resolution. Chairperson Klemz will contact the Chairperson Wirth of the Public Safety Committee to further discuss this. The vote was taken on the motion to approve the resolution. All members present voting aye. Motion carried. (5-0)

Discussion/Updates:

Initiate Hiring Process for Account Clerk I: This was already approved at this committee and the Administrative Committee. This position and the Account Clerk II was included in the discussion regarding the Data Administrator position. Now that the Data Administrator position has been approved the process will start for hiring a limited term employee for the Account Clerk I position and move the Account Clerk II to full time. This is an informational item only.

Move Account Clerk II to Full Time: Informational item only.

Need for Additional Child Protective Service Worker: The significant increase in work load for our Child Protective Service Staff had previously been discussed when the committee approved the hiring of an additional part time Family Support Worker. Marian Ballos the Child Protective

Service Supervisor for this program has recently made a request to hire an additional Child Protective Services Social Worker. Mr. Haupt would like to set up a separate meeting to discuss this position. The position would be approximately 30% funded by County Levy and 70% State Community Aids. The state is doing an intense review of child protective services practices, protocols and outcomes regarding keeping children safe and providing them permanent homes. A review of Ozaukee County Child Protective Services is scheduled for June or July of 2008. The reviewers will identify both strengths and weaknesses within our service program. Mr. Haupt would like some ideas from the committee on issues and concerns to be looked at. Mr. Haupt believes that this is an opportunity to look at how business is currently being done, how other counties are addressing this need and whether or not we can become more effective. There was further discussion on the type of information needed to proceed with this special meeting.

Waiting List for Clients Requesting Community Aids: There is no discussion needed at this time.

Status Report on Grant Writing Ad Hoc Committee: Chairperson Klemz reported that the committee met yesterday with Community Care to put together an action plan for the Mobility Manager.

Status Report on Justice Initiative Ad Hoc Committee: Supervisor Bock stated that the Ad Hoc Committee dissolved with the November meeting.

Status Report on Department Remodeling Project: Mr. Haupt and Ms. Pike attended the Public Works Committee where permission was granted to begin the remodeling project and that the work has begun. An office planner will be coming today to do a walk through. Supervisor Kletti requested addressing signage issues.

Management/Financial Report: There is nothing to report at this time.

Mr. Haupt requested to move back in the agenda to approve the budget increase in revenue for Youth Aid Contract for 2008.

Budget Increase in Revenue for Youth Aid Contract for 2008: Motion made by Supervisor Bock, seconded by Supervisor Callen to approve the acceptance of the Department of Corrections Grant of additional revenue for 2008 of \$37,456. All members present voting aye. Motion carried. (5-0)

4:40 PM Board Member Perez and Public Health Director Madlom now in attendance.

Public Health Department:

Action Items: There are no action items at this time.

Discussion/Updates:

Environmental Health Reports:

Bioterrorism Report: Report included in the packet. There were no questions.

Environmental Health Specialist Report: Ms. Madlom reported that the well water program is completed for the year and that letters were sent out to the owners that the rate has increased from \$25 to \$35. The draft EPA Sanitary Survey report with power point is completed and will be submitted to the City of Port Washington and other partners for final comments. The Waukesha Consortium has allocated marketing funds for the Rehab/Lead Program to Ozaukee County

and those funds have been used to advertise for applicants for these projects. Environmental Health Specialist Ziegler will be presenting a power point that was developed to six classes at Homestead High School regarding carbon monoxide awareness. Ms. Madlom distributed an article, Ready or Not? Protecting the Public's Health from Disease, Disasters and Bioterrorism, 2007, for review. Wisconsin received 6 out of 10 for preparedness to respond to public health emergencies. Ms. Madlom reviewed the 10 indicators.

Board Members Registering on the HAN (Health Alert Network): Ms. Madlom reminded the committee to register if they have not already done so or to update their information if needed.

Trinity Evangelical Lutheran Church Donation of \$1000.00 for Car Seats: Ms. Madlom reported as a notification that \$1,000 was received to purchase car safety seats.

Flu Season Update: Ms. Madlom stated that it was a good year for availability of vaccine. To date, the Health Department administered approximately 7,439 flu shots, 665 were children, 171 pneumonia vaccinations, 227 TD and 230 TDAP.

General Update of Activities: A Medication Take Back Program is tentatively schedule for April 19. This is a regional program with Milwaukee, Waukesha, Washington and Racine counties. They will be meeting in January to discuss strategy for a media campaign.

Management/Financial Reports: Ms. Madlom reported that she will need to carryover grant dollars.

Next Meeting Date: January 22 at 3:30 PM

Adjournment: Motion made by Supervisor Bock, seconded by Supervisor Callen to adjourn. All members present voting aye. Motion carried. (6-0)

Meeting adjourned at 5:07 PM

*Julianne B. Winkelhorst, County Clerk*