1. June 17, 2020 Health And Human Services Board Agenda
   Documents:
   
   DHHS 6-17-20 AGENDA.PDF

2. June 17, 2020 Health And Human Services Board Packet
   Documents:
   
   DHHS JUNE 2020 BOARD PACKET PDF.PDF
Walworth County Health and Human Services Board

MEETING NOTICE
Wednesday, June 17, 2020
2:00 p.m.
County Board Room
Government Center – 100 W. Walworth
Elkhorn, Wisconsin

Kenneth Monroe – Chair, Kathy Ingersoll – Vice-Chair,
Brian Holt – Supervisor, Joseph H. Schaefer – Supervisor, Ryan G. Simons – Supervisor,
Monica Los - Citizen Representative, Penny Scheuerman - Citizen Representative,
Dr. Richard Terry – Citizen Representative, William Wucherer – Citizen Representative

NOTICE: DUE TO THE CONTINUING PUBLIC HEALTH EMERGENCY,
THIS MEETING IS PLANNED TO PROVIDE FOR REMOTE OR OFF-SITE ATTENDANCE
BY COMMITTEE MEMBERS.
The Walworth County Government Center remains open, but in-person attendance will be severely
limited due to State imposed restrictions on group meeting sizes.
ALL INDIVIDUALS ARE STRONGLY ENCOURAGED TO WATCH THE MEETING
STREAMING LIVE AT:
https://mediasite.co.walworth.wi.us/Mediasite/Play/5999746cf054405d92b9a6ef34f62aa91d
Individuals wanting to provide a Public Comment can do so remotely by telephone, but must contact
Nicole Hill at NHill@co.walworth.wi.us or at 262-741-4357 on the day of the meeting and at least 15
minutes prior to the start of the meeting to obtain instructions.

A G E N D A
Note: all agenda items are subject to discussion and/or action.

1. Call to order
2. Roll call
3. Withdrawals from the agenda, if any
4. Agenda approval
5. Approval of minutes of last meeting(s):
   a) May 20, 2020 (Enclosure 1)

6. Public Comment Period

7. Unfinished business

8. New business
   a) Long Term Care Presentation (Enclosure 2)
   b) 2020-2023 Health and Human Services Strategic Plan (Enclosure 3)
   c) Authorizing Changes to the Allocation of the HS Manager - Administrative Services Position (Enclosure 4)
   d) 2020 Public Health CARES Funding for Epidemiology and Surveillance (Enclosure 5)

9. Report(s)
   a) COVID-19 Update (Enclosure 6)

10. Correspondence

11. Announcements

12. Set/confirm next meeting date and time – July 22, 2020 at 2:00 p.m.

13. Adjournment - The Health and Human Services Board will Adjourn

Submitted by: Kenneth Monroe – Chair, Health and Human Services Board
            Elizabeth Aldred – Director, Health and Human Services

Posted: June 11, 2020
Memorandum

To: Walworth County Health & Human Services Board

From: Elizabeth Aldred, HHS Director

Date: June 10, 2020

RE: June 17, 2020 Health & Human Services Board Agenda

- This month we will continue our 2020 division presentations with a presentation on our Long Term Care Division. This presentation will focus on the current projects within the division, increased need in our community and the additional funding we are receiving and the impact of that on our programming.
- This month we would like to share with you the department’s strategic plan. In the midst of this pandemic we have been working on our plan for continued department growth and development within our community. We have updated our goals and objectives in our three-year plan.
- We are seeking permission to reallocate funds from the Health and human Services budget to Lakeland Health Care Center as a result of the reallocation of the HS manager Administrative Services. This position has been working within the health care center since February 2020 and has taken on many of the administrative duties of the former Assistant Nursing Home Administrator in addition to managing the business office and addressing the outstanding accounts issue within the facility.
- Public Health is eligible for an additional $28,200 in CARES funding. This money will be utilized to enhance epidemiology and surveillance capacity. We are requesting authorization to accept these funds.
- This month’s COVID-19 update will include a discussion of what steps we will be taking to address communication within our community about proactive ways we can all remain safe and healthy as our community reopens.
The meeting was called to order at 2:05 p.m. by Chair Monroe.

