

HEALTH AND HUMAN SERVICES COMMITTEE
June 13, 2024

The Health and Human Services Committee met on Thursday, June 13, 2024 at the Administration Building, 111 S. Jefferson Street, Lancaster, WI 53813 in Room 264, Second Floor.

Members present: Gary Ranum, Rick Sanson (z), Diane Nelson, Fred Naatz, Director of Grant County Social Services (z), Jeff Kindrai, MSPH, RS/Health Officer, Robert Keeney, County Board Chairman, Joyce Roling, Personnel Director, Amy Miller, Health Department, Kessa Klaas, Health Department, Kim Moore, Health Department, Mary Kay Logemann, Citizen, Neil Martin, Citizen (z); Excused from meeting Adam Day, Carol Beals, Rich Dhyanchand. The meeting was found to be in compliance with the open meeting laws. Mary Kay Logemann made a motion to approve the order of the agenda, second by Diane Nelson motion carried.

The meeting was called to order at 5:40 p.m. by Chair Gary Ranum.

Social Services and Health Department Minutes May 9, 2024: Diane Nelson made a motion to approve both DSS and Health Department minutes; Rick Sanson seconded the motion, the motion carried.

Citizen Comments- None

SOCIAL SERVICES FINANCIAL REPORTS MAY:

VOUCHERS: The Board reviewed the Voucher Accounts. Diane Nelson made a motion to approve the vouchers, second by Rick Sanson motion carried.

MONTHLY FINANCIAL REPORT: The Board reviewed the Monthly Financial report. Rick Sanson made a motion to approve the monthly financial report, second by Diane Nelson.

SEMINARS AND TRAINING COSTS FOR MAY: The Board reviewed the training costs. Board accepted the Seminars and Training report as informational.

Next Board meeting all financial and training reports will be approved together.

DIRECTORS REPORT: Fred gave recognition to LeaAnne for completing financial reports that was due to the state. Fred received an email from the Department of Children's and Families offering Family First funds. DSS submitted a survey to have access to these funds; the amount given to DSS is \$20,574.00. This will be used to keep kids in the home, provide transportation and other services to keep families together. This runs from July 1, 2024 through September 30, 2025. Fred participated in a Trauma and Informed care training for APS. The Trauma Informed Care methods will be used for Elder Abuse, Adult at Risk of abuse and Adult Protective Services. Fred had a meeting as a group and twice a month will continue to meet via zoom as a follow up with this to discuss how they are implementing it. Rick Sanson made a motion to approve the Social Services Director's Report; Diane Nelson seconded the motion, the motion carried.

HEALTH DEPARTMENT FINANCIAL REPORTS APRIL:

VOUCHERS: The Board reviewed the Voucher Accounts. Mary Kay Logemann made a motion to approve the vouchers, seconded by Gary Ranum , motion carried.

MONTHLY FINANCIAL REPORT: The Board reviewed the Monthly Financial report. Rick Sanson made a motion to approve the monthly financial report, seconded by Diane Nelson.

SEMINARS AND TRAINING COSTS FOR MAY: The Board reviewed the training costs. Mary Kay Logemann made a motion to approve the Seminars and Training costs, seconded by Diane Nelson, motion carried.

HNS Approval of Policies and Procedures, Admission and Discharge Policies, Program Evaluation, Record Review, Utilization and Review and Quality Assurance, Review of Infection Control Program, Review of Emergency Preparedness Plans and Exercises, Review of Contracts: Amy Miller stated she sent out standard information that is sent out every year. It lets everyone know where the Health Department is at quality wise. This is what is seen when they go to Home Health Compare; this is the Health Department quality rating and patient satisfaction results. Amy stated a three star rating in quality is good, which a majority of agencies are a three star. Amy stated the patient survey she is pleased with as well. Amy explained the Well Sky, which is the satisfaction that is more current data available. Jeff stated it is required they use a third party vendor for both Homecare and Hospice for the survey, so they do not see them until they identify the data. Amy explained the next sheet, which comes from the electronic record. Amy stated the adverse event summary, this is the adverse events we self- report for our electronic medical record. This helps the Health Department predict the patients who may be at risk for going to the hospital or emergency room. Amy stated they have a lot of omissions and non-compliance. These are the patients who do not take their medications appropriately. Rick made a motion to approve the agenda item as posted, seconded by Diane Nelson, motion carried.

