



**ROCK COUNTY HUMAN SERVICES BOARD MEETING**  
**Wednesday, April 27, 2016 – 4:30 P.M.**

**Call to Order:** Vice Chair Weaver-Landers called the meeting to order at 4:34 p.m. on Wednesday, April 27, 2016, in the 3<sup>rd</sup> Floor Conference room at the Rock County Health Care Center, Janesville, Wisconsin.

**Committee Members Present:** Sally Jean Weaver-Landers, Citizen Representative; Linda Garrett, Supervisor; Kathy Schulz, Supervisor; Terry Fell, Supervisor; and Terry Thomas, Supervisor.

**Committee Members Absent:** Chair Brian Knudson, Supervisor. Ashley Kleven, Citizen Representative. Vacant.

**Staff Present:** Charmian Klyve, Director; Phil Boutwell, Deputy Director; Sara Mooren, Administrative Services Division Manager; Tim Zuehlke, Controller; Jennifer Thompson, ADRC/LTS Division Manager; Cori Marsh, Dementia Care Specialist.

**Others Present:** County Administrator Josh Smith. Elizabeth Pohlman-McQuillen, Criminal Justice System Planner/Analyst, County Administration. Tawsif Anam, Southwest Wisconsin Regional Director, U.S. Senator Ron Johnson.

**Approval of Agenda:** Supervisor Thomas moved the agenda to the floor, seconded by Supervisor Garrett. The agenda was unanimously approved. APPROVED.

**Approval of Minutes of Human Services Board Meeting of April 13, 2016:** Supervisor Garrett moved the minutes to the floor, seconded by Supervisor Fell. The minutes were unanimously approved. APPROVED.

**Citizen Participation:** Tawsif Anam stated that substance abuse is a big problem not only in Wisconsin but nationwide. Pain killer drugs factor into the opiate abuse problems. There are questions related to pain management and doctors prescribing opiates. Doctors could feel pressured to prescribe drugs due to the questions on MA satisfaction surveys. He informed the Board that Senators have introduced the PROP ACT to reduce pressure to over prescribe painkillers. He advised hearings have been held in Wisconsin on opiates. He asked the Board to contact him with any questions.

**Submission of Committee Requests:** A list of previous Committee requests was distributed as requested by Supervisor Garrett.

**Discussion of Hiring Process for Human Services Director:** County Administrator Smith informed the Board about the hiring process for the new Human Services Director. The State statutes give the County Administrator authority to conduct one or more interviews of candidates. Once finalists are chosen they are interviewed in front of the governing committee. County Administrator Smith wants input from the Board as he is interested in hiring someone the Board is comfortable with as Director.

He distributed a handout from Human Resources outlining the hiring process. Human Resources will speak to the Board before the interviews to go over the interview guidelines. Interviews with the HSD Board will be held on May 11<sup>th</sup>, directly after the Human Services Board meeting. County

Administrator Smith will ask the interviewees a set of questions. The Board should take notes and after the interviews the Board will discuss the interviews and applicants' strengths. Once a decision is made a resolution will be submitted to hire the individual following background checks and references. Supervisor Thomas asked for the questions before the interviews. County Administrator Smith advised Human Resources is putting together a packet of information along with the applications which the Board will receive. Citizen Representative Williams expressed concerns about the timeframe between receiving the packets and the interviews. Arrangements will be made for Board members to pick up the packets. Supervisor Fell will pick up the packets and deliver them to the Board members who reside in Beloit.

**Approval of Contracts and Transfers:** Citizen Representative Williams moved four contracts to the floor, seconded by Citizen Representative Weaver-Landers. Ms. Mooren highlighted the Catholic Charities contract which contains significant changes. The contract is ending September 30, 2016, as Catholic Charities will no longer be providing long term care services because of Family Care. In the past, we reconciled contracts at the end of the year. However, we added language to change to reconciling monthly, and final reconciliation at the end of the contract in October. Citizen Representative Williams asked about whether the fixed costs in the contract was a monthly figure or the total for six months. Ms. Mooren explained the total amount is going to differ monthly based upon the fixed costs and staff costs, but the contract is the maximum per month based on actual fixed costs plus actual staff costs not covered by third party billing April through September. The January through March amount will be based on CLTS case management billing. The contracts were unanimously approved. APPROVED.

**New Process for Approval of Bills:** Mr. Zuehlke explained that the County billing process has changed. The bills will now be reviewed by the Board once a month, at the first meeting of the month. The report will look similar to the committee approvals the Board has been receiving, however, the bills will already be paid.

Supervisor Garrett indicated Ms. Oja explained the billing change to the County Board. Other counties use this process and providers are getting paid more rapidly. Ms. Mooren added that we will run a budget to actual report quarterly for the Board. A preliminary report will be brought to the Board in May to review. Citizen Representative Williams asked about approving bills after being paid. Supervisor Schulz and Supervisor Garrett asked about the procedure. Mr. Zuehlke will get more information from Ms. Oja to respond to the questions, and bring back to the Board.

**Evidence Based Decision Making:** Ms. Pohlman-McQuillen distributed handouts and provided a brief overview of EBDM (Evidence Based Decision Making). Rock County was chosen as one of six counties by the National Institute of Corrections (NIC) to participate in EBDM. Rock County received technical assistance from a crime justice expert to analyze the criminal justice system and map it to identify gaps and find opportunities to change. The Rock County EBDM group created four workgroups that target various change. Rock County is in phase 5 of EBDM which is to create plans and develop logic models. If we are chosen for phase 6, Rock County will begin implementing the changes determined as priorities. EBDM is intensive programming and involves a lot of work from many agencies. Supervisor Garrett asked about how Rock County was chosen. Ms. Pohlman-McQuillen responded and asked the Board to contact her with any questions. She will return to the Board to keep the Board informed.

**Praise and Recognition:** Ms. Thompson introduced Cori Marsh, Dementia Care Specialist for Rock County. Ms. Marsh has been recognized previously at the HSD Board. The Alzheimer's Association in Rock County nominated Ms. Marsh for the Professional Outstanding Caregiver award which will be presented at the Alzheimer's Conference. Ms. Thompson read highlights of the letter submitted to nominate Ms. Marsh. We are very lucky to have Ms. Marsh in Rock County. Supervisor Fell and Supervisor Thomas praised Ms. Marsh. Ms. Marsh stated outreach is very important because we can support people without any costs and prevent a crisis, and save money in the long run.

**Update on Family Care:** Ms. Thompson explained we are working on training ADRC staff to enroll people in Family Care or IRIS. We sent out information to 1,000 people and have seven group

meetings set up through May to explain Family Care and enroll members. We plan to enroll 400 people on July 1<sup>st</sup>.

We have identified certain high risk cases and will talk to the State about them. Ms. Thompson has met with the DD Board about their 600 clients coordinated by Catholic Charities.

We are also working on the MCO MOUs (Memorandum of Understanding) to be completed by June 1<sup>st</sup>.

**Director's Report:** Ms. Klyve announced the Foster Care event at Mac's Pizza on May 25<sup>th</sup>, and advised the resolution recognizing Foster Families will come in May.

**Next Meeting:** Wednesday, **May 11, 2016 at 4:30 p.m.**, at the **Rock County Health Care Center**, 3rd Floor Conference Room, Janesville, Wisconsin.

**Adjournment:** Supervisor Fell motioned to adjourn, seconded by Supervisor Garrett with unanimous approval at 5:31 p.m.

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Jodi Parson, Administrative Secretary

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