

**Ashland County Health & Human Services Board Meeting
Sanborn Center
September 16, 2015 4:15 p.m.**

Members Present: Clarence Campbell, Joan Haukaas, A. Koeller, Joyce Kabasa
Ron Lockwood, Matt MacKenzie, Jim Oakley, Charles Ortman

Excused: Matthew Horning, Laura Kruse

Others: Terry Barningham, Linda Bailey, Jeff Beirl, Peter Herlevi, Bev Patterson, Terri Perry, Tami Tolliver, Cyndi Zach

CALL TO ORDER

The meeting was called to order by C. Campbell at 4:15 p.m.

APPROVAL OF MINUTES

The minutes of the June 2015 Board Meeting were reviewed.

<p>J. Oakley made a motion to approve the June 2015 minutes. Seconded by C. Ortman. Motion carried.</p>
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PUBLIC COMMENTS

None

WRITTEN DEPARTMENT REPORTS / UPDATES

None

STAFFING UPDATES

- PPACA (Affordable Care Act) funding is secure through 12/31/2015.
 - This was understood to be limited-term funding.
 - There are currently 3.5 full-time equivalents (ftes) at Ashland County Health and Human Services Department (ACHHSD) paid for by this funding.
 - T. Perry and T. Tolliver have met with the ltes to let them know in advance when the funding is scheduled to end.
 - The Northern Income Maintenance Consortium (NIMC) has budgeted for potential unemployment benefits and so this will not affect ACHHSD financially.
- Laura Compton from the Children & Families Unit (C&F) is currently on maternity leave.
 - Her workload is currently being absorbed by the rest of C&F.
 - This is causing some scheduling and workload problems in the unit. T. Perry and T. Barningham are exploring solutions, potentially to include an lte or overtime. T. Perry will work with Jeff Beirl on any solution that will require additional spending.

CY2016 BUDGET REVIEW & APPROVAL

T. Perry reviewed the budget proposal in the board packet:

- The budget has been created in close consultation with J. Beirl.
- For 2016, ACHHSD will be absorbing the \$20+ thousand dollar portion of the IT Administrator position which was previously paid for at the county level.
- The IT Administrator offices in the Sanborn Center and does assist with IT work at the county level.

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- The budget projects enough PPACA funding for 1 fte in 2016.
- The IT Administrator has reduced spending at the Sanborn Center by reducing the number of internet connections from 5 to 3 and by identifying some unnecessary support charges. These spending reductions are reflected in this budget.
- The number of Community Support Program (CSP) “slots” has been reduced from 54 to 40, which will reduce ACHHSD spending for 2016. This reduction is a combination of unused slots and slots that will be vacated as some clients move from CSP to the fully-funded Comprehensive Community Services (CCS) program.
- The budget includes a cash-out for a potential retirement in 2016, along with a one-month overlap for a replacement hire.
- The 2016 ACHHSD budget includes a one-time reduction in county levy funding, using non-lapsing performance funds in place of that funding, at the direction of the Ashland County Administrator.
- Net request for 2016 county levy spending is \$8,439 less than 2015 request.

M. MacKenzie inquired as to how the 2016 budget looks in comparison to 2015 ACHHSD spending.

C. Campbell moved agenda item 8 – 2015 Year-to-Date Expenditures up to this portion of the meeting for discussion.

2015 YEAR TO DATE EXPENDITURES

- The board packet financial report represents expenditures and earned revenue through July 2015 (58% through the year.)
- Overall year to date expenditures and earned revenue is at 53% of the annual budget, with levy spending at 28% of the annual levy budget.
 - Vendor invoices are generally paid the month following the month of service.
 - Levy spending is “back-loaded” in any given year as available grant and program funding is spent first.
 - Considering these items, year to date spending appears to be in line with the 2015 budget.
- P. Herlevi responded to M. MacKenzie’s original inquiry by saying that he sees the 2016 budget as a reasonable projection which is based on ACHHSD expense and revenue trends in recent years, including year to date 2015 actual expense and revenue.
- In recent history and in this 2016 budget, approximately 30% of total ACHHSD expenditures are funded via county levy and 70% are funded by various non-county grants and programs.

