



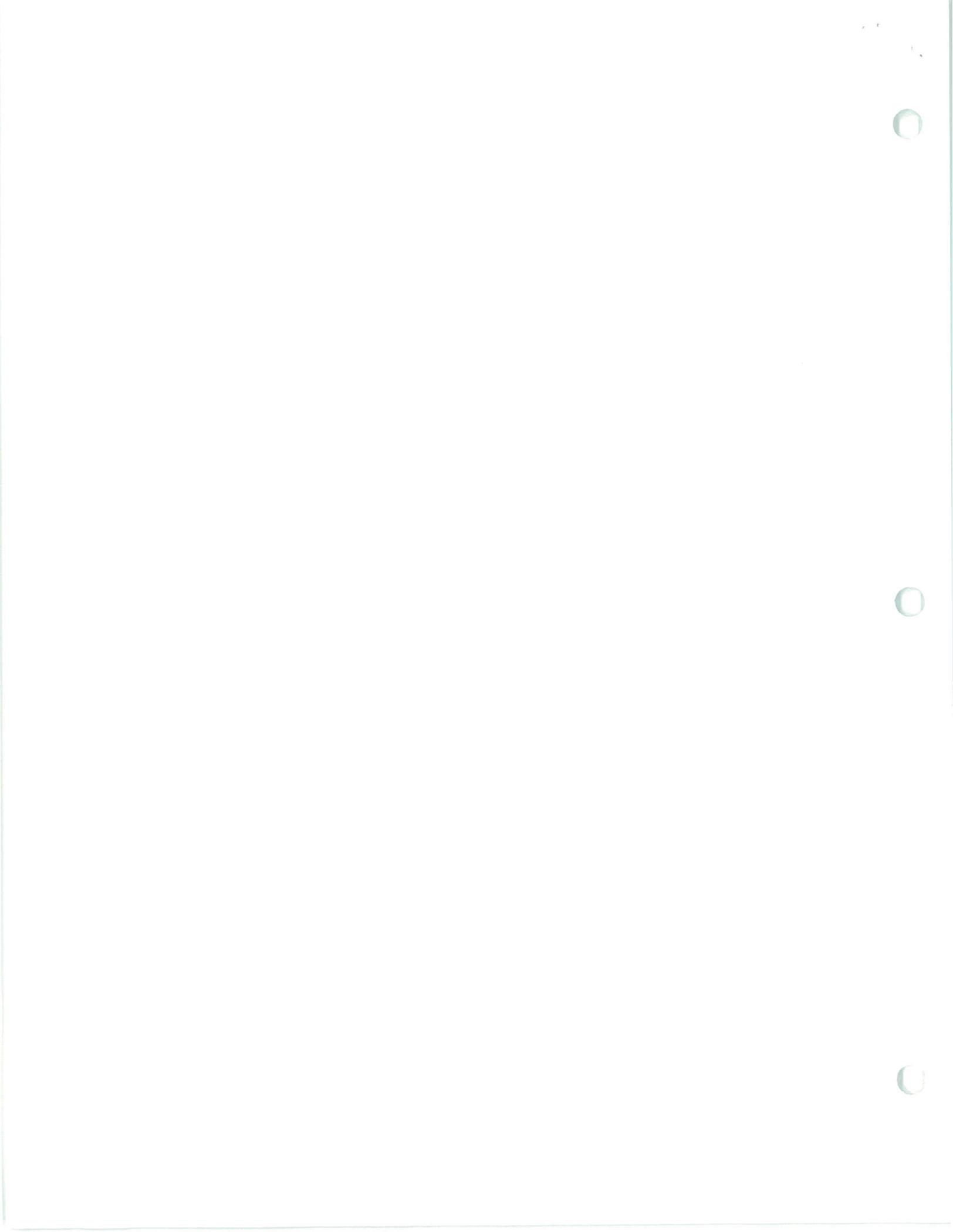
**Health and Human Services Committee**  
**Wednesday, December 7, 2016 at 4:00 PM**  
**Health and Human Services Conference Room 2001**  
**303 W Chapel Street**  
**Dodgeville, Wisconsin**

**Iowa  
County  
Wisconsin**

For information regarding access for the disabled please call 935-0399.

