



POLK COUNTY, WISCONSIN

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AGENDA AND NOTICE OF MEETING HEALTH AND HUMAN SERVICES BOARD

Government Center
 Public Health Conference Room A&B
 Balsam Lake, WI 54810
 9:00 a.m. Tuesday May 13, 2014

Purpose: *Organization of committee and setting schedule for future meetings.
 Review of committee responsibilities.*

Documents: *Relevant sections of Policy 10
 Minutes of March 25, 2014 Human Services Board
 Minutes of April 8, 2014 Board of Health
 Minutes of April 14, 2014 Golden Age Manor Board*

| ITEM | LEAD PERSON |
|---|--|
| CALL TO ORDER | County Board Chair Johnson/designee |
| APPROVAL OF AGENDA | |
| APPROVAL OF MINUTES | |
| 1. Board of Health | |
| 2. Golden Age Manor Board | |
| 3. Human Services Board | County administrator |
| PUBLIC COMMENT | |
| NEW BUSINESS | |
| 1. Election of Chair & Vice Chair | |
| 2. Establish regular meeting schedule | |
| 3. Committee calendar and committee responsibilities | County administrator |
| 4. Overview of programs in the health and human services function | |
| 5. Introduction of department personnel | |
| FUTURE AGENDA ITEMS | Committee members |
| ADJOURN | |

NOTE: Because of an open public application process, all citizen members may not be appointed to this board in time for its first meeting.

This meeting is open to the public according to Wisconsin State Statute 19.83. Persons with disabilities wishing to attend and/or participate are asked to notify the County Clerk's Office (715-485-9226) at least 24 hours in advance of the scheduled meeting time so all reasonable accommodations can be made. The committee may consider matters noticed herein in any order regardless of the placement of such items on this notice.

Polk County Wisconsin

**DUTIES AND RESPONSIBILITIES OF
GOVERNING COMMITTEES**

Policy 0010

Effective Date: July 19, 2005

Revision Date: 6-20-06; 3-11-08; 3-20-12

1) General duties and responsibilities

Every standing committee with oversight and policy making responsibilities as assigned by Wisconsin Statutes or by the Polk County (County) Board of Supervisors (County Board or Board) has the following common roles and responsibilities. In addition to these general responsibilities, each of the following committees has other specific responsibilities. Consistent with Wisconsin Statutes section 59.18 as amended from time to time, each committee must:

- a) Provide leadership in implementing the department's vision, mission and core values.
- b) Provide leadership in implementing a long term strategic plan for the department(s) reporting to the committee consistent with those set by the County Board for the entire County.
- c) Develop annual goals, objectives and performance measures for the department to enable the prioritization and evaluation of programs.
- d) Ensure that periodic evaluations of all major department programs are conducted for effectiveness and efficiency and that recommendation for improvement are implemented.
- e) Review annual reports for every department reporting to the committee.
- f) Formulate, review and recommend county level policies to the County Board necessary to ensure effectiveness and efficiency of policy implementation for each department under the direction of the committee.
- g) Work to assure broad based discussion of issues by encouraging involvement of the public, other agencies, and other County committees. Act as a conduit for citizens who wish to influence county board policy regarding areas under the jurisdiction of the committee.
- h) Assign a member as a liaison to regional and state organizations as recommended by the committee and authorized by the County Board.
- i) Provide input into the annual review conducted by the county administrator of all department heads who report to the committee.
- j) Provide policy direction and advice relevant to programs implemented by the

departments reporting to the committee.

- k) Review the budget submissions from each department, associated work plan and performance measures and provide recommendations to the county administrator to guide him/her in preparation of the budget.
- l) Review and act on the budget and work plan proposed by the county administrator for each department that reports to the committee.
- m) Review at least quarterly, each department's overall expenditures, progress towards objectives and associated performance measures for the departments that report to the committee.
- n) Review departmental requests for transfer of funds consistent with existing county policy.
- o) Take action pursuant and consistent with relevant county policy affecting staffing.
- p) Act as a resource to the county board on any resolutions/ordinances recommended by the committee for passage.
- q) Undertake such investigations or hold such hearings as may be necessary for the completion of the committee's policy-making or advisory duties.

2) Golden Age Manor Governing Committee

- a) *Purpose:* Pursuant and consistent with Wisconsin Statutes section 46.18 as amended from time to time, the Golden Age Manor Governing Committee provides policy direction and advice to the Golden Age Manor.
- b) *Mission:* The mission of Golden Age Manor is to provide high quality long term care and short term rehabilitation services to residents of Polk County and surrounding areas utilizing a team approach.
We strive to care for each of our residents in a professional, compassionate and supportive manner while promoting the highest quality of life and individualized personal care.
- c) *Duties and responsibilities:*
 - i) The Golden Age Manor Governing Committee, in compliance with relevant statutes and county policy, serves as a policy advisory committee to the Polk County Board and advisory and oversight body to the Golden Age Manor Administrator.

