

## DODGE COUNTY HUMAN SERVICES & HEALTH BOARD MINUTES

The Dodge County Human Services & Health Board met on Wednesday, November 1, 2017, in Conference Room #G46 of the Henry Dodge Office Building.

The meeting was called to order at 6:00 p.m. by Mary Bobholz

**ROLL CALL: PRESENT:** Mary Bobholz, Lois Augustson, Jeremy Bartsch, Becky Glewen, David Godshall, Stephanie Justmann, Jennifer Keyes, Mark Roesch, and Kira Sheahan-Malloy.

**NOT PRESENT.** NA

**ALSO PRESENT: STAFF:** Jim Mielke - County Administrator, Becky Bell – Director, Monica Hooper-Division Manager, Sheila Drays-Division Manager, Jody Langfeldt-Supervisor, Alyssa Schultz-Division Manager, Brittany Bleich

**OTHERS:** Marguerite Bashynski

**Certification of Public Notice:** Kris Keith certified public notice.

**Consideration to Deviate from the Agenda if Needed:**

A motion was made by Jeremy Bartsch to approve deviation from the agenda if needed. The motion was seconded by Lois Augustson. Motion carried.

**Approval of Minutes of the October 4, 2017 meeting:**

A motion was made by Kira Sheahan-Malloy to approve the minutes of the October 4, 2017 meeting. The motion was seconded by Becky Glewen. Motion carried.

**Public Forum:**

Marguerite Bashynski was here asking why her case manager assisted in helping move a client to a different residence. The case manager suffered a back injury which resulted in the need to reschedule an appointment with Ms. Bashynski. Division Manager Alyssa Schultz provided an update to the Committee.

**Board Action:**

A. Consider, discuss and take action on Opioid Litigation Resolution

Jim Mielke brought the final Opioid Litigation Resolution to the Board meeting. Mr. Mielke indicated that a number of Wisconsin counties have adopted a similar Resolution.

Stephanie Justmann made a motion to sign the Opioid Litigation Resolution and forward to the County Board. Jeremy Bartsch seconded the motion. Motion carried

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**Director's Report:**

**A. Update: NetSmart Status/Next Steps**

Division Manager Monica Hooper reported that there are still open items that need to be addressed but in general there continues to be progress. Monica reported for self-pay the goal is to get through September by the end of the week and October late next week. The billing department has received payments from Forward Health and things continue to move forward. Monica Hooper and Jim Mielke talked about the recent financial training held on site. The scheduled three day training did not proceed as intended and ended after a day and a half. Follow up discussion with NetSmart representatives related to the training is ongoing.

Monica Hooper and her team have continued to move forward and make progress without the assistance of NetSmart. Division Manager Alyssa Schultz reported that she is still in contact with her representative at NetSmart in regards to PPS reporting and she received the new form and has trained her staff on it. Alyssa will be sending Aprils report to the State and will wait to see if there are any errors and her team will move forward. Alyssa also reported that there is a Meaningful Use module that was supposed to be part of the overall software package. Dodge County has requested the installation of the module by April 2018.

**B. Update: Senior Dining Program/Staffing/Utilization Statistics**

Becky Bell reported that Stephanie Levenhagen has retired as the Supervisor of Nutrition/Transportation program. The department is currently in the process of interviewing candidates for that position. After that position is filled the department will be analyzing the dining center and home delivered meal programs to determine their effectiveness. Department statistics indicate that there was a decrease of about 19 dining center visitors but an increase of 7 home deliver meals in 2017 in comparison to the 2016 numbers. Becky Bell and Sheila Drays indicated they will keep the Board updated on this issue.

**C. Discuss and consider Opioid and Methamphetamine Treatment Centers Grant Opportunity**

Becky led the discussion about the Opioid and Methamphetamine Treatment Centers Grant opportunity. Becky indicated that according to the grant guidelines Dodge County is part of the high priority region, however, Dodge County would need to take a regional approach with in its proposal. Becky indicated that she has had conversations with Fond du Lac County and the department intends to submit an application as a joint effort between Dodge and Fond du Lac County. The proposal also includes a subcontract with Justice Point to provide intensive case management services to individuals served under this proposal, including assistance with employment, housing and transportation. The grant proposal also will include funding for areas including detoxification services, medication assisted treatment and residential care. The state is looking to fund two proposals with a maximum award amount equaling \$666,667.

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**Division Reports:**

The Board members reviewed and discussed the following informational items:

**A. Fiscal & Support Services Division:**

**1. Review of September 2017 expenditures & revenues.**

Monica Hooper reported that there was a correction in the numbers for August. Currently there shows a significant return to the General Fund. Ms. Hooper noted that these numbers are still very preliminary. There is a lot that will play into these numbers once the department is able to close months in NetSmart, work on collections, and work on writing off accounts to bad debt.

**2. Discuss Intra-Department Fund Transfers**

**3. Update: Status on Johnson Block Audit Findings**

Division Manager Monica Hooper reported that the 2016 audit has been finalized. Ms. Hooper stated that some of the findings are repeat findings. The board was supplied with a document noting the findings. The department is working on correcting the findings. The clinical billings finding was a repeat. The agency is working towards closing months in NetSmart. The month end process has been documented and a policy has also been created. The contract finding was also a repeat finding. The agency is reviewing contract costs to make sure that the expenses do not go over the contracted amount. If the contract looks like it will go over the contracted amount, a contract amendment will be sent out. Additionally, we will have a meeting set to review any audit reports not submitted. A letter will be sent out stating that they are not in compliance until the audit report is submitted. No further payments will be sent to the provider until the report is received as well.

**B. Community Support Services Division:**

**1. Program Statistics**

**2. Aging and Disability Resource Center Information:**

**a. Dining Center Comments**

**b. Gross Recipients in Economic Support Programs**

**3. Public Health Information:**

**a. Presentation by Brittany Bleich, Emergency Preparedness Coordinator / Environmental Health on Preparedness and Environmental Health**

Brittany talked about the 5 year agreement Public Health has for preparedness funds with the CDC, also how she works closely with tenants, landlords and building inspectors when there are calls about mold, rodents or hoarding concerns.

**b. Federal Nutrition Services (FNS) 2017 ME Results**

Supervisor Jodi Langfeldt reported that the Federal WIC review resulted in 3 findings, and her department is addressing these now. The findings were confidentiality, better nondiscrimination disclosure and the Hemoglobin and lead consent forms need to be 2 different forms.

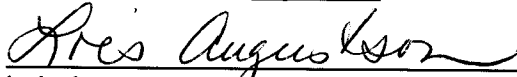
**C. Clinical & Family Services Division:**

**1. Program Statistics:**

- a. Out of Home Costs
- b. September Report from Northwest Connections on after-hours crisis activity.
- c. July-September Report from Northwest Connections on after-hours crisis activity

**Next Meeting Date:** December 6, 2017 @ 6:00 p.m.

A motion was made by Jennifer Keyes to adjourn the November meeting. The motion was seconded by Lois Augustson. Motion carried. The meeting was adjourned at 7:19

  
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Lois Augustson, **Secretary**

  
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Mary Bobholz, **Chairperson**

  
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Kris Keith, **Recording Secretary**

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**DISCLAIMER: THE ABOVE MINUTES MAY BE APPROVED, AMENDED OR CORRECTED AT THE NEXT COMMITTEE MEETING**