

**PEPIN COUNTY DEPARTMENT OF HUMAN SERVICES
BOARD MEETING MINUTES**

02-22-2010

MEMBERS PRESENT: Donna Juleff, Patrick Milliren, Mike Murray, Dorothy Peters, Joan Plumer, Peggy Schlosser, Jon Tappe

MEMBERS ABSENT: None

OTHERS PRESENT: Phillip Wicktor, Dave Rynders, Lois Laehn, Sue Hoch (Recording Secretary)

Patrick Milliren, Chairperson, called the meeting to order at 4:45 p.m. The meeting notice had been posted in accordance with the provisions of Section 19.84 of the Wisconsin Statutes.

Public Comments on Agenda Items: None

Mr. Wicktor distributed an amended agenda to the board members.

Roll Call of the Veteran's Service Office Board Members: **Present:** Mike Murray, Patrick Milliren, Jon Tappe
Absent: Peggy Schlosser

Motion by Mike Murray, seconded by Jon Tappe, to approve vouchers #02-10 and #03-10 for a total amount of \$418.58. Motion carried.

Roll Call of Citizen Members: **Present:** Donna Juleff, Dorothy Peters, Joan Plumer **Absent:** None

Motion by Jon Tappe, seconded by Dorothy Peters to approve the January 25, 2010 Human Services Board Meeting Minutes as presented. Motion carried.

Phillip Wicktor presented the revised Policy and Procedure #201 – Child Care Certification. The following items in **red** were added and the items lined out were deleted:

Under I. 2: The fee was changed from ~~\$40.00~~ to **\$50.00 and the Criminal Background Check fees (currently \$10.00 per person).**

Under I. 4: ~~“see if corrections have been made.”~~ **“check compliance with the standards.”**

Under I. 5: ~~If the regular certified provider fails to receive this continuing education, they will be reduced to provisional certification status.~~ If the **regular or** provisional certified provider fails to receive the continuing education, that provider's certification will be revoked. **Shaken Baby Syndrome training is required for the provider to care for children 5 years or younger.**

Under II. 2: ~~Criminal Background Checks are completed every four years or sooner if the need should arise.~~ A recertification fee of ~~\$25.00~~ **\$35.00** will apply.

III. Criminal Background Checks

1. Frequency of a Background Check

- **Certified Providers – Under the provisions of the new law, 2009 Wisconsin Act 76, the county/tribal certifiers will conduct a Caregiver Background Check on all certified providers every 3 months (4 times a year).**
- **Household members, employees, substitutes and volunteers – The county certifiers will conduct the Caregiver Background Check on all household members 10 years of age and older, employees, substitutes and volunteers at least one time each year.**

- #### **2. The provider is responsible for the cost of any/all Criminal Background Check fees. The certifying agency will collect fees for the Background Checks. If the provider fails to pay the Background Check Fees, the certification will be suspended/revoked.**

IV. Training provided by Pepin County

If the Certifier or designated employee of Pepin County provides training for the provider to become certified including, but not limited to, Sudden Infant Death Syndrome (SIDS) or Shaken Baby Syndrome (SBS), the provider is responsible for a training fee of \$15.00 for each training.

- **\$15.00 SIDS**
- **\$15.00 SBS**

V. Reporting Changes

A certified provider shall report as soon as possible, but no later than the county agency's next working day, any changes that affect the certified provider's eligibility for certification. Please see Standards and Checklist – Family/In-Home Child Care Certification (DWSW-49) for more details.

Peggy Schlosser present at 4:50 p.m.

Motion by Jon Tappe, seconded by Joan Plumer to approve the revised Policy and Procedure #201 – Child Care Certification as presented. Motion carried.

Mr. Wicktor went through the Policy and Procedure #103 – Rules and Procedures for the Human Services Board as there were decisions/changes that needed to be made due to the merger and also the fact that there are additional standing committees to be added to the policy. The policy currently has the Human Services Advisory Committee which oversees the Community Options Program (COP), Family Support Program, and Wisconsin Works (W-2). The additional committees are: Elder Abuse Interdisciplinary Team, Aging Advisory Committee, and a Nutrition Advisory Council. Phillip explained in detail as to what populations each of the committees oversee. The Board requested that a representative remain on the Human Services Advisory Committee. Motion by Mike Murray, seconded by Jon Tappe to approve the standing committees and to appoint Donna Juleff as the board representative to serve on the Human Services Advisory Committee. Motion carried. Mr. Wicktor will make the necessary changes and bring the revised policy and procedure back for the board's approval.

Mr. Rynders went over the nutrition survey that was completed by the consumers for Pepin County due to the new meal service contract for 2010. Overall, the comments were very positive, 41 out of 44 surveys thought the meals were good to excellent. There are a few things that will be changed, but overall, it was a very good report and the participation in the survey was good. The nutrition committee will be working on a back-up plan in case Pepin Manor could not provide the meal on a given day. There are plans to complete another survey in a few months when the meal cycle changes.

