

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

December 17, 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, and Roger Stevens

Excused Absent: Ellen Moldenhauer and Nicole Schweitzer

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

Call to Order

Chair Ferries called the meeting to order at 3:30 pm.

Approve minutes of the November 18, 2009 meeting

Evenson made a motion, seconded by Stevens to approve the minutes as presented of the November 18, 2009 meeting. Motion carried unanimously.

Recommendation to approve resolution - Chapter 11 Ordinance - Section 11.08: Human Health Hazard

Hovell reported that further clarification is necessary from Jackson County's Corporation Counsel therefore it was requested that this agenda item be postponed until the January DHHS Board meeting.

Recommendation to approve Policy and Procedure reviewed at November meeting

Bowen reported that obsolete/outdated portions of the previous Policy and Procedure 8.01 Record Retention have been deleted and/or updated. A motion was made by Evenson, seconded by Carney to approve the Amended Policy and Procedure 8.01 Record Retention. Motion carried unanimously.

Recommendation to approve filling Child Support Specialist vacancy

Bowen informed the DHHS Board that a Child Support Specialist position is vacant and according to Union contract a person on lay off status shall be recalled up to two years after lay off. Therefore Bowen requested that he have the DHHS Board's consent to

recall Child Support Specialist Kim Stebbins who was placed on lay off status in November of 2008. If Stebbins would be available, he would like her to begin as soon as January 4, 2010. If Stebbins is not available, the position will be posted within DHHS and if no one signs the posting, an ad will be placed. This process would take approximately three months. As the Jackson County hiring freeze sunsets on December 31, 2009, and the position will not be filled until January 2010, it is not necessary to request approval of the other Jackson County Board committees.

Recommendation to approve filling Children and Family Services Social Worker vacancy

Bowen reported due to Kellie Murphy's resignation as the ADRC social worker, the position was filled by the most senior of the two Children and Family Services Certified Social Workers that had signed the posting. Sharalyn Hulback was awarded the position and she will begin her new duties on January 4, 2010. This creates a vacancy in the Children and Family's Unit. An eligibility pool, with four/five qualified candidates, was created from the last hiring. Bowen contacted the first person on the list who declined to discuss the position and the second candidate showed a willingness to discuss the position. As stated above, this position would not need to be forwarded to any other Jackson County Board committees for approval.

A motion was made by Evenson, seconded by Carney to approve the filling of the Child Support Specialist vacancy and the Children and Family Services Social Worker vacancy in 2010. Motion carried unanimously.

Recommendation to approve Financial Service Reports

Hansen answered questions regarding the November Schedule of Vouchers.

Hansen distributed and explained the October Financial Report. Hansen also reported that a preliminary audit was held this week.

Hansen updated the DHHS board members on the WISSIS system stating a dual week was conducted the first week of December and everything went well. A test batch will be scheduled with the courthouse in the very near future. There are a few "fixes" that need to be made but preliminary reports has Hansen very excited with the WISSIS system and its capabilities.

Hansen informed the DHHS Board that the agency referred the first 236 debtors (last names beginning with A-M) to the Professional Placement Services (PPS), DHHS' contracted collection agency. PPS reports \$140 has been collected so far. Of the 236 debtors, the PPS was able to find information for 210 of these. The 210 debtors will be listed with TRIP and during tax return time DHHS should see an increase in collections.

Hansen further stated that DHHS will submit the remainder of the debtors (last names beginning with N-Z) on Friday, December 18, 2009 to PPS.

With PPS being involved, a debtor has requested a settlement agreement and Hansen suggested that the DHHS Board consider what, if any, settlement agreement would be appropriate and to implement a plan for future requests.

A motion was made by Stevens, seconded by Larson to accept the financial reports as presented. Motion carried unanimously.

Director's Report

Bowen distributed the Monthly Activity Report and stated there are concerns in the Children and Family Division due to the recent numerous placements of children as well as the number of emergency detentions in the Adult Services Division.

Bowen gave the following personnel update:

Mental Health Social Worker Karla Gearing has returned to work as of December 9, 2009.

Robin Hoffman, the LTE in the Adult Services Division, will complete her last day on December 23, 2009.

Bowen extended kudos to Amy Hunter for her commitment to the Jackson County Department of Health and Human Services with the modification to her schedule as the full-time Administrative Assistant - Confidential in order to complete her 24 weeks in 17 weeks of her Social Work internship hours, as well as attending school and maintaining a family. Hunter will qualify to apply for her social work certification after graduation in March 2010.

Bowen provided the DHHS Board with Economic Support's financial impact to Jackson County. Jenkins provided information stating that \$230,000 in Food Share is distributed a month in Jackson County as well as \$1.7 million a month in Medicaid benefits.

Bowen reported on the WCHSA conferences that he recently attended. Bowen stated that the Wisconsin Counties Magazine has a very good informational article in the current issue regarding the WCHSA State Mental Health Summit.

Carney gave a brief update on the financial situation of the Western Wisconsin Cares Consortia.

Bowen wanted to give the DHHS Board members a heads up that the State has advised counties they will no longer fund Economic Support Fraud Referrals. It is felt that this is an important role for the DHHS and should be continued. Discussion will be held in the near future on how to make funds available for this service.

A motion was made by Aldach, seconded by Evenson to approve the Director's Report. Motion carried unanimously.

Board Self-Evaluation exercise (Board Policy 6.13)

Postponed to the next scheduled meeting in January.

Schedule next meeting

The next meeting is scheduled for Wednesday, January 20, 2010 at 3:30 pm in the Main Conference Room of the Jackson County DHHS.

Adjournment

A motion was made by Aldach, seconded by Sahr to adjourn. Meeting was unanimously adjourned at 4:50 p.m.

Respectfully submitted,

Rosemarie S. Olson,
Recording Secretary

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