

## Buffalo County Minutes

**Committee/Board:** Health and Human Services and Veterans Service Committee

**Date of Meeting:** Tuesday, February 6, 2018

**Electronic and Hard Copy Filing Date:**

**Location:** Department of Health and Human Services  
Buffalo County Courthouse – 3<sup>rd</sup> Floor  
3<sup>rd</sup> Floor Conference Room  
407 S 2<sup>nd</sup> Street, Alma, Wisconsin

Meeting was called to order by Mr. John Kriesel at 6:00 PM.

### **1. ROLL CALL/BOARD MEMBERS PRESENT**

Roll call was taken. Members present were John Kriesel, Lou Anne Roby, Joette Gillett, and Mary Anne McMillan-Urell; Linda Smith arrived at 6:55 PM. Elden Schlessor and Wendy Kleinschmidt were excused absences.

### **OTHERS PRESENT FOR ALL OR PART OF THE MEETING**

Dave Rynders, James Goss, April Loeffler, Mary Hildebrand

### **2. APPROVAL OF COMMITTEE MEETING MINUTES**

Due to a lack of quorum at the January 2018 meeting, a motion was made by Ms. McMillan-Urell and seconded by Ms. Gillett to approve the December 2017 minutes; motion approved. Ms. McMillan-Urell made a motion to approve the January 2018 minutes with a second by Ms. Gillett; motion approved.

### **3. PUBLIC COMMENT REGARDING POSTED AGENDA ITEMS**

None

### **4. REVIEW/DISCUSSION/ACTION – VETERANS SERVICES MONTHLY VOUCHERS**

Due to lack of quorum in January, a motion was made by Ms. McMillan-Urell and seconded by Ms. Roby to accept the monthly vouchers for December 2017. Motion carried. Mr. Goss presented the year-end vouchers reporting one outstanding invoice for flags. A motion was made to accept the January vouchers by Ms. McMillan-Urell and seconded by Ms. Roby. Motion approved.

### **5. REVIEW/DISCUSSION/ACTION – PUBLIC HEALTH REPORT**

Ms. Loeffler displayed the “water testing” banner that was purchased with grant money; it will be on display throughout the County at various public facilities. Ms. Loeffler reported there were 167 water test kits available to purchase at half-price at the beginning of the promotion with approximately 60 left to purchase at the reduced rate.

Ms. Loeffler reported on the high influenza activity throughout Wisconsin and the nation. An ILI (Influenza Like Illness) activity report was shared highlighting the nationwide pediatric deaths at 17 through week 4 of 2018.

Ms. Loeffler informed the Committee of the upcoming Compass Now 2018 Community Needs Assessment stakeholder meeting on Monday, March 5<sup>th</sup>. The needs assessment is a study of the strengths and resources in a community to meet the needs of adults, children, and families. The on-going progress of the CHIP (Community Health Improvement Plan) goals and objectives for Mental Health and AODA were also presented by Ms. Loeffler.

**6. REVIEW/DISCUSSION/ACTION – CHILDREN’S LONG TERM SERVICES WAIVER EXPANSION PLAN**

Mr. Rynders reported our CLTS Social Worker, Ms. Bautch’s caseload is full and the funding we received from the CLTS waiver expansion plan will allow us to serve additional children. A solution was presented to modify our Public Health Nurse, Ms. Knauber’s duties to take care of the overload of children’s waiver cases with physical and mental disabilities. Ms. Loeffler explained the changes within the Public Health department which will enable Ms. Knauber to take on the additional responsibility.

**7. REVIEW/DISCUSSION/ACTION – 2018 DHHS ORGANIZATIONAL PLANNING**

The 2018 DHHS organizational chart was presented by Mr. Rynders highlighting the current staff within DHHS.

**8. REVIEW/DISCUSSION/ACTION – DHHS AS 2018 BUFFALO COUNTY COMMISSION ON AGING**

Mr. Rynders relayed a recommendation from the state agency for Buffalo and Pepin County’s Commission on Aging to remain with its respective County through 2018 until the Aging/ADRC integration model is complete.

A motion was made by Ms. McMillan-Urell and seconded by Ms. Smith to recognize the Veterans and Department of Health & Human Services committee in Buffalo County and the Human Services Department committee in Pepin County continue as the Commission on Aging for its County for 2018.

Motion approved.

**9. REVIEW/DISCUSSION/ACTION – AB776**

The AB776 is an Assembly bill which Ms. Schalinske, Lead Social Worker for our Social Services department, testified at the Assembly Children and Families Committee public hearing, advocating for change in foster care licensing regulations, allowing foster care home licensure across county lines. If passed, this will increase our foster care capability throughout the State as reported by Mr. Rynders.