Roll call was conducted. Members present either in person or remotely included Chair Kenneth Monroe; Vice Chair Kathy Ingersoll; Supervisors Brian Holt, Joseph H. Schaefer, and Ryan G. Simons; Citizen Representatives Penny Scheuerman, Dr. Richard Terry and William Wucherer. Citizen Representative Monica Los was absent. A quorum was declared.

Others in Attendance:
County Board Supervisors: Jerry Grant and Nancy Russell
County Staff: County Administrator Mark W. Luberda; Director of Health & Human Services (HHS) Elizabeth Aldred; Deputy Director of HHS Carlo Nevicosi; Public Health Officer Erica Bergstrom; Director - Public Works Richard Hough; and Corporation Counsel Michael Cotter

On motion by Supervisor Schaefer, second by Supervisor Holt, the agenda was approved with no withdrawals.

On motion by Supervisor Holt, second by Supervisor Schaefer, the minutes of April 29, 2020 meeting were approved.

Public Comment – Sara Zitzler expressed concern and inquired as to how Walworth County plans to proceed with the COVID-19 health issues now that the Supreme Court has overturned the Safer at Home order. County Administrator David W. Luberda stated he would personally contact Ms. Zitzler to discuss her inquiry.

Unfinished Business – There was none.

New Business
• Public Health Presentation
Director of Health & Human Services Elizabeth Aldred stated the Annual Public Health Report will not be provided at this time, as it has been postponed due to the Coronavirus Disease 2019 (COVID-19) pandemic. Once the report has been completed, it will be brought before the Health and Human Services Board for review. Public Health Officer Erica Bergstrom proceeded to give a presentation highlighting the Public Health Division. Discussion then focused on the resources necessary for the Public Health Division to continue serving the community throughout the pandemic and as the division begins to return to non-essential services. Supervisor Ingersoll expressed her appreciation and support to all of Health and Human Services (HHS) and Public Health employees for their efforts.

• Reimbursement for Temporary Funding Pool for Out-of-Home Placements for Youth Who Have Been Sex Trafficked
Aldred stated HHS received preliminary approval by Administrator Luberda to apply for supplemental grant funding through the State of Wisconsin, which will be utilized to pay for out-of-home care placement costs for youth who have experienced sex trafficking. The deadline was May 15th. Aldred requested approval to make application for reimbursement of costs associated with out-of-home care placement and to apply for the second half of the year when funding becomes available. **Supervisor Holt offered a motion, second by Supervisor Schaefer, to approve application for funding associated with out-of-home care placements for both halves of the year. Motion carried 8-0.**
• Coordinated Service Team Supplemental Grant
Aldred gave a brief overview of the Coordinated Service Team (CST) supplemental grant through the State of Wisconsin Department of Health Services and requested permission to apply for $11,620, which will be used to provide technology and supervision for individuals within the CST program. No match is required for this grant. Application is due May 29th. 

Supervisor Holt offered a motion, second by Supervisor Ingersoll, to approve application for the Coordinated Service Team Supplemental Grant. Motion carried 8-0.

• Update on Child Advocacy Center and Proposed Ordinance Change
Deputy Director of Health and Human Services Carlo Nevicosi provided an overview and update regarding changes to the Walworth County Joint Protocol for a Collaborative Response to Child Maltreatment and the sharing of screen out Child Protective Services (CPS) reports. Nevicosi inquired as to how the Health and Human Services Board would like to proceed with the modifications to Sections 50-2 and 50-6 of the Walworth County Code of Ordinances, which mandate that CPS share all screen out reports with the Children Advocacy Center (CAC.) 

Citizen Representative Wucherer offered a motion, second by Supervisor Holt, to approve the recommended changes to Sections 50-2 and 50-6 of the Walworth County Code of Ordinances as outlined and proposed by the Deputy Director of Health and Human Services. Discussion ensued. Motion carried 8-0.

