



**MINUTES**  
**Health and Human Services Board**  
 Government Center, Conf. Room A&B  
 Balsam Lake, WI 54810  
 10:00 a.m. Tuesday, December 12, 2017

Meeting called to order by Chair Bonneprise @ 10:00 a.m.  
 Members present

Attendee Name	Title	Status
John Bonneprise	Chair	Present
Joe Demulling	Vice Chair	Present
Jim Edgell	Supervisor	Present
Doug Route	Supervisor	Present
Mike Prichard	Supervisor	Present
William Alleva	Citizen	Present
Vacant	Citizen	
Pamela DeShaw	Citizen	Present
Dr. Arne Lagus	Citizen	Present

Also present Marilyn Blake, Deputy County Clerk; Gretchen Sampson, Community Services Director; Lisa Lavassear, Behavior Health Director; Brian Kaczmarek, Public Health Director and a member of the press

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

**Approval of Minutes-** Chair Bonneprise called for a motion to approve the minutes of the November 7, 2017 meeting. **Motion** (Alleva/Edgell) to approve the November 7, 2017 minutes. It was noted that in the minutes under "Approval of Minutes" the September 12, 2017 minutes were indicated rather than the October 10, 2017 minutes. Chair Bonneprise indicated that to be considered a typing error. **Motion carried** by unanimous voice vote.

**Public Comment** – None

**Announcements and Committee Information**

Ms. Sampson reviewed the process of selecting a replacement for Dr. Markert on the board. The search is still in process. There have been several names suggested and it was the opinion of the board that Ms. Sampson follow up with the people suggested to see if they meet the criteria for the replacement.

**Action Items**

Mr. Bonneprise acknowledged Ms. Sampson to help the board with the process of developing the 2018 Board of Health and Human Services 2018 Work Plan. There was discussion and it was decided not to go beyond the first quarter of 2018 at this time. The Board discussed items to be entered into the work plan for January, February and March. Sampson will update the work plan with items that are constant in each year and the Board will finalize the work plan at the January 2018 meeting. The HHS Board may wish to further develop the work plan beyond the first quarter of 2018 after the April election of the Board of Supervisors and the new BHHS is seated.

**Motion** by Prichard/Lagus to incorporate an evaluation of at least six of DHHS programs into the 2018 work plan in accordance with Policy 10. Discussion followed and at a future meeting they will decide which programs to evaluate and during what months those will be evaluated. **Motion carried** by a unanimous voice vote.

**Discussion Items**

Ms. Sampson advised the board that it is now time for the Public Health Department to apply for reaccreditation at the national level. She noted that Polk County was one of the first thirteen counties in the nation to receive national accreditation. Brian Kaczmariski presented a Power Point program "Re-Accreditation Update" explaining what is required. He indicated the department will apply for and be re-evaluated in the second quarter of 2018.

Ms. Sampson and Brian Kaczmariski presented a program on the Strategic Plan Update. There was discussion about how information can be further disseminated about the services offered through the DHHS programs.

Brian Kaczmariski and Ms. Sampson gave updates on grants received or awaiting a decision. The department received approval of a grant for Adult Immunizations, and for the Opioid State Targeted Response grant. They are waiting for a response on the Meth Treatment Center grant application. They explained how the grant funds are being put to use within the county.

The final Polk County Community Health Improvement Plan was distributed and discussed. The three top priorities in Polk County are Mental Health, Obesity, and Substance Abuse.

**Motion** (Edgell/Demulling) to adjourn. Chairman Bonneprise declared the meeting adjourned at 11:45 a.m.

Next meeting date is January 9, 2018 @ 10:00 a.m.

Future Agenda Items:

2018 Work Plan

Update regarding appointment to fill vacancy created by Dr. Markert's resignation

Respectfully Submitted,  
Marilyn Blake  
Deputy County Clerk

**Board of Health and Human Services  
2018 Work Plan**

<b>Date</b>	<b>Scheduled Agenda Items</b>	<b>Program Evaluation and Upcoming Issues</b>
January	<ul style="list-style-type: none"> <li>• Finalize 2018 Work Plan</li> <li>• BHHS accomplishments</li> <li>• BHHS Satisfaction Survey</li> </ul>	<ul style="list-style-type: none"> <li>• Finalize plan for program evaluation</li> <li>• Policy 10 – HHS Board section</li> <li>• Vacant Board Position update</li> </ul>
February	No meeting	
March	<ul style="list-style-type: none"> <li>• 2017 Division Performance Measures Report</li> <li>• Preliminary End of Year Financial Report</li> <li>• Legislative Event report from January</li> <li>• GAM and VSO Updates</li> </ul>	<ul style="list-style-type: none"> <li>• Program Evaluation (Program TBD)</li> </ul>
April	<ul style="list-style-type: none"> <li>•</li> </ul>	
May	<ul style="list-style-type: none"> <li>• Consideration/reconsideration of County Board priorities in Health and Human Services Programs</li> <li>• Legislative Event Report</li> </ul>	<ul style="list-style-type: none"> <li>• Program Evaluation</li> </ul>
June	<ul style="list-style-type: none"> <li>• Department Annual Reports</li> <li>• Medical Examiner Update</li> </ul>	
July	<ul style="list-style-type: none"> <li>• VSO and GAM mid-year reports</li> </ul>	<ul style="list-style-type: none"> <li>• Program Evaluation</li> </ul>
August	<ul style="list-style-type: none"> <li>• Review and recommendations on fee schedule and leases</li> <li>• Community Health Improvement Plan Update</li> <li>• Legislative Event Report if applicable</li> </ul>	
September	<ul style="list-style-type: none"> <li>• Annual Budget Review</li> <li>• Program Evaluation</li> </ul>	<ul style="list-style-type: none"> <li>• Program Evaluation</li> </ul>
October	<ul style="list-style-type: none"> <li>• Annual Budget Amendments</li> </ul>	
November	<ul style="list-style-type: none"> <li>• Legislative Event Report if applicable</li> <li>• Program Evaluation</li> </ul>	<ul style="list-style-type: none"> <li>• Program Evaluation</li> </ul>
December	<ul style="list-style-type: none"> <li>• Develop 2019 Work Plan</li> <li>• Update on Division Strategic Plan Progress</li> </ul>	



## POLK COUNTY, WISCONSIN

[WWW.CO.POLK.WI.US](http://WWW.CO.POLK.WI.US)

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### AGENDA AND NOTICE OF MEETING

#### BOARD OF HEALTH AND HUMAN SERVICES

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

Conference Room A&B

Tuesday, December 12, 2017 at 10:00 a.m.

A quorum of the County Board may be present

Materials: November 7, 2017 Minutes

10:00	1. Call to order A. Approval of agenda B. Approval of minutes for November 7, 2017	Chair Bonneprise
10:05	2. Public comment (3 minutes)	
10:10	3. Announcements and committee information	All
10:20	4. Action Items A. 2018 Workplan	Sampson
10:30	5. Discussion Items A. Reaccreditation Process B. Update on Division Strategic Plan C. Division Grants Update 1. Meth Treatment Center grant application 2. Adult Immunization grant 3. Opioid State Targeted Response grant	Sampson/Kaczmarski Sampson/Kaczmarski Sampson/Kaczmarski
11:15	6. Informational Presentations A. Community Health Improvement Plan Final	Sampson
Noon	7. Adjourn	

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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.