**10. REVIEW/DISCUSSION/ACTION – 2017 MOBILE AND PHONE CRISIS SERVICES REPORT**

The mobile and phone crisis services report was presented by Mr. Rynders on the utilization of mental health crisis response through Northwest Connections who provide crisis counseling service and dispatch of our Social Workers when needed; who provide 8 hour on-call service.

**11. REVIEW/DISCUSSION/ACTION – IMPLEMENTATION OF 2018 BUFFALO-PEPIN CHILD SUPPORT PLAN**

A chart on the implementation of the 2018 Buffalo/Pepin Child Support plan was presented by Mr. Rynders showing the full salaries and revenue generated which includes the budget changes.

**12. REVIEW/DISCUSSION/ACTION – ACCOUNT CLERK LEAD POSITION PROPOSED REVISIONS**

Mr. Squires' Lead Account Clerk job description was reviewed noting the changes in job responsibilities to reflect management duties. Ms. McMillan-Urell made a motion and Ms. Gillett seconded it to approve the revisions to the Lead Account Clerk position. Motion approved.

**13. RESOLUTION TO CHANGE THE LEAD FISCAL CLERK POSITION TO THE LEAD FISCAL SUPERVISOR POSITION**

A resolution was presented by Mr. Rynders to change the Lead Fiscal Clerk position to the Lead Fiscal Supervisor position. Ms. McMillan-Urell made a motion and Ms. Roby seconded the motion to approve the resolution to change the Lead Fiscal Clerk position to the Lead Fiscal Supervisor position. Motion carried.

**14. REVIEW/DISCUSSION/ACTION – SUPPORT STAFF SPECIALIST – SOCIAL SERVICES – POSITION DESCRIPTION PROPOSED REVISIONS**

Mr. Rynders shared revisions to the Support Staff Specialist position primarily supporting Social Services. After review of the revised job description, Ms. McMillan-Urell made a motion to approve the changes to the Support Staff Specialist position and Ms. Gillett seconded the motion; motion approved.

**15. REVIEW/DISCUSSION/ACTION – BUFFALO/PEPIN COUNTY B-3 GOVERNANCE CONTRACT**

The governance contract for the B-3 (Birth to 3) program has been approved by the State to have Pepin County run the program for both Buffalo and Pepin Counties. Mr. Rynders reported this will be a time savings and cost savings to both Counties.

**16. REVIEW/DISCUSSION/ACTION DHHS FINANCIAL UPDATE**

The DHHS financial update was reviewed showing expenses will be over budget for 2017. The Agent of the State financial update was also reviewed.

**17. REVIEW/DISCUSSION/ACTION – DHHS MONTHLY VOUCHERS**

Due to lack of quorum at the January, 2018 meeting, the November 2017 monthly vouchers were presented and action was taken to approve. A motion was made to accept the November 2017 vouchers by Ms. McMillan-Urell and seconded by Ms. Smith. Motion approved. The December 2017 vouchers were reviewed. Ms. McMillan-Urell made a motion to accept the December 2017 vouchers and Ms. Roby seconded the motion. Motion approved.

**18. REVIEW/DISCUSSION/ACTION – MONTHLY UNIT REPORTS**

The December 2017 Social Services report was reviewed; noting the peak placement numbers during late summer/early fall. The January report was also reviewed with discussion on the placement numbers. Mr. Rynders shared, Ms. Halberslaben, after completing an internship; was hired to fill the LTE Case Manager position in Child Protection. Ms. Edlund, a Human Development and Family Studies student at Stout will be starting her internship with Social Services on January 26, 2018.

The Aging and Child Support reports were reviewed with no discussion.

**19. REVIEW/DISCUSSION/ACTION – DHHS DIRECTOR REPORT – TELECOMMUTING**

Mr. Rynders and Ms. Loeffler introduced a draft policy and procedure for telecommuting. Informal telecommuting is a voluntary work alternative appropriate for some employees and some jobs defined as working from home for a short-term project or arrangement.

Types of Informal Telecommuting would include:

- 1) On-call
- 2) Transitions to and from work meetings outside the office
- 3) Project specific

Mr. Rynders identified the telecommuting goal as the best use of resources to achieve the most productivity for Buffalo County and the employee.

**20. REVIEW/DISCUSSION/ACTION – CHAIRPERSON’S REPORT**

None

**21. REVIEW/DISCUSSION/ACTION – NEXT MEETING DATE AND AGENDA ITEMS**

The next meeting is scheduled for Tuesday, March 6, 2018 at 6:00 PM.

**22. PUBLIC COMMENTS REGARDING UNRELATED AGENDA ITEMS**

None

**23. ADJOURNMENT**

The meeting was adjourned at 7:55 PM.

Respectfully submitted,

Mary Hildebrand  
Recording Secretary