Hospice Approval of Policies and Procedures, Admission and Discharge Policies, Program Evaluation, Record Review, Utilization and Review and Quality Assurance, Review of Infection control Program, Review of Emergency Preparedness Plans and Exercise, Review of Contracts: Hospice is the same thing as above except hospice gives an average daily census. For this time period are average daily period for hospice is 9, which is a little lower than in the past. Amy stated the location of care; the Health Department sees most of their patients in the home. Family care satisfaction surveys are good numbers. Hospice is rated very high compared to some of the competitors. Comments received from the patient's families were all positive. Hospice adverse events not a lot of non-compliance; Hospice utilization and preview is our internal review, this is a smaller amount of charts we have to review since they are a smaller caseload. No changes to policies and procedures other than what is required. There are a few less contracts since Medicare and commercial insurance cover Hospice. Mary Kay Logemann made a motion to approve, seconded by Diane Nelson, motion carried.

Public Health Approval of Policies and Procedure, Standing Order, Review of Contracts: Jeff Kindrai stated he has a copy of standing order for Dr. Martin to sign by June 20th. Most of the changes are for the immunizations that came available to use. Jeff Kindrai stated they are due to update their public health policies that can be changed. Jeff stated there is not a lot of contracting in Public Health. The contract was updated with TSpot, which is a form of Tuberculosis testing. Policy change needed to be

done is the records retention, which Jeff will have Ben Wood, Corporate Counsel, look at. Mary Kay Logemann made a motion to approve, seconded by Gary Ranum, motion carried.

Staffing Requests and Updates: Jeff stated there is a request from the Admission Specialist. With certain reports due and being short staffed 112.88 hours of comp time was earned. This position is not exempt, so the County Board would have to honor. It was requested to be paid out. This would have to go to the Executive Committee. It was asked what the fiscal impact would be; currently the wages and benefits would be \$3,500. It was asked if the Health Department had this in their current budget. Jeff stated they did not and it would have to come out of budget spending. Joyce stated this would have to go to the full county board. Jeff stated the county policy is you can't have over 80 hours of comp time. Joyce recommended to Jeff to have this person be paid out the time above the 80. Jeff stated this position would be working an extra 10 hours a week until fully staffed again. Lorna will be the one correcting the Health Department budget issues; this will add more comp time for her. Amy Miller stated this is not a new employee and vacation issues will come into play as well. Rick Sanson made a motion to approve paying the \$3,500 out of the unused wages if the Executive Committee approves, seconded by Gary Ranum, motion carried. Joyce Roling stated the Executive Committee meets July 9th. If it is approved it will not have to go to the full County Board.

Jeff stated he turned in his notice for intent to retire to Personnel, his last day on the books will be August 6th; last scheduled day will be July 26th. Any vacation time left as of August 6th Jeff will be paid out for. Jeff requested permission to repost for his position. Jeff stated there may be a couple internal candidates and asked if this should be posted internally first or both internally and externally. Joyce Roling gave some options as posting the position at a Level 3 as it is now or restructuring to a Level 2. Jeff stated if it was dropped to a Level 2 it would not change services or a financial impact on the Department. It would open it up the recruiting pool as it would not require a Masters. It would not need full County Board approval to drop to a Level 2. Jeff has started the process of appointing an Interim Health Officer with the state. The state has to approve the interim by August 6th. Discussion on posting the position and restructuring, position will be posted as is pending a wage determination. Rick Sanson made a motion to post the Health Officer/Director position as is, but removing the Homecare/Hospice, seconded by Mary Kay Logemann, motion carried.

Health Department Director's Report

Jeff stated they did a video for digital marketing program on immunizations and if successful they expand to other programs. Jeff stated he has been spending time on making sure things are in tack prior to him leaving. Mary Kay Logemann made a motion to approve the Director's report, seconded by Rick Sanson, motion carried.

Assistant Director's Report – Health Department

Amy Miller stated they received a \$1,000 donation from the Thrift Shop. Amy attended a conference focusing on staff safety. Amy suggested reaching out to America's Best Karate for some self-defense training. Mary Kay Logemann made a motion to approve the Assistance Director's Report, seconded by Diane Nelson, motion carried.

Discussion on a set meeting day and time, it was decided the 2nd Thursday

ADJOURNMENT- At 8:15 PM Diane Nelson made a motion to adjourn until July 11, 2024 at 8:00 AM, which was seconded by Gary Ranum. The motion carried, the meeting was adjourned.