J. Kabasa made a motion to approve the 2016 ACHHSD Budget as presented. Seconded by A. Koeller. Motion carried with M. MacKenzie abstaining.

COMPREHENSIVE COMMUNITY SERVICES (CCS) OVERVIEW/ENROLLMENT UPDATE

- The program covers mental health services as well as drug and alcohol abuse services.
- The program covers children as well as adults.
- Participants in the program must have Medicaid (MA).

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- Ashland County, Bayfield County and New Horizons North are working together in what is referred to as a shared services model for service delivery.
- Allowable costs are fully funded by Medicaid.
- Thus far 33 Ashland County residents – including 3 children - have been enrolled in the program.
- ACHHSD is working to transition some more stable clients from the CSP program to CCS.

BIRTH TO THREE (B3) PROGRAM UPDATES

C. Zach gave the update:

- Northern Lights, through which ACHHSD contracts for B3 therapy services, has lost both an occupational therapist (OT) and a speech and language therapist (SLT) since January.
- Northern Lights just recently was able to hire an OT but is still without an SLT.
- The B3 program utilizes a team approach; professionals from different specialties coach one another and therefore only one goes into each home. This approach utilizes available resources efficiently and effectively.
- There are some B3 cases which might not require a licensed therapist but a licensed educator can provide the required services. B3 coordinator Jennifer Leask has renewed her education license in order to be able to provide these types of services. It is expected that these services will be billable to Medicaid (MA) in the future.

WHEAP UPDATES

T. Tolliver distributed a handout detailing statistics from the 2015 heating season which ends at the end of this month:

- 242 households received crisis assistance, including summer fill households. The Ashland County crisis fund has been spent in its entirety. Approximately \$10,000 remains in the summer fill fund.
- Early applications for the 2016 heating season went out at the end of July – 200 of approximately 400 applications sent out have been returned and entered thus far.

MENTAL HEALTH CRISIS BED

T. Perry reported that our area has the only mental health crisis bed in Wisconsin that currently serves children:

- The facility was originally certified in 2008 by the Department of Family and Health Services as a Level 5 Treatment Home.
- In 2010 the Department of Family and Health Services split into the Department of Health Services (DHS) and the Department of Children and Families (DCF).
- ACHHSD continued over the years to get certified through DHS and the Division of Quality Assurance (DQA).
- On 6/30 of this year, ACHHSD was notified that it hasn't gotten DCF certification and was out of compliance.
 - T. Barningham has been working closely with Northland Counseling Services (NCS) on recertifying with DCF.
 - This recertification is a difficult and involved process.
 - T. Perry is optimistic that the MA funding received by ACHHSD over the years for serving children will not need to be returned. DHS has stated verbally that it

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will assist ACHHSD in the event that there is trouble with this aspect of the situation with DCF.

- ACHHSD will be taking over the MA billing process from NCS

IT (Information Technology) UPGRADES

P. Herlevi updated the board:

- First order of business for new IT Administrator, Rachel Lipka, has been to take an inventory of hardware, software and operating systems, along with assessing the state of network infrastructure.
- The ACHHSD network situation was found to be unsustainable; significant problems existed with equipment and infrastructure, seriously impairing performance, functionality and reliability. Additional problems with security and business continuity were also uncovered.
- Rachel and Peter put together a proposal for T. Perry and J. Beirl which documented the current state and the generally accepted standard, including risks and cost to get from current state to standard state.
- As a result of this proposal and resulting discussions with T. Perry and J. Beirl, ACHHSD has invested in new network hardware and software.
- The cutover date from old network to new network is the weekend of October 2. This cutover includes a no-cost upgrade to the email system, which is currently 3 versions out of date and unsupported.
- The end result of this project and ongoing adjustments will be that end users will have greatly improved reliability, functionality and response from their IT equipment. In addition, holes in security and business continuity concerns will have been addressed. Finally, this positions ACHHSD to seamlessly transition when the time comes to more centralized county IT services shared between the Sanborn Center, the jail and the courthouse.
- Moving forward, IT equipment and support will be managed more planfully and proactively in order to maintain the stability, efficiency and cost effectiveness that is being attained.

