

**JACKSON COUNTY DEPARTMENT OF HEALTH AND HUMAN SERVICES  
BOARD MEETING MINUTES**

September 16, 2009

3:30 p.m.

Jackson County DHHS Main Conference Room

**Members Present:** Chair Lois Ferries, Steve Aldach, Ron Carney, Don Evenson, Alice Larson, Shirley Sahr, Nicole Schweitzer, and Roger Stevens.

**Excused Absent:** Ellen Moldenhauer

**Staff Present:** Todd Bowen, Tabatha Hansen, Chris Hovell, Liz Janke, Sue Laufenberg, and Beth Smetana

**Call to Order**

Chair Ferries called the meeting to order at 3:35 pm.

**Approve minutes of the August 19, 2009 meeting**

Evenson made a motion, seconded by Stevens to approve the minutes of the August 19, 2009 meeting. Motion carried unanimously.

**Recommendation to approve Department Head updates**

Bowen and Hansen stated that they brought the Financial Accounting/Case Management Software resolution before the Executive and Finance committee meeting and it was approved. The resolution will now go to the full Jackson County Board at its next scheduled meeting. The Economic Support fund balance of \$10,000 will be used for this years down payment of the software and the remaining \$33,000 will be paid out of the 2010 budget. The full board also has the option of paying the software with the capital reserve account.

Bowen and Janke explained the HSF 34 Certification and the reason for it. Due to the Governor's change in the budget, law enforcement will require staff approval prior to placing people in emergency detention. If Jackson County DHHS is certified, the agency would add this function to the Family and Children Center (FCC) and increase their contract approximately \$20,000-25,000. As FCC is familiar with many of the people through their department, they may be able to defuse a situation and avoid an emergency detention. They could schedule to meet with the person the following day. According to Bowen and Janke emergency detentions are increasing rapidly and are very costly and this would be a way to effectively contain costs. If the agency applied by the end of the year and the State worked quickly on the certification it is possible Jackson County DHHS could be certified by 2010. Bowen and Janke will keep the DHHS Board members advised.

### **Review policies for approval at the October meeting**

Policy and Procedures 3.01 – DHHS Safety/Emergency Policy and 1.17 - Billing and Collections were provided to the DHHS Board members.

Bowen stated that Child Support Specialist Pamela Dimmitt had attended a conference last spring regarding Court Security and Dimmitt returned to the agency volunteering to chair a committee in order to update the Jackson County DHHS Emergency Policy. Dimmitt had received very pertinent information from the training that was valuable in updating this policy. The committee consisted of Dimmitt as the chair, Aging and ADRC Supervisor Scott Omernick, Children and Family Social Worker Sharalyn Hulback, and Environmental Health/Sanitarian Kendall Smith. Once Policy and Procedure 3.01 is approved, the team will provide training internally.

Hansen distributed the revised Policy and Procedure 1.17 Billing and Collections and explained the need for the update. Hansen also has updated the forms that deal directly with the clients.

If anyone has any suggestions or additions to the above policies, they can be brought back to the next meeting when the policies will be presented for approval.

### **Recommendation to approve amendment to Chapter 11 – Ordinance – Human Health Hazard**

Hovell explained that she has updated the Chapter 11 – Ordinance – Human Health Hazard in order to give the Public Health Department more authority in enforcement of violations. Hovell stated she had provided Corporation Counsel Mark Skolos with a copy of the amendment, but due to illness he has not been able to review it at this time. The amendment will be brought back to the October DHHS Board meeting for approval.

### **Financial Report**

Janke and Hansen answered questions regarding the July and August Schedule of Vouchers. A motion was made by Aldach, seconded by Schweitzer to approve the July and August Schedule of Vouchers. Motion carried unanimously.

Hansen reviewed the July financial report and explained the Budget line-item transfers. A motion was made by Evenson, seconded by Larson to approve the July financial report and budget-line item transfers. Motion carried unanimously.

### **Director's Report**

Bowen stated that Administrative Assistant-Confidential Amy Hunter is continuing her social work internship with DHHS. She is required to complete 400 hours.

Bowen reported there are two interns in the Public Health Department – Katie Koppel and Clare O'Connor. Karla Gearing will be on FMLA once she gives birth to her second child. Smetana has been on FMLA intermittently.

Judy Miller has accepted the offer as Children and Family Social Worker and she will begin employment on October 28. She is currently employed with Western Wisconsin Cares. Bowen reported there were many qualified candidates that had applied and an eligibility list has been established.

Hovell stated that Jane Ramey intends to apply for the AmeriCorp volunteer position that is currently available. Ramey is a volunteer with the Red Cross;.

The Monthly Activity Report was handed out.

Hovell distributed a flyer for the Community Health Improvement Plan gathering that will be held on September 23, 2009 and she requested that any interested DHHS Board member attend the training for their input. Schweitzer stated she would plan to attend.

Carney gave a brief update on the Western Wisconsin Cares activities.

### **Schedule next meeting**

The next meeting is scheduled for Wednesday, October 21, 2009 at 3:30 pm in the Main Conference Room of the Jackson County DHHS.

### **Adjournment**

A motion was made by Aldach, seconded by Carney to adjourn. Meeting was unanimously adjourned at 5:30 p.m.

Respectfully submitted,

Rosemarie S. Olson,  
Recording Secretary

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