

Port Washington, Wisconsin  
October 20, 2009

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

Present: Supervisors Klemz, Bock, Hertz, Callen and Board Members Buenger (3:06pm), Lueders-Bolwerk and Wirth. Staff: County Administrator Meaux, Human Services Director Haupt, Public Health Director Madlom, Administrative Services Coordinator Fay, and County Clerk Winkelhorst.

Others Present: Ed Kohl, Chief Financial Operations Officer and Jennifer Mathwig, Regional Director of Operations, Community Care, Inc.

Absent: Board Member Perez and Supervisor Walerstein

Note: \* Health & Human Services Vote included.

Call to Order/Proper Notice/Adoption of Agenda\*: Meeting called to order by Chairperson Klemz at 3:00pm. Assurance that the meeting was properly noticed, so noted by Ms. Winkelhorst. The agenda was adopted as presented.

Public Comments/Correspondence/Communications: Board Member Wirth commented that there is an opportunity to have speakers address the Cedarburg – Grafton Rotary meetings to provide education to the public as to what services the County provides if anyone is interested. Informational only.

Approve Minutes from the September 22 Meeting\*: Motion made by Supervisor Callen, seconded by Board Member Wirth, to approve the minutes from the September 22 meeting as submitted. All members present voting aye. Motion carried. (6-0)

#### Public Health:

##### Discussion Items:

Influenza Update: Ms. Madlom stated that the school packets were sent out last week and the staff is working with the schools to set up school based location clinics. Vaccines are coming in slower than expected. It makes it very difficult to plan but they are doing the best they can with the supply and the staffing. The department is almost out of the seasonal vaccine.

Clerks Note: Information on the H1N1 Vaccinations is subject to change and therefore may be outdated at time of distribution of minutes.

3:06PM Board Member Buenger in attendance.

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

#### Human Services:

##### Discussion Items:

Status Report on Family Care Implementations: Ms. Mathwig distributed Community Care, Inc. Manage Care Expansion Status Report. This provides information on the agency as a whole in Ozaukee County and other counties.

Mr. Kohl stated that Family Care continues to expand across the state and that by the end of 2011 most of the state will be in Family Care. Still in the middle of the growth cycle. Racine and Kenosha Counties, which were the first counties to enroll in 2007, have eliminated their waiting lists. Ms. Mathwig responded to a question on the waiting lists for Ozaukee County, stat-

ing that the target date set by the State is for March 2011 as the latest date for elimination of the waiting lists here.

Ms. Mathwig reviewed the Family Care Report and Facts for Ozaukee County. Currently there is a blend of Ozaukee County and Community Care staff doing the case management for Family Care. Operational oversight is done by Community Care Management located in Mequon. Each month a detailed file audit is completed for each team on approximately 6 members. The audits review each chart for State contract requirements and for quality. These audits are found to be extremely helpful to help the teams provide more quality care management. The form is similar to what the State uses when they audit the agency on Family Care. She reviewed other components that are tracked on a monthly basis. Discussion on audit scores.

The grievance and appeal process was reviewed. There were four appeals and zero grievances for Ozaukee County in the second quarter. Year to date financial information was also reviewed. Mr. Kohl explained the use of risk reserves to absorb the losses. The formula for Family Care to work requires that functional screens are done very well. The functional screen determines the acuity level of the person and is tied to the funding. There is a learning curve associated with it.

Responding to a question, Ms. Mathwig explained the process in place for the developmentally disabled when there is a change in their service plan. Care plans are flexible and can be altered at any time. The functional screening process is a very important part of this process to be certain it accurately reflects the member's condition at any point in time.

3:45PM Mental Health ADOA Program Coordinator Kojis, Behavioral Health Manager Lappen and Crisis Program Supervisor Rathke joined the meeting.

Volunteer for WCA County Ambassador Program: Mr. Haupt brought this forward as information to the committee if anyone may be interested in being a volunteer for the Wisconsin Counties Association County Ambassador Program. There are four meetings scheduled throughout the course of the Legislative session.

Mobility Manager Initiative Status Report: Chairperson Klemz reported on a meeting was held with the representatives from Door and Manitowoc County. There were several nonprofit agencies represented at this meeting. If grant is awarded, the existing Mobility Manager will remain with the County working through the Aging & Disability Resource Center. The next meeting will be held in December.

Motion made by Supervisor Callen, seconded by Supervisor Hertz to enter into closed session pursuant to section 19.85(1)(f)1 of the WI State Statutes. The vote was taken. All members present voting aye. Motion carried. (7-0)

Closed Session – Pursuant to Section 19.85(1)(f)1 of the Wisconsin Statutes to Discuss Case Histories: Entered into closed session at 3:53PM. Present: Klemz, Meaux, Callen, Wirth, Hertz, Lappen, Rathke, Haupt, Bock, Buenger, Lueders-Bolwerk, Kojis and Winkelhorst.

Motion made by Supervisor Bock, seconded by Supervisor Callen to enter into open session. The vote was taken. All members present voting aye. Motion carried. (7-0)

Open Session: Entered into open session at 4:32AM. Present: Klemz, Meaux, Callen, Wirth, Hertz, Lappen, Haupt, Bock, Buenger, Lueders-Bolwerk, Kojis and Winkelhorst.

Action Items:

Approval of Policy on Alcohol and Other Drug Abuse Treatment: Staff will review further. No action will be taken at this time.

Approval to Fill Psychiatric Nurse Position: This position is open due to a resignation. The intent is to under fill the position by hiring a Licensed Practical Nurse (LPN) rather than a Registered Nurse (RN). Chairperson Klemz questioned if the candidate would have a Psychiatric

Nurse background. Mr. Lappen stated that it would not require certification but would need to have experience. Board Member Lueders-Bolwerk raised concern in hiring an LPN. Discussion on LPN versus RN. Mr. Haupt stated that a RN is preferred but does not want to limit the choices. Mr. Lappen further stated that the amount of experience can make a determination as well. The concerns of the committee are that the department hire correctly for the job requirements. Further discussion on the job duties.

Motion made by Supervisor Hertz, seconded by Supervisor Bock to approve filling the Psychiatric Nurse position, full-time, 37.50 hours weekly, at a pay grade 10 to allow flexibility for the position. All members present voting aye. Motion carried. (4-0)

Review/Approve Resolution to Amend P & P Manual – Disbursements by Treasurer: Motion made by Supervisor Bock, seconded by Supervisor Hertz to approve the amendment to the Policy & Procedure Manual to include “charge card fees and equipment lease disbursement”. All members present voting aye. Motion carried. (4-0)

Management/Financial/Informational Reports: Mr. Haupt distributed the Alternate Care Cost report as of September 30, 2009. Discussion on report.

Next Meeting Date: Tuesday, November 17, 2009 at 3:00pm.

Adjournment\*: Motion made by Supervisor Bock, seconded by Supervisor Callen to adjourn. All members present voting aye. Motion carried. (7-0)

Meeting adjourned at 4:47PM

*Julianne B. Winkelhorst, County Clerk*