DRUG COURT GRANTS

- The current BIRT grant and the current Adult Drug Court (ADC) grant are ending on 9/30/2015.
- ACHHSD is being considered for a new drug court grant by the Otto Bremer Foundation.
- The Adult Drug Court has secured another 3 year grant, beginning on 10/1/2015.
 - This grant will be managed through the County Administrator's office.
 - The grant provides for two full time employees – one case manager and one 50% case manager and 50% grant administrator.

HHS BOARD MEETING DISCUSSION

A discussion was held regarding the structure, frequency, length and content of ACHHSD board meetings.

- Copies of board member job description and medical rep notes describing the slightly different role were distributed.

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- T. Perry and J. Beirl spoke about this being a board-driven decision, i.e. what is the board's role and what do board members want it to be? No one wants to waste anyone's time but do want the board to be engaged.
- The current frequency of ACHHSD board meetings was decided some time ago by this board, but is certainly open for change.

J. Kabasa made a motion to maintain the current ACHHSD board meeting schedule as is unless significant problems arise. Seconded by A. Koeller.

Discussion:

- **M. MacKenzie stated that his concern is whether the ACHHSD board is meeting its statutory obligations. He has done some research of the statutes and the answer does not seem clear. As long as the board is meeting its obligations, he has little problem with the meetings as they are. Putting the critical compliance issues at the beginning of the agenda would allow for discussion and decisions while everyone is fresh.**
- **T. Perry replied that two very important statutory requirements are the annual Public Hearing and the annual approval of the ACHHSD budget. These items have been taken care of as a matter of course for years.**
- **A. Koeller added that monthly meetings in the past seemed to add more continuity for him personally.**
- **J. Kabasa stated that she does not want to have any fewer meetings than today.**
- **C. Campbell offered that the board's main objective is oversight in order to be sure that the agency is fulfilling its job duties. M. MacKenzie asked about what the tool(s) is for measuring that performance.**
- **T. Perry and J. Beirl responded that program and financial audits, performance against budget, and customer satisfaction survey results are a few of the key tools to be used in monitoring agency performance.**
- **Additional discussion ensued around board updates, managers' attendance at the board meetings, keeping the board apprised of significant changes or problems, and increased understanding of ACHHSD programs by board members. The consensus was that this will be an ongoing, board-driven process. Immediate changes will include a more in-depth presentation of one ACHHSD department and its programs at each board meeting, and an annual physical tour of ACHHSD by board members. The first presentation will be in November by Adult Services/ADRC. The first tour will also be in November, beginning at 4:15 pm at the Sanborn Center.**

Motion carried with M. MacKenzie opposed.

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WRITTEN MATERIALS

The following written materials were provided to the Board. Please contact T. Perry if additional information is desired or follow up at a Board meeting requested.

- Children in Substitute Care
- Children & Family Access Statistics
- Income Maintenance Timeliness Reports
- Income Maintenance Ongoing Caseload Monitoring
- West Nile Press Release – 8/25/15
- Ashland County Maternal and Child Health Profile
- WCHSA Executive Board Meeting Minutes – 8/6/15
- WCHSA Child Welfare Memo – 8/24/15
- DCF Update for WCHSA Executive Board – 9/3/15
- DHS Update for WCHSA Executive Board – 9/3/15

C. Zach informed the board that a bat in Ashland County has tested positive for rabies, along with another bat in Bayfield County.

BOARD MEMBER UPDATES/AGENDA ITEMS

R. Lockwood would like a future agenda item around understanding the role of counties in long term care in Wisconsin moving forward.

OTHER BUSINESS

J. Kabasa reiterated the benefit of having one department do a more in-depth presentation at each board meeting. This will allow board members not only more insight/oversight but will make them more aware of available programs for situations they might run across in the community.

APPROVAL OF BILLS

<p>A. Koeller made a motion to approve the bills presented. Seconded by J. Kabasa. Motion carried.</p>

NEXT MEETING DATE

November 18, 2015 at 4:15 pm: Sanborn Center

The meeting adjourned at 6:10 p.m.

Recorded by Peter Herlevi