***Any subject on this agenda may become an action item.***

1	Call to order.
2	Roll Call.
3	Approve the agenda for this December 7, 2016 meeting.
4	Approve the minutes of the November 2, 2016 meeting.
5	Reports from committee members and an opportunity for members of the audience to address the Committee. No action will be taken.
6	Discussion and possible action on position reclassification - Bloomfield
7	UNIFIED COMMUNITY SERVICES: Department Update
8	HEALTH DEPARTMENT: Department Update
9	BLOOMFIELD HEALTHCARE AND REHABILITATION SERVICES: Department Update
10	Next meeting date January 4, 2017 @ 4:00 PM.
11	Adjournment.
	Posting Verified by: your name or title    Date: _____ Initials: _____





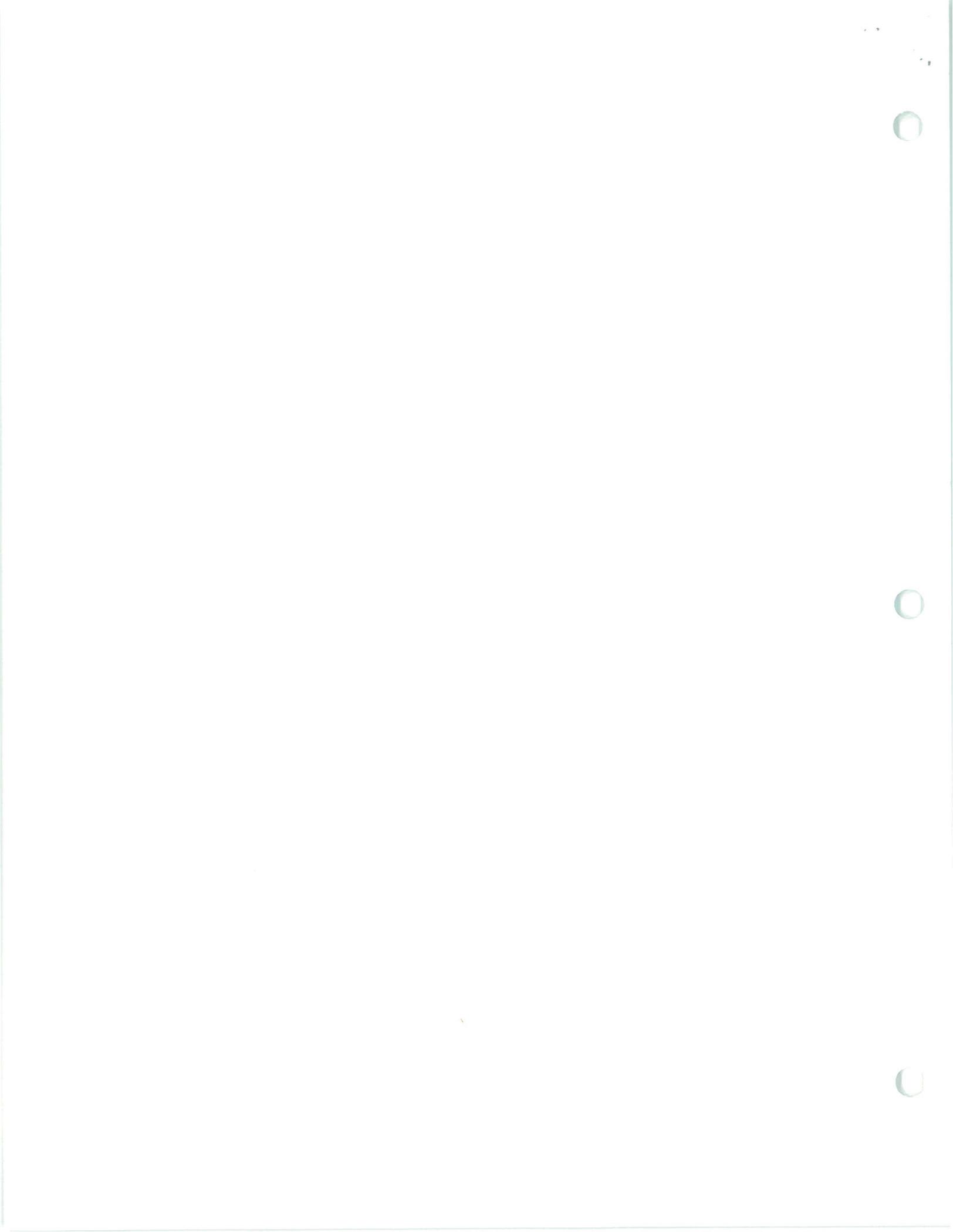
**UNAPPROVED MINUTES**  
**Health and Human Services Committee**  
**Wednesday, November 2, 2016 at 5:00 PM**  
**Health and Human Services Community Room**  
**303 W. Chapel Street; Dodgeville, Wisconsin**