• Creating Article VI Chapter 50 of the Walworth County Code of Ordinances Related to Communicable Diseases
Administrator Luberda gave a brief overview of the events leading up to the creation of Article VI Chapter 50 of the Walworth County Code of Ordinances relating to communicable diseases.

Corporation Counsel Michael Cotter referred to his memorandum dated May 18, 2020 and briefly explained the purpose for the proposed ordinance. Cotter briefly summarized the changes to the ordinance thus far and stated he is prepared for final review by the Administrator, Public Health, and Health and Human Services. He said the Public Health Officer still has the ability to issue orders and should continue to do so for the purpose of suppressing and controlling this disease.

A copy of the proposed ordinance, previously distributed with Cotter’s memorandum, was distributed at the meeting. Discussion ensued.

The Health and Human Services Board was instructed as to the options available to them: 1) Approve and recommend the proposed ordinance to the County Board of Supervisors for the June 9th meeting, subject to technical corrections at the discretion of Corporation Counsel; 2) to take affirmative action in order for the ordinance to become effective prior to June 9th by calling for a special meeting; and 3) to call for a special meeting prior to the June 9th County Board of Supervisors meeting to review the entire ordinance in its final form.

Citizen Representative Wucherer offered a motion, second by Supervisor Holt, to approve creation of Article VI Chapter 50 pending technical changes. Discussion then focused on the requirements for reasonable and necessary enforcement of the penalty provision for violating public health orders related to communicable diseases; that the proposed ordinance would not become effective until County Board approval and publication; and authority given to the Public Health Officer to approach and request the district attorney’s office to prosecute the proper action under Wis. Stats. §252.05(11). 

Citizen Representative Wucherer restated his motion, second by Supervisor Holt, to approve and forward the ordinance and technical corrections to the County Board of Supervisors for their next meeting on June 9th. Discussion continued regarding Sec. 50-405 – Enforcement. Motion carried 7-1. Supervisor Simons requested his vote be recorded as “No.”

Report(s)

• 1st Quarter Write Offs
Aldred gave a brief overview of the 1st Quarter Write Offs and requested approval.

Supervisor Schaefer offered a motion, second by Supervisor Holt, to accept the 1st Quarter Write Offs. Motion carried 8-0.
COVID-19 Update
Aldred spoke briefly regarding the Blueprint for Reopening Walworth County (Enclosure 7.)

Correspondence – There was none.

Announcements – There were none.

Confirmation of Next Meeting – The next meeting was confirmed for Wednesday, June 17, 2020 at 2:00 p.m.

Adjournment

On motion by Supervisor Schaefer, second by Supervisor Holt, Chair Monroe adjourned the meeting at 3:38 p.m.

Submitted by Patricia Sommers, Administrative Assistant. Meeting minutes are not considered final until approved by the Health and Human Services Board at the next regularly scheduled meeting.
Staffing

- Long Term Care Manager – Randy Kohl
- ADRC Supervisor – Byron Rachow
- Aging/Nutrition Supervisor – Anne Prince
- ADRC Governing Board Member – Dave Koester
Long Term Care Division

- Aging and Disability Resource Center
- Aging Services
- Adult Protective Services
Dementia Care Specialist

- Dementia Care Specialist position
  - Secured funding for position
  - Ongoing funding based on work plan completion

- Collaborative relationship with Racine County

- Primary responsibilities of the Dementia Care Specialist
  - Dementia Capable ADRC
  - Dementia Friendly Communities
  - Support to individuals with dementia and their caregivers
Corporate Guardianship

- Created policy and procedure
- Implementation of policy and procedure - results
- Financial implications
- Corporate guardianship review of current consumers
Sustainable Kitchens

- Partnership with Lakeland Health Care Center (LHCC)
- Phase one implementation
- Challenges
- Phase two implementation and time line
Options Counseling Training

- Overview of process
- ADRC Governing Board requirement
- Statistics of pre/post test
- Completion rate
2020-21 Additional Funding

- Family First Coronavirus Response Act (FFCRA)
  - Title III – C  Senior Nutrition Program

