



MINUTES

Health and Human Services Board

Government Center, Conf. Room A&B
 Balsam Lake, WI 54810
 Orientation 8:00 a.m.
 10:00 a.m. Tuesday, June 12, 2018

The Orientation Meeting began at 8:00 a.m. Interim County Administrator, Jeff Fuge was in attendance. In attendance from HHS Department were:

Tonya Eichel, Lisa Lavoisier, Jaime Weness and Brian Kaczmariski. In attendance from IT Department was Todd Demers.

In attendance for the DHHS Board were: Michael Larsen, Jim Edgell, Joe Demulling, arrived at 9:30 a.m., Bill Alleva and Michael Prichard, Dr. Lagus. Arriving at 9:50 was John Bonneprise.

There was an overview given of the functions of Departments under the Community Services Division: Golden Age Manor, Public Health, Great Rivers Income Maintenance, Behavioral Health, Department of Children and Families, Medical Examiner and Child Support. There was time given for a wrap up with questions and answers.

The Polk County Behavioral Health Department Organization Chart was distributed.

Interim Administrator Fuge presented an Overview of the Health and Human Services (HHS) Board Assigned Duties and Responsibilities and handed out the information to those in attendance.

The Orientation Meeting was finished at 9:55 a.m.

DHHS Meeting called to order by Chairman Bonneprise at 10:06 a.m.

Members present

Attendee Name	Title	Status
John Bonneprise	Chair	Present
Joe Demulling	Vice Chair	Present
Jim Edgell	Supervisor	Present
Michael Larsen	Supervisor	Present
Mike Prichard	Supervisor	Present
William Alleva	Citizen	Present
Pete Raye	Citizen	Absent
Sabrina Meddaugh	Citizen	Absent
Dr. Arne Lagus	Citizen	Present

Also present: Marilyn Blake, Deputy County Clerk; Tonya Eichelt, Interim Community Services Administrator; Brian Kaczmarek, Public Health Director; Lisa Lavasseur, Behavioral Health Director; Jeff Fuge, Interim County Administrator, Todd Demers, IT Director and a member of the press

Chair Bonneprise called the meeting to order at 10:06 a.m.

Approval of Agenda- Chair Bonneprise called for a motion to approve agenda. **Motion** (Edgell/Larsen) to approve the agenda. **Motion carried** by unanimous voice vote.

Approval of Minutes- Chair Bonneprise called for a motion to approve the minutes of the May 8, 2018 minutes. **Motion** (Larsen/Edgell) to approve the minutes of the May 8, 2018 minutes. **Motion** (Prichard/Alleva) to amend the May 8, 2018 minutes to reflect that Pete Raye seconded the motion to close the nominations for Committee Chair. Chair Bonneprise called for a vote to approve the motion to amend. **Motion** carried by unanimous voice vote. Chair called for a motion to approve the minutes as amended. **Motion** (Larsen/Edgell) to approve. **Motion** carried by unanimous voice vote.

Public Comment – None

Announcements and Committee Information

Todd Demers was on hand to give a demonstration and initial training to the HHS County Board Members on the use of their new electronic pads. He was able to go through a small portion of the training. It was decided that it would be more productive if he would have each HHS Board member schedule a one on one time with him to have their training. They will contact him and schedule their meeting with him.

Discussion Items

Mr. Fuge conducted a discussion with the board regarding the Specific Committee Duties, Responsibilities and Assigned Functions, Committee Processes and provided the handout to those not attending the 8 a.m. training session. Mr. Fuge reviewed the overview of the HHS Board assigned duties in detail. He responded to questions from the board members. He also discussed changes in the County Board Rules of Order allowing any Supervisor to make public comments to any other committee. It will be standard on all committee agendas just under “Public Comments”.

The 2017 annual report for the Polk County Community Services was distributed to those who did not already receive them. A copy was presented for the County Clerk’s office. Next month the annual reports for Child Support and GAM will be reviewed and distributed. For the annual reports available discussion was opened. No questions were asked.

Interim Administrator Fuge indicated that the State is moving forward in filling a 1.0 FTE position for the Health Educator in the Extension Office. That person will work closely with the Community Services Department.

Lisa Lavasseur, Behavioral Health Director, presented information about World Elder Abuse Awareness (WEAAD) day Friday, June 15th. WEAAD is signified with the color purple and all present were given and encouraged to wear purple lapel type ribbons along with wearing purple on Friday, June 15th.

2018 Work Plan- Added HIAP (Health In All Policy)-Appleton Model as an upcoming agenda item for the July 2018 meeting.

Tonya summarized the Health & Human Services Board Satisfaction Survey and gave a report to the board. She highlighted several areas that the board may want to discuss with the department in more detail. It was the consensus of the members present that if there were concerns any board member should set up an appointment with Tonya and go over any issues of concern.