Dave Rynders reported that Rhonda Grabco, a representative from Automated Health Systems, met with staff to talk about SSI Managed Care, which is coming into effect for Pepin County and the surrounding counties. Pepin County has 29 citizens who received letters that they were eligible to be enrolled in this program. The advantage to this program is a possible reduction in their co-pays on medications, but there could be a limitation on their provider network. The Automated Health System is the organization that determines eligibility for this program, as they do for BadgerCare and Senior Care. Individuals receiving SSI and are enrolled in Family Care or IRIS are not affected by this program.

As of January 1, 2010, the new meal contract with Pepin Manor requires a driver for the county to pick up the meals for the Pepin and Durand meal sites. Two individuals will be driving on a two month rotation basis. Mr. Rynders will be monitoring the employee's time to make sure they do not go over their allowed hours for the year. If needed, fill-in drivers will be used to provide this service.

Mr. Rynders asked the Board for their authorization to schedule the Volunteer Banquet in conjunction with the Senior Council. The plan would be to hold the banquet on April 22, 2010 at the Pepin Sportsman Club. The total cost to hold the banquet in 2009 was \$436.00, \$218.00 was paid by Senior Council and \$218.00 was paid by Aging Services. Motion by Mike Murray, seconded by Jon Tappe to authorize Human Services to pay up to \$250.00 for the 2010 Volunteer Banquet. Motion carried.

Human Services Financial Report: Mr. Wicktor presented the new 2010 Financial Report for Human Services which now includes Child Support and Aging Office under one report. As of January 31, 2010, total revenues were \$377,502.42 which is 16.05% of the total budget and total expenses were \$108,161.07 which is 4.50% of the total budget. Motion by Peggy Schlosser, seconded by Mike Murray to approve the January 31, 2010 Financial Report as presented by Mr. Wicktor. Motion carried.

Approval of Vouchers: Motion by Jon Tappe, seconded by Donna Juleff, to approve 2009 vouchers #09-14001 through #09-14016 and 2010 vouchers #10-02001 through #10-02058 plus eWISACWIS Batch 02-08-10 for a total amount of \$90,206.29. Motion carried.

Phillip Wicktor submitted a request to attend the Wisconsin County Human Services Association Conference in Elkhart Lake on May 12th through May 14th. Motion by Jon Tappe, seconded by Joan Plumer to approve Phillip Wicktor to attend the conference as requested. Motion carried.

Human Services Director's Report: Phillip J. Wicktor

Phillip informed the Board that Human Services submitted their request to be a pilot for the regional Change/Call Report Center with La Crosse. However, Pepin County was also approached by Eau Claire County to join their call center. Mr. Wicktor stated he will monitor as to which call center would best fit for Pepin County and bring the information back to the board.

An Arbitration Hearing was held on February 19, 2010 to determine the seniority issue regarding the merger with Aging and Child Support. Briefs will be submitted by March 19, 2010, with an opportunity for rebuttal by March 31, 2010, and then the arbitrator makes the final decision.

Abby Moskwa, our intern has met with all staff to hear as to what services they provide. She has been working closely with Kami Ayres and Phillip Kaufman regarding child welfare and juvenile justice cases. She will be shadowing Kim Kelly, our Birth to Three Teacher/Coordinator in the next couple of weeks. Abby's internship with Pepin County will end in May.

Phillip informed the Board that meetings continue with Dave Rynders, Christopher Chouinard, Sue Hoch, and Marge Griep in regards to new revenue and the revision of the agency collection policy.

The Personnel Committee met on February 19, 2010 and made some minor changes regarding job descriptions for the ADRC and Aging Manager, Meal Site Manager, Mini Bus and Van Driver. The Serve Safe Certification time was changed from 90 days to 60 days in the ADRC and Aging Manager Job description to make it consistent with the Meal Site Manager. The time frame for the Serving Safe Food Test in the Mini Bus and Van Driver Job description was changed from "before handling food" to "within 5 days of hire". There was a discussion regarding the mandate for this test. Mr. Rynders informed the Board that there will be a group training regarding this issue.

There is a Human Services Lobby Day scheduled for March 4, 2010 in Madison. The state representatives will meet with the Wisconsin County Association first and then there will be individual meetings following that session. Mr. Wicktor, along with other surrounding human service directors will be meeting with Chris Danou at 11:30 a.m. and with Kathleen Vinehout at 2:00 p.m.

Mr. Wicktor asked if the Board would like to continue with Meal Site visits. The Board will visit the Pepin Meal Site in May and the Durand Meal Site in November. Specific dates will be scheduled at the next board meeting.

Phillip provided the Board with the January 2010 Report for the Fill In Aging Workers for Human Services.

Committee Reports: None

Future Agenda Items: Policy and Procedure #103 – Rules and Procedures for the Human Services Board
Schedule Meal Site Visits for Human Service Board Members

There were no public comments.

Next Board Meeting: Monday, March 22, 2010 at 4:45 p.m. in the County Board Room of the Government Center.

Next Finance Meeting: Monday, March 22, 2010 at 3:45 p.m. in the County Board Room of the Government Center. Finance Members will be Donna Juleff and Jon Tappe

Motion by Mike Murray, seconded by Joan Plumer to adjourn the meeting. Motion carried.

Adjournment at 6:04 p.m.

Submitted by: _____
Sue M. Hoch, Office Manager

Approved by: _____
Chairperson of the Human Services Committee