- Coronavirus Aid, Relief, and Economic Security (CARES) Act
  - Title III – B  Supportive Home Care Services
  - Title III – C  Senior Nutrition Program
  - Title III – E  National Family Caregiver Support Program
  - ADRC  Aging and Disability Resource Center
Walworth County HHS
2020-2023 Strategic Plan

1. Optimize operations through sound compliance practice and responsible stewardship of resources

<table>
<thead>
<tr>
<th>Objective</th>
<th>Deadline</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.1. Recommend alternative staffing models that comply with program</td>
<td>March 2023</td>
</tr>
<tr>
<td>standards and regulations</td>
<td></td>
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<tr>
<td>1.2. Apply the findings of the hybrid tele-work model to other HHS</td>
<td>December 2022</td>
</tr>
<tr>
<td>programs</td>
<td></td>
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<tr>
<td>1.3. Expand technology to meet business needs</td>
<td>December 2023</td>
</tr>
<tr>
<td>1.4. Establish a proactive culture of compliance and fiscal management</td>
<td>October 2021</td>
</tr>
<tr>
<td>1.5. Create and implement a workforce development plan</td>
<td>January 2022</td>
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2. Tailor delivery of services to community wellness priorities

<table>
<thead>
<tr>
<th>Objective</th>
<th>Deadline</th>
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<tbody>
<tr>
<td>2.1. Integrate health equity into department culture.</td>
<td>December 2023</td>
</tr>
<tr>
<td>2.2. Enhance communication strategies to enable the community to make</td>
<td>July 2021</td>
</tr>
<tr>
<td>informed health related decisions.</td>
<td></td>
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<td>2.3. Initiate an agency wide focus on primary prevention.</td>
<td>July 2023</td>
</tr>
<tr>
<td>2.4. Systematically assess and revise programs to ensure alignment with</td>
<td>January 2022</td>
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<tr>
<td>community wellness priorities.</td>
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3. Grow organizational capacity through visible and valuable partnerships

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<tr>
<th>Objective</th>
<th>Deadline</th>
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</thead>
<tbody>
<tr>
<td>3.1. Expand scope of services between HHS and LHCC to ensure Walworth</td>
<td>December 2021</td>
</tr>
<tr>
<td>County older adults needs are met.</td>
<td></td>
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<tr>
<td>3.2. Expand the scope of services between HHS and the Office of Veteran's</td>
<td>December 2022</td>
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<tr>
<td>Services to ensure Walworth County Veteran's needs are met.</td>
<td></td>
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<tr>
<td>3.3. Engage providers to develop formal communication systems that</td>
<td>September 2022</td>
</tr>
<tr>
<td>increase access and connections to services.</td>
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<td>3.4. Engage community partners to assist in the facilitation of the</td>
<td>March 2022</td>
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<td>Holiday Care program.</td>
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<td>3.5. Identify opportunities for regional service models.</td>
<td>November 2022</td>
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</tbody>
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4. Lead innovations that shape policy and drive system change.

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<thead>
<tr>
<th>Objective</th>
<th>Deadline</th>
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<tr>
<td>4.1. Establish five (5) best practices that influence community/state</td>
<td>July 2022</td>
</tr>
<tr>
<td>decision making</td>
<td></td>
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<td>4.2. Contribute to key issues impacting statewide priorities for</td>
<td>July 2022</td>
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<tr>
<td>Wisconsin County Human Services Association (WCHSA) and Wisconsin</td>
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<tr>
<td>Association of Local Health Departments and Boards (WALHDAB)</td>
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<td>4.3. Establish relationships with legislators to align policy with</td>
<td>December 2021</td>
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<tr>
<td>constituent needs.</td>
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<td>4.4. Promote a work environment that ensures all voices are heard and</td>
<td>December 2023</td>
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<tr>
<td>reflected.</td>
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<tr>
<td>4.5. Improve preparation and response for an infectious disease event.</td>
<td>January 2023</td>
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Memorandum