Motion (Larsen/Edgell) to adjourn. Chairman Bonneprise declared the meeting adjourned at 11:45 a.m. **Motion** carried by unanimous voice vote.

Next meeting date is July 10, 2018 at 10:00 a.m.

Future Agenda Items:

Program Evaluation-Emergency Services

2018 Work Plan Continued Development or changes/additions

Department Annual Reports-Golden Age Manor and Child Support Agency

Medical Examiner Update

HIAP-Appleton Model

Respectfully submitted,

Marilyn Blake

Deputy County Clerk



POLK COUNTY, WISCONSIN

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AGENDA AND NOTICE OF MEETING

HEALTH AND HUMAN SERVICES BOARD

Government Center, 100 Polk County Plaza, Balsam Lake, WI 54810

Conference Room A&B

Tuesday, June 12, 2018

Orientation and Training, 8:00 a.m.

Business Meeting, 10:00 a.m.

A quorum of the County Board may be present

Materials: May 8, 2018 Minutes

**At 8:00 a.m., members of the Board will meet to Receive an orientation on programs and services delivered by the Community Services Division; Golden Age Manor Nursing Home; and Child Support Agency. Following the orientation, the members of the Board will receiving training on the use of electronic/computer tablets. The business meeting of the Board will convene after such training.

Business Meeting

1. Call to Order-Chairman Bonneprise
2. Approval of Agenda
3. Approval of Minutes for May 8, 2018
4. Public Comments
5. Receipt of Information from Supervisors Concerning Assigned Functions
6. Overview of Board Specific Committee Duties, Responsibilities and Assigned Functions
7. Receipt and Review of Annual Reports – Community Services Division, Golden Age Manor Nursing Home, Child Support Agency
8. UW-Extension Family Health Educator Update
9. Medical Examiner Update
10. Board of Health Satisfaction Survey Summary Results
11. 2018 Work Plan-Continued Development or changes/additions
12. Subject Matters for Next Meeting
13. Adjourn

Items on the agenda not necessarily presented in the order listed. 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. Requests are confidential.



MINUTES

Health and Human Services Board

Government Center, Conf. Room A&B

Balsam Lake, WI 54810

10:00 a.m. Tuesday, May 8 10, 2018

Meeting called to order by County Board Chair Johansen @ 10:00 a.m.

Members present

Attendee Name	Title	Status
John Bonneprise	Chair	Present
Joe Demulling	Vice Chair	Present
Jim Edgell	Supervisor	Present
Michael Larsen	Supervisor	Absent
Mike Prichard	Supervisor	Present
William Alleva	Citizen	Present
Pete Raye	Citizen	Present
Sabrina Meddaugh	Citizen	Present
Dr. Arne Lagus	Citizen	Present

Also present Felecia Kallevang, Community Services Fiscal Assistant; Jeff Fuge, Interim County Administrator; Tonya Eichelt, Interim Community Services Administrator; Brian Kaczmariski, Public Health Director; Lisa Lavasseurr, Behavioral Health Department Director

Election of Officers

Chairman Johansen called for nominations for Committee Chair. Mike Prichard nominated John Bonneprise for Committee Chair. **Motion** (Prichard/Alleva) to close the nominations. **Motion** carried by unanimous voice vote. **Motion** (Demulling/Alleva) to cast the unanimous ballot for John Bonneprise for Chair. **Motion** passed by unanimous voice vote. John Bonneprise elected Chairman of the DHHS Board.

Newly elected Chair Bonneprise called for nominations for Vice-Chair.

Bill Alleva nominated Joe Demulling as Vice-Chair. **Motion** (Edgell/Lagus) to close the nominations. **Motion** carried by unanimous voice vote. **Motion** (Edgell/Lagus) moved to close nominations and to cast a unanimous ballot for Joe Demulling as Vice-Chair. **Motion** passed by unanimous voice vote. Joe Demulling was elected Vice-Chairman of the DHHS Board.

Chair Bonneprise recognized Interim Administrator Fuge for any updates and information. Mr. Fuge discussed the hiring of a new Community Services Director and the process is moving forward.

Approval of Agenda- Chair Bonneprise called for a motion to approve agenda. **Motion** (Demulling/Edgell) to approve the agenda. **Motion carried** by unanimous voice vote.

Approval of Minutes- Chair Bonneprise called for a motion to approve the minutes of the April 10, 2018 minutes. **Motion** (Alleva/Demulling) to approve the April 10, 2018 minutes. **Motion carried** by unanimous voice vote.

Public Comment – None

Announcements and Committee Information

Mr. Fuge announced that there will be a Family Educator Agent hired for Extension. The process is moving forward.

On April 26, 2018 Gretchen Sampson was awarded the Carol Graham Lifetime Achievement Award by Wisconsin Public Health Association (WPHA). She will be presented with the award at a convention in Stevens Point, WI in August, 2018. John Bonneprise asked to have this announcement added to the County Board agenda.

