

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

04-26-2010

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

MEMBERS ABSENT: None

OTHERS PRESENT: Phillip Wicktor, Dave Rynders, Jackie Schaal, Luann Berger, Christopher Chouinard, Bruce Severson, 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.

Roll Call of Human Services Board: **Present:** Donna Juleff, Patrick Milliren, Mike Murray, Dorothy Peters, Adolph Pichler, Joan Plumer **Absent:** Peggy Schlosser

Adolph Pichler was introduced to the Human Services Board.

Election of Officers: Patrick Milliren opened the floor for nominations for Chairperson of the Human Services Board. Motion by Mike Murray to nominate Patrick Milliren for Chairperson of the Human Services Board, seconded by Joan Plumer. There were no further nominations. Motion by Mike Murray, seconded by Donna Juleff to close nominations for Chairperson and cast a unanimous ballot for Patrick Milliren. Motion carried.

Patrick Milliren opened the floor for nominations for Vice-Chairperson for the Human Services Board. Motion by Joan Plumer to nominate Peggy Schlosser for Vice-Chairperson of the Human Services Board, seconded by Mike Murray. There were no further nominations. Motion by Mike Murray, seconded by Donna Juleff to close nominations for Vice-Chairperson and cast a unanimous ballot for Peggy Schlosser. Motion carried.

There were no public comments regarding agenda items.

Approval of Vouchers for Veteran's Service Office: Motion by Mike Murray, seconded by Adolph Pichler to approve vouchers #08-10 and #09-10 for a total amount of \$231.40. Motion carried.

Bruce Severson informed the Board that a meeting was held with the 10th District American Legion in Pepin County. There were eight counties in attendance and were very vocal about how well Durand received the other members. Mr. Severson is now working on the activities for Memorial Day.

Motion by Mike Murray, seconded by Joan Plumer to approve the March 22, 2010 Human Services Board Meeting Minutes as presented. Motion carried.

Mr. Wicktor requested that Item #14 – Human Services Financial Report be done at this time due to Christopher Chouinard having a previous commitment this evening. Patrick Milliren, Chairperson granted this change in the agenda.

Human Services Financial Report: Christopher Chouinard provided the Board with an overview of all the accounts in the Human Services Budget and explained what each line item represented. Following the presentation, the Board asked that Christopher provide the Board with a detailed listing of each line item so they can refer back if they want to. It was also requested that binders be made up for each board member so they can have all their information in one area.

Peggy Schlosser present at 5:22 p.m.

Christopher Chouinard presented the March 31, 2010 Financial Report for Human Services. As of March 31, 2010, total revenues were \$428,910.14 which is 18.23% of the total budget and total expenses were \$490,239.65 which is 20.84% of the total budget. According to Larry Krcmar's Financial Report for 2009, Human Services will be transferring \$280,807.00 back to the General Fund. Mr. Wicktor mentioned that

Human Services is looking at purchasing two new vans for transportation with a 53.10 Grant, if approved. However, this might be the time to consider setting aside some of this funding for these vans to either offset what the grant does not cover or if the grant is not approved. The Board reviewed the Fill-In Aging Workers Report for March 2010. Motion by Donna Juleff, seconded by Joan Plumer to approve the March 31, 2010 Financial Report as presented by Christopher Chouinard. Motion carried.

Mr. Rynders informed the Board of a new state transportation project which is called Non-Emergency Medical Transportation (NEMT) that is being planned for all but the southeastern region of Wisconsin (66 counties). This managed care organization will replace the local coordination of Medical Assistance Common Carrier (Volunteer Drivers) and Medical Assistance Specialized Medical Vehicle (SMV) transportation. There is funding available in the state budget to implement this project in February 2011.

As part of the implementation of the project, four stake holder meetings were held to provide input into the design of the RFP. Greg Di Miceli of the Division of Health Care Access and Accountability is writing the RFP and plans to issue it in June 2010. By September 2010, Mr. Di Miceli estimates a provider will be selected from the national organizations that currently provide the MA NEMT system in 38 states. Mr. Di Miceli is "100% sure" that the conversion to a NEMT system will occur in Wisconsin in February 2011. If this project goes through, Human Services will no longer schedule Medical Assistance Common Carrier and Medical Assistance SMV trips for Pepin County.