**Iowa  
 County  
 Wisconsin**

1	Meeting was called to order by Chair Nankee at 5:00 PM
2	Roll Call was taken: Members present: Nankee; Paull; Thomas; Bomkamp entered the meeting at 5:09 p.m. Members excused: Mrozinski Others present: Bierke; Lindeman; McManus; Slaney; Griffiths; Oellerich
3	Approve the agenda for this October 5, 2016 meeting: Supervisor Thomas moved to approve the agenda. Seconded by Supervisor Paull. Aye: 3; Nay: 0. Motion carried.
4	Approve the minutes of the September 7, 2016 meeting: Supervisor Paull moved to approve the minutes of the September 7, 2016 meeting. Seconded by Supervisor Thomas. Aye: 3; Nay: 0. Motion carried.
5	<b>Comments or reports from the audience or committee members:</b> Nankee commented on an article from ADRC News & Views regarding November as National Caregivers Month. Griffiths commented on his appreciation of inclusive minutes. Paull commented on 741741 texting in public print and the jail coming up at the last county board meeting. Specifically, someone from audience spoke about her incarceration. Paull emphasized that mental health issues are present in the community. At a recent UW Platteville Policing Conference it was stated that 50 to 70 individuals arrested per night in Dane County have mental health issues. Drugs seem to be part of the mental health issue. As it ties into the jail; Paull would like to see collaboration with social services and unified counseling. Nankee appreciates suggestions to make this committee better. The idea of inviting the Iowa County Sheriff to a future meeting was discussed. Nankee mentioned a lot of changes in extension statewide. Nankee talked with Ron Benish and there are changes in SWCAP and Marsh Country Health Alliance also. Bomkamp shared that the ADRC volunteers want to be paid. Potentially this item will be discussed at the Executive Committee. Slaney reported ADRC citizen committee members get paid mileage and other committee members don't get paid. The possibilities to create consistencies with the committees will be discussed at the Oct ADRC meeting. Bierke reviewed the draft agenda for the Executive Committee and at this point, the volunteer item is not on the agenda.
6	<b>Update on ContinuUs Board operations and merger by Jim Griffiths:</b> Griffiths reported that contrary to perception, ContinuUs/Family Care has no children involved, but serves adults with disabilities or frailties. Board members oversee direct funding and administration of the funds. Griffiths shared information on enrollment, team approach and contracting with hundreds of providers. Family Care was developed to help with Medicaid changes. Griffiths gave an overview of Family Care history and changes. The new organization, Community Link, Inc., will take over at beginning of year. Griffiths commented on attending the UW Platteville Policing Conference seeing big changes coming in mental health and, also, commented on jail issues. McManus said research shows the #1 reason people go into nursing homes is that they don't have nutritious meals. Griffiths said when people go into nursing homes they have money and then their money runs out and Family Care tries to find a place that would be more suitable.