Discussion Items

Mr. Fuge addressed the Board and thanked them for their service. He also thanked all the departments that are under the oversight of the Board of Health and Human Services.

Mr. Fuge conducted a discussion with the board regarding the Specific Committee Duties, Responsibilities and Assigned Functions, Committee Processes. By consensus of the committee members present they want this item brought to the June BHHS meeting and also adding “Discussion and Consideration” and will ask program leads and all department heads under this committee to attend. Mr. Prichard requested that this be reflected in the minutes. **Motion** (Prichard/Lagus) to have this item placed on the June 2018 HHS agenda. Discussion on the motion followed. Chair Bonneprise called for a vote on the motion. **Motion** carried on unanimous voice vote.

A copy of the Polk County Board of Supervisors Rules of Ordinance was distributed to all members of the BHHS.

The 2017 annual report for the Polk County Community Services was distributed.

2018 Work Plan- Moved Birth to 3 from June to May; added Discussion and Consideration of Specific Committee Duties, Responsibilities and Assigned Functions, Committee Process to June, including having program leads and department heads present and reviewing statutes; moved Emergency Services to July, added Family Health Educator Update to June.

A handout was distributed for the Birth to Three program. Brian Kaczmarek, Public Health Director, gave a presentation about the program and answered questions from the board.

Tonya handed out monthly statistics for the Human Services Department.

Tonya will summarize the Health Satisfaction Survey and give a report at the June 2018 meeting.

Lisa Lavasseur informed the board that Behavioral health clinic passed a 2 year state certification with no citation or recommendations. The Behavioral Health clinic launched the electronic health records on May 1, 2018.

Motion (Demulling/Edgell) to adjourn. Chairman Bonneprise declared the meeting adjourned at 11:30 a.m. **Motion** carried by unanimous voice vote.

Next meeting date is June 12, 2018 with optional orientation at 8 a.m. and meeting at 10:00 a.m.

Future Agenda Items:

2018 Work Plan Continued Development or changes/additions

Department Annual Reports

Health Satisfaction Survey Report and Discussion

Medical Examiner Update

Discussion and Consideration of Specific Committee Duties, Responsibilities and Assigned Functions, Committee Process. Work with Program Leads and Department Heads to analyze and review statutes.

Respectfully submitted,

Felecia Kallevang

Community Services Fiscal Assistant

POLK COUNTY HUMAN SERVICES MONTHLY STATISTICS

Jan. 2018	Feb. 2018	Mar. 2018	April 2018	May 2018	June 2018	July 2018	Aug. 2018	Sep. 2018	Oct. 2018	Nov. 2018	Dec. 2018	Average 2018	Average 2017	Average 2016
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CLIENT COUNT

Psychiatry/Medication Management	340	341	343	319								336	321	277
Mental Health Outpatient	92	90	85	92								90	45	64
AODA(Alcohol & Other Drug Abuse) Outpatient	155	134	121	119								132	168	154

OWI(Operating While Intoxicated) Assessments	20	10	18	12								15	16	13
Drug Court Enrollees	13	13	13	16								14	10	11
Drug Court Completed	0	0	0	0								0	1	0

Community Support	21	23	23	22								22	24	23
Comprehensive Community Services	32	31	31	31								31	28	
Case Management	19	19	23	25								22	29	28

APS(Adult Protective Services) Investigations	4	2	1	0								2	4	5
APS(Adult Protective Services) Ongoing	6	6	5	5								6	4	7

Juvenile Intakes	21	16	16	20								18	23	15
Juvenile On-going	52	49	46	49								49	48	46

Child Protection Open Assessments	88	102	103	91								96	25	19
Child Protection Open On-going	65	68	66	67								67	55	76

Children's Waiver/FSP Caseload	38	36	40	40								39	36	45
Children's Waiver/FSP Waitlist	10	11	8	8								9	11	15

Food Share Recipients	3,892	3,917	3,883	3,836								3,882	3,965	4,168
Medical Assistance	7,783	7,918	8,432	8,406								8,135	7,859	8,222
Child Care	87	88	91	91								89	95	95
WHEAP (WI Heating & Energy Assist. Pro.)	1,374	1,416	1,515	1,655								1,490	1,544	1,495

PLACEMENTS

Emergency Detentions	5	3	11	8								7	7	9
Adult Placements	18	18	19	23								20	20	15
Juvenile Residential Care	5	5	4	4								5	6	8
Court Ordered Child Placements18(FC prior)	63	57	61	76								64	36	30

CONTACTS

Emergency Service Contacts	134	135	204	204								169	147	163
Access Calls-APS(Adult Protective Services)	22	28	23	34								27	26	24
Access Calls-CPS(Child Protection Services)	70	49	64	64								62	63	66

Staff Report

Health and Human Services Board – June 12, 2018

By: Jeff Fuge, Interim County Administrator/ Corporation Counsel

Subject: Overview of the Health and Human Services (HHS) Board Assigned Duties and Responsibilities

Summary:

The HHS Board has requested for an overview of its various duties and responsibilities.