3) Board of Health

- a) *Purpose:* Pursuant to Wisconsin Statutes Chapter 251 as amended from time to time, the Board of Health provides policy direction and advice to the Polk County Health Department.
- b) *Mission:* Promoting, protecting and preserving health through partnerships with people and communities
- c) *Duties and Responsibilities:*

- i) To become well informed on all aspects of the public health system including:
 - (1) Agency staff, system partners, programs and funding sources; and
 - (2) Public health core functions and essential services.
- ii) Communicate consumer public health needs and concerns to the department.
- iii) Assist the department in assessment of community health needs and advocating for the provision of public health services based on the identified health priorities of the citizens of Polk County.
- iv) Assure representation at public health legislative events, regional Board of Health trainings and agency professional advisory committee meetings.
- v) Interpret and promote health department programs and objectives to the citizens of Polk County through individual and group contacts in the community.
- vi) Interpret and advance the department's strategic plan and relevant needs to the Polk County Board of Supervisors.

4) **Human Services Board**

- a) *Purpose:* Pursuant to Wisconsin Statutes Section 46.23(5m) as amended from time to time, the Human Services Board provides policy direction and advice to the following departments of Polk County:
 - i) Human Services Department.
 - ii) *Mission:* Our mission is to assist, empower, and build upon the strengths of the children, youth, and adults in Polk County to achieve positive outcomes.
 - iii) Veterans Service Department.
 - iv) *Mission:* To serve Polk County's veterans and their families with dignity and compassion and, as their advocate, to ensure that they receive those benefits to which they are entitled in recognition of their honorable service to our nation. Responsible by state law for assisting all veterans and dependents with access to their federal, state and local benefits.
- b) *Duties and Responsibilities:*
 - i) Familiarize themselves with the missions of both the Human Services and Veterans Service Departments, in order to more effectively and with greater knowledge carry out their responsibilities as Board members.
 - ii) Interpret the needs and programs of the departments and, through active and regular communication, seek to develop a positive community and County Board understanding of the mission and goals of the Human Services and Veterans Service Departments.
 - iii) Actively seek community and staff comments leading to a determination of the range and level of services needed by county citizens, consistent with Wisconsin Statutes.

- iv) Provide opportunity for an open, positive discussion and resolution of problems presented in the Human Services Board meetings.
- v) Be responsible for establishing/approving service rates, rates for client studies performed within the Human Services Department, and fees charged for certification services; these rates/fees would not require approval from the Polk County Board of Supervisors.
- vi) Assure development of policies consistent with Wisconsin Statutes which, rather than hindering, foster efficient and effective operations of the two departments.
- vii) Understand, respect, and adhere to the federal regulations, Wisconsin Statutes and rules of confidentiality to which staff of the two departments and the Human Services Board must adhere.



MINUTES

Health and Human Services Board

Government Center Public Health Conference Room A & B

Balsam Lake, WI 54810

9:00 a.m. Tuesday May 13, 2014

Meeting called to order by County Board Chair William Johnson.

Members present

| Attendee Name | Title | Status |
|------------------|------------|---------|
| Pat Schmidt | Supervisor | Present |
| John Bonneprise | Supervisor | Present |
| Dean Johansen | Supervisor | Present |
| Marvin Caspersen | Supervisor | Present |
| Joe Demulling | Supervisor | Present |

Also Present Carole Wondra, County Clerk, Dana Frey, County Administrator and William Johnson, County Board Chairman.

Approval of Agenda- Chairman Johnson called for a motion to approve agenda. Motion (Schmidt/Bonneprise) to approve agenda. Motion carried without negative vote.

Approval of Minutes- Chairman called for a motion to approve the minutes of the March 25, 2014 Human Services Board, April 8, 2014 Board of Health and the April 14, 2014 Golden Age Manor Board. Motion carried without negative vote.

Public Comment – None offered

Election of Chair & Vice Chair- Chairman called for nominations for Chair of the Health and Human Services Board. Pat Schmidt and Dean Johansen nominated. Chairman Johnson called for a ballot vote for Chair. Supervisor Schmidt – 3 votes, Supervisor Johansen – 2 votes. Pat Schmidt elected Chair. Newly elected Chairperson Schmidt called for nominations for Vice Chair. Marvin Caspersen nominated. Motion (Johansen/Bonneprise) to close nominations and cast a unanimous ballot for Vice Chair. Marvin Caspersen elected Vice Chair.

Establish Regular Meeting Schedule- Chair asked for motion on date and time for the Health and Human Services Board meetings. Motion (Bonneprise/Johansen) to meet second Tuesday of each month, at 10:00 a.m. Meetings will be held in the County Board Room. Motion carried without negative vote.

Presentation by Administrator Frey- Presentation by Administrator Frey on the rolls and responsibilities of Committees and the County Board.

Introductions- All department heads in attendance introduced themselves to the committee members and the committee members in return introduced themselves to the department heads. Departments represented were: From Department Health, Director Gretchen Sampson and Bonnie Leonard, Public Health Supervisor. From Human Services, Director Gene Phillips

Future Agenda Items – Overview of programs and completion of introductions to take place during the June meeting. Also future agenda items to be coordinated thru the County Administrator.

Adjourn - Motion (Johansen/Demulling) to adjourn. Meeting adjourned 10:44 a.m.