7	<p><b>Distribution and possible discussion of third quarter financial reports of departments under HHS committee's control.</b> Nankee asked for comments or questions on the 3<sup>rd</sup> quarter financial statement. Slaney asked for preference if this should be an agenda item or included in department updates. Committee members were polled and they would like to continue to see the report quarterly. Nankee asked about Bloomfield Healthcare and Rehabilitation's line 19. Bierke commented on current low census and post billing that may be part of the reason. Veteran's line item was reviewed and Lindeman has had a few changes with the grant and with the full-time position that contributes to that number. ADRC revenues are up again showing in kind revenues used in lieu of cash. Bierke reported that across the county higher revenues are shown.</p>
8	<p><b>Veterans Office Department Update:</b> Lindeman will sit on a panel at an upcoming SW Tech resource training with the Crisis Intervention Team on November 10 from 4-6 p.m. Younger vets are coming through the door which is encouraging. Department of Defense has stepped up their briefings and Lindeman feels they encourage young vets to use their resources. Recently had a pleasant phone call from a veteran that he worked with that filed a claim in August of this year and the money has come through already. This is representative of the fully developed program moving more quickly. Nankee asked about vets with emotional issues. Lindeman said a counselor from the Madison Vet Center comes at a minimum of once a month for free vet counseling and limited family counseling. Paull can see where more family counseling would be helpful. Nankee appreciates what the veterans programs do for veterans.</p>
9	<p><b>SUN Program Department Update:</b> McManus reported that the program just purchased a new white van from Halladas; it is a Chevy City service van. In addition to the weekly meals, once a month the van will be used to deliver groceries to four cites. Grant money left will be used for van service, as well as other services. Thursday, November 3 is the Nutrition Assessment which is done every three years. The assessment includes Meals on Wheels; congregate sites; dining centers; advocacy; level of meal service; participant eligibility; paperwork and individual home assessments, contributions, financial management, policies and procedures; special diets; purchasing; health promotion; activities and socialization; participant surveys; food safety and sanitation; advisory council; staff and volunteers; emergency preparedness; modernization and revitalization efforts. Last year the program served approximately 600 individuals. Currently, doing budget work and may see some increases in catered meals. Current donation levels looking good. Meal counts are up at Dodgeville. Last year in the SUN program there were over 3,900 meals and this year is projected at 4,200 to 4,300 meals. The average is up about 16 meals per day. The SUN program is participating in the W2 program-Welfare to Work. Individuals work up to 20 hours per week, which helps out the program. McManus finished up by thanking Bruce Paull and his wife for stepping up and delivering meals three days a week.</p>
10	<p><b>Social Services Department Update:</b> Slaney reported on 3<sup>rd</sup> quarter financial reports showing 58% of budget revenues &amp; 64% of budgeted expenses with 69% of the year completed. ADRC numbers are a little inflated. Cost for centralized services identifies the costs and allowed to charge them although they are not paying them. This brings the numbers in line. Recently, UHH hosted a round table meeting with Iowa county stake holders attending. The goal of the round table is to address issues of overdose and substance abuse in our community. Representatives included law enforcement, medical community and health and human services agencies. The next meeting is Wednesday, Nov. 9 at 1 p.m. with a presentation by Sauk County on their Opioid Grant program which received a \$3M grant. The department is reviewing the Memorandum of Understanding with Marsh Country Health Alliance which was created to handle adult protective services; a resource that we need. This facility takes the most difficult cases. Energy assistance applications began Oct. 1 and to date they have received 320 applications. The Social Services Financial Manager is working with the County Finance Department on financial policies for Green Book Compliance. Staffing updates included an accepted ADRC Department Assistant position, that person works with transportation, driver escorts, etc. On November 4 interviews will be held for the Information &amp; Assistant Lead position formerly held on Valerie Hiltbrand. Enrollment for ACA started Nov. 1 and collaborating with local partners for outreach to the community. Slaney asked if there were questions regarding the SS Annual report.</p>

11	Bierke asked if it would be possible to meet on a different day/time in order to not conflict with Mrozinski's municipal meetings. Next meeting date set for December 7, 2016 at 4:00 pm.
12	Motion to Adjourn at 6:47 pm by Supervisor Paull. Seconded by Supervisor Bomkamp. Aye: 4; Nay: 0. Motion Carried.
	Minutes by: Karen Oellerich; Reviewed by Bruce Paull, Secretary



# AGENDA ITEM COVER SHEET

**Title:** Discussion and possible action on position reclassification - Bloomfield

Original

Update

## TO BE COMPLETED BY COUNTY DEPARTMENT HEAD

### DESCRIPTION OF AGENDA ITEM (Please provide detailed information, including deadline):

Reclassify the Billing Specialist position to a Department Assistant position. The Billing Specialist job functions are already incorporated into the Accountant Specialist job description. A Department Assistant position would be a great benefit to Bloomfield Healthcare as the position would primarily be answering phones, greeting residents/families and performing a wide variety of clerical functions.

### RECOMMENDATIONS (IF ANY):

Reclassify to a Department Assistant position.

### ANY ATTACHMENTS? (Only 1 copy is needed)

Yes

No

If yes, please list below:

Department Assistant Job Description

### FISCAL IMPACT:

This reclassification would result in a savings of \$2,500.