In general, the HHS Board serves in a policy making body, providing recommendations to the County Board and providing advice to the County Administrator and those department heads who are responsible for administering the programs and services assigned to the Board. In specific terms, the duties and responsibilities of the HHS Board in respect to such assigned functions, programs and services are found in the statutes relating to specific programs and services. Additionally, the duties and responsibilities are defined from County and departmental policy.

- Section 251.04 - As local health board:
 - Because the County is one with a county administrator, the HHS Board a policy-making body determining the broad outlines and principles governing the administration of the county health department.
 - Meet at least quarterly.
 - Advocate for the provision of reasonable and necessary public health services.
 - Make recommendations concerning the development of local health department policy that fosters local involvement and commitment, that emphasizes public health needs and that advocates for equitable distribution of public health resources and complementary private activities commensurate with public health needs.
 - Assist in the preparation of the budget of proposed expenditures of the public health department.

- Section 46.23(5m) – as human services board:
 - Appoint subcommittees consisting of residents of the county to advise the county human services board as it deems necessary.
 - Recommend program priorities and policies, identify unmet service needs and prepare short-term and long-term plans and budgets for meeting such priorities and needs.
 - Prepare, with the assistance of the county human services director, a proposed budget for submission to the county executive or county administrator; and assist in the submission of the final budget to various state departments.
 - Advise the county human services director regarding purchasing and providing services and the selection of purchase of service vendors, and make

recommendations to the county executive or county administrator regarding modifications in such purchasing, providing and selection.

- Develop county human services board operating procedures.
 - Assist in arranging cooperative working agreements with persons providing health, education, vocational or welfare services related to services provided under this section.
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- The HHS Board has duties and responsibilities of a policy-making body and an advisory committee to the programs and services delivered through the Golden Age Manor Nursing Home; the Child Support Agency and Veteran's Services Office.
 - The HHS Board also has duties and responsibilities as described in the County Board Rules of Order Ordinance, the provisions of the County Finance policy concerning budget development and execution, and other ordinances and resolutions as may be determined by the County Board from time to time.

Polk County Board of Health and Human Services
2018 Workplan – v04/10/2018

Date	Scheduled Agenda Items	Program Evaluation and Upcoming Issues
January	<ul style="list-style-type: none"> • Finalize 2018 Work Plan • BHHS accomplishments • BHHS Satisfaction Survey • RADON program 	<ul style="list-style-type: none"> • Finalize plan for program evaluation • Policy 10 – HHS Board section • Vacant Board Position update
February	No meeting	
March	<ul style="list-style-type: none"> • 2017 Division Performance Measures Report – Postpone until April • Legislative Event report from January • GAM and VSO Updates 	<ul style="list-style-type: none"> • Program Evaluation– Juvenile Justice
April	<ul style="list-style-type: none"> • Division Strategic Plan Update • Tobacco Program Updates – Elizabeth Hagen • Preliminary End of Year Financial Report 	<ul style="list-style-type: none"> • Follow up of JJ Program Evaluation
May	<ul style="list-style-type: none"> • Consideration/reconsideration of County Board priorities in Health and Human Services Programs • Policy 10 • Legislative Event Report • Zero Suicide Program – Corby Stark • Follow up of BHHS satisfaction survey 	<ul style="list-style-type: none"> • Program Evaluation - B-3 • Orient New Board Members
June	<ul style="list-style-type: none"> • Department Annual Reports • Medical Examiner Update 	<ul style="list-style-type: none"> • Discussion and consideration of Committee duties, resp. and assigned functions • Family Health Educator update
July	<ul style="list-style-type: none"> • VSO and GAM mid-year reports 	<ul style="list-style-type: none"> • Program Evaluation - Emergency Services
August	<ul style="list-style-type: none"> • Review and recommendations on fee schedule and leases • Community Health Improvement Plan Update • Legislative Event Report if applicable 	
September	<ul style="list-style-type: none"> • Annual Budget Review • Program Evaluation 	<ul style="list-style-type: none"> • Program Evaluation TBD

Polk County Board of Health and Human Services
2018 Workplan – v04/10/2018

October	<ul style="list-style-type: none">• Annual Budget Amendments	
November	<ul style="list-style-type: none">• Legislative Event Report if applicable• Program Evaluation	<ul style="list-style-type: none">• Program Evaluation TBD
December	<ul style="list-style-type: none">• Develop 2019 Work Plan• Update on Division Strategic Plan Progress	