

TRANSITION COMMITTEE

COMMITTEE: TRANSITION
DATE: MAY 30, 2024
TIME: 3:00 P.M.
PLACE: FOREST COUNTY BOARDROOM

CALL TO ORDER

Chairman Augustin called the meeting to order at 3:00 p.m. and read the agenda.

ROLL CALL

Members Present: Augustin, Chaney (Alternate), Miller, Skallerud

Absent: Decorah, Dewing, Gretzinger

Others Present: Nora Matuszewski, Syliva Denison (FCP), Tracy Ferraro, Kathy Fohrman, Debbie Wendorf, Kristin Bauknecht, Jamie Zarda, Carla Storm, Bonnie Samelson, Chelsea Payant

APPROVE AGENDA

Motion by Miller to approve the agenda, second by Chaney. All present voting (AYE). Motion carried.

PUBLIC COMMENT

None

PRESENTATION BY PATRICK CORK-CONSULTANT FOR THE ADRC AND HUMAN SERVICES TRANSITION

A. TRANSITION PROCESS

Cork explained to the committee he was hired as the consultant to work with all counties on the plans to create a new structure for the Human Service Center. Forest County additionally hired him to help with integrating the ADRC with the Aging Commission. He updated the committee on the Human Service Center resolution to dissolve and what changes are to happen when going through the development of the new structure. He had suggestions on what to do next.

1. The Transition committee has to decide how many people will be on the new Human Services Committee. State statutes will be followed to create the number of members on the committee (7-15). The statutes tell how many of the members have to be county board and then how many will be outside residents. He will send the statutes to the committee for creation. The Human Service Center will be totally dissolved by January 1, 2025, so, the County structure needs to be in place by then. The governance structure needs to be in place by November 1st at the latest, according to Cork. He explained the type of members that need to be on the committee.
2. The Transition committee will make the recommendations on process of the direction of the Human Service Department that is being formed for Forest County and recruit or appoint a person to serve in the role as the Director and how that process will work best for Forest County.
3. The Transition committee must create a job description for the Director and he will send examples of the description from other counties.
4. The Transition committee must develop recommendations of the structure of the Human Services Department, which includes the management structure under the Director. Example: Director, managers (ADRC/Aging/Social Services) and financial manager. Cork will share organizational charts from other Human Service Departments for the management structure.
5. Decisions need to be made on to what the County will want to provide for services within the new department and what services they will contract out to other entities. Oneida County has decided to still offer services for Vilas/Forest if that is the direction the County decides to go. He encouraged the County

to contract out to Oneida for at least a year to give them time to get certified. They could contract a year at a time, and there would need to be an MOU between Forest County and Oneida County if this is the direction that the county chooses to pursue. There was discussion about crisis intervention and Cork told the committee the certification process is the same. There will need to be purchase of service contracts created to set the parameters on how the services will be delivered for Forest County. He told the committee Florence County has a similar agreement with Marinette County.

6. The Transition Committee has to plan the Human Service budget. The state funds that are allocated to the current structure which will be divided between the three counties moving forward. This will include the budget development as well as time tracking for billing.
7. The Transition committee will have to schedule a public hearing to present the budget around August or September (November). The administrative structure can be combined into that hearing.
8. The last item was to develop a communication structure to get the information out to the public.

B. ADRC

Cork told the committee it is his understanding the County plans on combining the ADRC with the Aging Department because the two departments serve a lot of the same people and then combine this into the whole Human Service Department.

The items set above for transitioning the Human Service Center into Forest County will be very similar when combining the ADRC with The Aging Department.

The Aging and ADRC already have boards and if combined they will need to develop a board and committee within the new structure of the Humans Services Department board. This board/committee will report to the Human Services Board and then to the full County Board. The existing structure of the Aging is a combination of County Board members and citizen members; they will be able to pull from these members as directed by statute which can be up to 20 members. Most committees range from 6-9 members. County Board members must be just below 50% of the members.

There will be a need for a separate board for nutrition, which will be outside of the ADRC and Aging Committee. They can use the committee already in place if the committee wished.

Transition committee needs to identify how the management structure will look (organizational chart), again, Cork will supply examples for the committee. Need to decide who will be the director of these services, that staff member will be in the Human Services Department and will answer to the director there. A job description will have to be developed for that position and how many positions will be in the ADRC as it integrates to Forest County. The application has to be in pre-application format by June. There will also have to be scheduled a public hearing for this structure as well.

There was discussion about this structure and if a position in the Income Maintenance could be combined with one within the ADRC currently which is ½ time FTE and coordinate the funding. Cork will check into this and get back to the committee. How many residents are served in Forest County and is it tracked within the structure now? How many ADRC staff do we need to serve the residents of Forest County and what is appropriate?

Cork will follow up with all requested information by hopefully, Monday. The composition of the board needs to be in the application by July. The Aging plan is currently going out and this questionnaire that is being worked on needs to include the new structure.

C. HUMAN SERVICES

Transition process to be carried out over to the next meeting when information is received.

DISCUSSION/ACTION ON FORMATION OF WORK GROUPS

Motion by Skallerud to create a work group to work items 1-3 from above for the Human Service Department; appoint individuals on the committee to be Miller, Skallerud, Fohrman, Ferraro, Decorah and Dewing, second by Miller. All present voting (AYE). Motion carried.

Motion by Skallerud to form a work group to also come up with how the County will provide services for the Human Services or purchasing whether they will purchase services; whether it be Oneida County or another entity within Forest County and make a recommendation to this committee, as well as who and how crisis certification is moving forward, second by Miller. All present voting (AYE). Motion carried.

Motion by Skallerud to form a work group to plan a budget for the Human Services side of the process and include within it the contracting and billing of the department, second by Miller. All present voting (AYE). Motion carried.

With this the ADRC budget portion an advising board is needed. The board will need the management structure, organizational chart, job description and statutory requirements to combine. They need ½ ADRC and ½ Aging and the employment positions which include FTE's. A workgroup needs to be created to work through all items 1-3 above as well and report back to the committee.

Motion by Skallerud to create the work group to work on items above; appoint Miller, Zarda, Lee, Bauknecht, Skallerud, Augustin, Wendorf, Decorah and Fohrman, second by Miller. All present voting (AYE). Motion carried.

Motion by Skallerud to create a budget work group for the ADRC/Aging; appoint Augustin, Bauknecht, Fohrman, Wendorf, Zarda and Lee to committee, second by Miller. All present voting (AYE). Motion carried.

FUTURE AGENDA ITEMS/SETTING NEXT MEETING

- Work groups report back to the committee

ADJOURNMENT

Motion by Miller to adjourn, second by Chaney. All present voting AYE. Motion carried. Meeting adjourned at 4:40 p.m.

These minutes are not official and are subject to change. They will be officially approved at the next scheduled Transition meeting.