### LEGAL REVIEW PERFORMED:

Yes

No

### PUBLICATION REQUIRED:

Yes

No

### STAFF PRESENTATION?:

Yes

No

How much time is needed? 5 minutes

**COMPLETED BY:** Penny Clary

**DEPT:** Bloomfield Healthcare

### **2/3 VOTE REQUIRED:**

Yes

No

## TO BE COMPLETED BY COMMITTEE CHAIR

**MEETING DATE:**

**AGENDA ITEM #**

**COMMITTEE ACTION:**





## IOWA COUNTY POSITION DESCRIPTION

<b>JOB TITLE:</b> Bloomfield Department Assistant			
<b>DEPARTMENT / SECTION:</b> Bloomfield		<b>DATE REVIEWED:</b> 11/2016	
<b>TITLE OF IMMEDIATE SUPERVISOR:</b> Bloomfield Business Manager		<b>GRADE:</b> F	
<b>JOB SUMMARY:</b> The purpose of this position is to act as the receptionist and provide clerical support as the Department Assistant for the entire Bloomfield Healthcare and Rehabilitation Center.			
TASK NO.	DESCRIPTION	FREQUENCY	BAND/ GRADE
1	Greet and assess the needs of the incoming telephone calls. This includes taking accurate telephone messages and when appropriate, referring the caller to facility staff; and/or giving information and/or referrals to other community resources/agencies.		
2	Greet and assess the needs of visitors and, when appropriate, refer the person to Agency staff; and/or give information and/or referrals to other community resources/agencies.		
3	Provide clerical support to include typing of forms and reports, word-processing, running of copies, faxing and creating and maintaining the current filing system.		
4	Take pictures of new staff members for ID badges.		
5	Enter new employees into the ECS system.		
6	Process the daily mail, to include sorting, date stamping and delivery of materials to appropriate facility staff, as well as processing outgoing mail.		
7	Securing the Business Office at the end of the business day.		
8	Prepares receipts as necessary and maintains receipt journal.		
9	Daily data entry into various programs and systems.		
10	Sorts and files documents		
11	Answers telephone, greets visitors, and direct public to appropriate person or		

	department.		
<b>12</b>	Prepares and creates public relations information to promote Bloomfield Healthcare		
<b>13</b>	Prepares vouchers and billings monthly.		
<b>14</b>	Perform all other duties as assigned.		
<b>15</b>	Must have regular and dependable attendance.		

	<p><b><u>Demonstrated Experience and Skills Required.</u></b></p> <ul style="list-style-type: none"> <li>• Language, mathematical, judgmental/reasoning, and oral and written communication skills.</li> <li>• Demonstrate proficiency in drafting and creating documents, using Microsoft products, including Word, Excel and Access.</li> <li>• Demonstrated ability to be organized and self-motivated with multi-task orientation while completing work with minimal supervision.</li> <li>• Demonstrated ability to work effectively with people of various cultural, economic, and educational backgrounds.</li> <li>• Demonstrated ability to develop an understanding of and explain basic Iowa County resources.</li> <li>• Demonstrated knowledge of office practices and procedures, terminology, equipment and software (i.e. Microsoft Word, Excel spreadsheets, desktop publishing, digital photo processing, document scanning, Power Point, Internet applications and E-Mail)</li> <li>• Demonstrated skill in compiling, recording and assembling data and information in a meaningful and professional manner.</li> <li>• Working knowledge of community organizations and resources in order to give information and referrals to callers and clients, a plus.</li> </ul>		
	<p><b><u>Minimum Qualifications</u></b></p> <ul style="list-style-type: none"> <li>• High School diploma or GED.</li> <li>• One year of increasingly complex office experience required. Prefer three year of increasingly complex office experience.</li> </ul>		
	<p><b><u>Conditions of Employment</u></b></p> <p><b>Working Environment:</b></p> <ul style="list-style-type: none"> <li>• Typical working environment is within a non-smoking temperature controlled office.</li> </ul>		

**Physical Requirements:**

- Ability to operate office equipment such as multi-line telephones, copiers, facsimile machines, typewriters, personal computers, calculators, etc.
- Ability to exert very moderate physical effort in sedentary to light work activity, typically involving some combination of stooping, kneeling, crouching, lifting, carrying, pushing and pulling, and stair climbing

DATE: \_\_\_\_\_ EMPLOYEE SIGNATURE: \_\_\_\_\_

DATE: \_\_\_\_\_ DEPARTMENT HEAD SIGNATURE: \_\_\_\_\_

DATE: \_\_\_\_\_ COUNTY ADMINISTRATOR APPROVAL: \_\_\_\_\_