Lois Laehn, Program Assistant, currently schedules these rides. She estimates that 85% of her time (32 hours/week) is spent in transportation related activities and that approximately 11 hours/week will be affected if this new project starts in February 2011. With the resignation of Lois Laehn effective May 4, 2010 and the possibility of this new project being implemented in February 2011, Human Services is considering options for Lois' position and there is concern about the possibility of purchasing new vehicles for the transportation program. Human Services came up with three options:

1. Fill the full time position. Increase Misty Berg's time to full time until the position is filled. Implement the QuickBooks software for transportation billing.
2. Delay filling the position. Increase Misty Berg's time on an on-going basis. Implement a direct phone access system. Reduce the newsletter to bi-monthly and implement the QuickBooks software for transportation billing.
3. Fill the position part-time (5 ½ hrs/day or 73%). Increase Misty Berg's time until NEMT has been implemented. Implement a direct phone access system. Reduce the newsletter to bi-monthly and implement the QuickBooks software for transportation billing.

If one of these options would be chosen, there may be some feedback about the newsletter going to bi-monthly instead of monthly. The menu for the meals will be put in the Courier Wedge on a weekly basis and the activities will be advertised on the TV Cable Channel so the senior citizens have access to these important items. This change would start with the July newsletter.

Due to committee meeting timelines, Mr. Wicktor approached the Personnel Committee in regards to increasing Misty Berg's time from 4/5ths to full time during this interim period to cover part of the duties that Lois is responsible for. Mr. Rynders provided the Board with a list of Lois' duties and who will cover during the interim period. The Personnel Committee approved Misty Berg to go to full time, contingent on the Human Services Board approving the request.

Lois Laehn's position has been posted twice as a full time position to the union due to the fact that the first posting was taken down by someone other than the Director or his designee and therefore, he had no documentation of the original form from the union bulletin board. The first posting, two individuals from the union signed and from the second posting, one individual from the union signed. The Board stated that if the position is reduced to part-time at 5 ½ hrs/day (73%), that there would need to be a new posting for the union regarding the Program Assistant position.

Motion by Mike Murray, seconded by Donna Juleff to approve Misty Berg's position to full time to cover during the interim period and repost the Program Assistant position as part-time at 5 ½ hrs/day (73%). Motion carried.

Mr. Rynders presented the revised job description for the Program Assistant that specializes in transportation. The Board went through all the changes that were proposed. The new revised job description includes back-up duties to the other Program Assistant's in Human Services. There was

generalized language that was changed to be more specific to “required knowledge, skills, and abilities.” Motion by Peggy Schlosser, seconded by Mike Murray to approve the revised job description for the Program Assistant that specializes in transportation. Motion carried. The approved job description for Program Assistant will be used in the new union posting for the part-time position.

Mr. Wicktor shared an approval letter from James Jones to Gerald Huber, Director of LaCrosse County Department of Human Services in regards to the regional Economic Support Shared Services pilot proposal. LaCrosse County will receive \$348,580.66 to spearhead this pilot with their current call center. The Board went through the resolution that the County Board of LaCrosse County will need to pass in order for this pilot to proceed. Motion by Mike Murray, seconded by Adolph Pichler that the Pepin County Human Services Board concurs with the proposed Economic Support Shared Services resolution. Motion carried. Phillip provided the Board with the budget for this pilot project. The pilot should start around mid-June, with Pepin and Buffalo County being the first to start the project. The pilot will be evaluated on an on-going basis, but will end on June 30, 2011. At that time, counties will determine whether they wish to continue with the regional call center.

Dave Rynders presented the 2009 Volunteer Driver and Senior Services Vehicle Report. The report included the number of miles, passengers and trips taken in 2009. Due to some policy and procedure changes in the transportation program, the number of miles, passengers, and trips were down in 2009, which was anticipated.

The Board will be visiting the Pepin Meal Site on Tuesday, May 11, 2010. Board members were reminded to call the day before to order a meal. The Board plans to visit the Durand Meal Site in November, however, no specific date was set.

Approval of Vouchers: Motion by Donna Juleff, seconded by Joan Plumer, to approve 2010 vouchers #10-04001 through #10-04085 for a total amount of \$55,675.20. Motion carried.

Phillip Wicktor submitted a conference request for Marge Griep to attend the 73rd Annual WSSA Conference on May 26, 2010 and May 27, 2010 at Chula Vista in Wisconsin Dells and Judy Norrish to attend the Wisconsin Association of Benefit Specialists Conference on June 16, 2010 through June 18, 2010 in Weston, Wisconsin. Motion by Peggy Schlosser, seconded by Dorothy Peters to approve Marge Griep and Judy Norrish’s conference request as presented. Motion carried.

Human Services Director’s Report: Phillip J. Wicktor

Phillip informed the Board that Kim Kelly, Birth to 3 Teacher/Coordinator gave her verbal notice that she will be resigning at the end of the 2011 school year. Along with Kim, Mary Price, Speech Therapist and Maureen Musselman, Physical Therapist will be ending their contracts with Human Services.

Summer Hours will be implemented from June 7, 2010 through September 3, 2010. Staff need to have their request to Mr. Wicktor by Monday, May 17, 2010.

Mr. Wicktor circulated a form asking for the board’s telephone and cell phone number and their e-mail address if they have one. The list will be compiled and distributed back at the May board meeting.

Mr. Wicktor updated the Board regarding the possibility of Taylor County joining our ADRC. Taylor County does not have an MCO and they are just starting Family Care. The state had recommended that Taylor County join our ADRC, so there is a meeting with representatives from our ADRC and Taylor County to discuss this option. In order for this to take place, the ADRC Board would have to approve this and then it would be referred back to Buffalo, Clark, and Pepin County Board’s for their final approval.

Phillip received a letter from the state asking that Western Wisconsin Cares (WWC) and Community Health Partnerships (CHP) meet to discuss the coordination of mental health services.

Human Services is in the process of getting recertified as an outpatient mental health clinic. Dr. Reddy, our contracted psychiatrist, has given us notice that he will be retiring. Mr. Wicktor contacted Marshfield Clinic to see if there was an interest in providing Pepin County with psychiatric services. A meeting is scheduled in May to discuss this option with them. Another possibility would be to use Tele Health. Our agency has video conferencing equipment, so that may be another option to look at regarding our mental health

services. The other option would be to discontinue our outpatient mental health clinic and contract with a facility to provide psychiatric services.

The Volunteer Banquet was held on April 22, 2010. There was a great turnout for the event. We served 118 people.

Committee Reports: Peggy Schlosser reported that the ADRC Governing Board would be meeting on May 18, 2010 in Neillsville.

Future Agenda Items: METH Grant – Ann Bates

Public Comments: Jackie Schaal commented that she will want to follow the NEMT Project very closely. She is a driver for the transportation program and if this change takes place in February 2011, she may or may not want to purchase a different vehicle.

Peggy Schlosser alerted the Board to an alarming article that was in the Eau Claire Leader Telegram about Managed Care, the bailout by the state for the Community Health Partnership and that client services are being reduced.

Next Board Meeting: Monday, May 24, 2010 at 4:45 p.m. in the County Board Room of the Government Center.

Next Finance Meeting: Monday, May 24, 2010 at 3:45 p.m. in the County Board Room of the Government Center. Finance Members will be Patrick Milliren and Joan Plumer

Motion by Mike Murray, seconded by Adolph Pichler to adjourn the meeting. Motion carried.

Adjournment at 7:04 p.m.

Submitted by: _____
Sue M. Hoch, Office Manager

Approved by: _____
Chairperson of the Human Services Committee