To: Lakeland Health Care Center Board of Trustees
   Health and Human Service Committee
   Human Resources Committee

From: Elizabeth Aldred, Superintendent of County Institutions
      Health & Human Services Director

Date: June 3, 2020

RE: Authorizing Changes to the Allocation of the HS Manager – Administrative Services Position

Back in November when the health care center was placed under the direction of the Health and Human Services director I was asked to find synergies between the two facilities. In late February the assistant nursing home administrator and the business office manager resigned their positions. At that time, I reassigned the HS Manager Administrative Services to oversee a variety of the duties previously done by these individuals. Since that time she has provided leadership to the business office, managed the facilities compliance with fiscally and county requirements and has guided the development of the 2021 budget process. As you are aware she has been overseeing the changes in our process of collections for insurance filings and for outstanding accounts. The addition of this position within the health care center has been instrumental in improving our processes and stabilizing our budget.

At this time, we are seeking permission to reallocate 45% of the HS Manager Administrative Services to Lakeland Health Care Center starting July 20, 2020. This reallocation of funds from the Health and Human Services budget will result in a net zero change for the county. We are seeking to move the funding association with this position in the amount of $26,242 for the period of time between July 20, 2020 and the end of the year. On an annualized basis this would result in $62,945 transferring from the HHS budget to the LHCC budget.

I intend to split this position between both facilities budgets in 2021. By making this change now we will more accurately reflect her current job duties as well as be able to draw down additional funds through our reporting mechanisms.
MEMORANDUM

TO: Walworth County Board of Health and Human Services  
FROM: Erica Bergstrom, Health Officer  
DATE: 6/10/2020  
SUBJECT: 2020 Public Health CARES Funding for Epidemiology and Surveillance

In addition to the previous CARES funding approved by the Finance Committee, Public Health has received additional funding for Epidemiology Laboratory Capacity. Details of the funding can be found below. Public health intends to utilize this funding to enhance our epidemiology and surveillance capacity through work with County Information Systems to implement additional data dashboards and applications for monitoring and depicting data.

<table>
<thead>
<tr>
<th>Funding Information</th>
<th>Allowable Activities</th>
<th>Deliverables</th>
</tr>
</thead>
</table>
| Amount: $28,200     | • Enhance ability to identify and follow-up with COVID-19 contact tracing and disease containment  
| Timeline: 2/1/2020-9/30/2021 | • Improve morbidity and mortality surveillance  
|                     | • Improve understanding of impact on jurisdictional communities  
|                     | • Prevent COVID-19 in health care settings and protect vulnerable populations  
|                     | • Monitor introductions of disease into the jurisdiction | WEDSS forms for COVID cases and contacts are completed in a timely manner |
Memorandum

To: Walworth County Health and Human Services Board

From: Carlo Nevicosi, Deputy Director

Date: June 4, 2020

RE: COVID-19 Update

Walworth County’s confirmed COVID-19 cases have risen to over 400 since our last update while negative tests now total over 5,000. The number of cases requiring hospitalization remains very low. Increases in confirmed cases continue to be directly related to expanded testing. Public Health, Emergency Management, and the National Guard held a public testing event in Whitewater at the end of May. During the 4-day event, approximately 1,700 people were tested for COVID-19. This event was unique in that it did not require that those requesting testing be symptomatic. Public Health and Emergency Management are coordinating a second testing event and are targeting a late June in Elkhorn.

Public Health has received largely positive feedback on the “Blueprint for Reopening.” Since the Safer at Home Order was overturned, Public Health has fielded daily requests to review business and school reopening plans. We are working on a second phase of reopening guidance that incorporates new research and best practices. We will be sharing this with the community soon.

Public Health is partnering with the IT Department to develop a process to measure Walworth County’s COVID data against the Badger Bounce Back metrics. When available, this new data will be updated daily on the county’s website.

Few rules or laws are in place for Public Health to physically limit gatherings. While our guidance has been positively received, we believe that more is needed to help assure that it is understood and followed. We are looking to engage a marketing firm to help develop a public relations campaign that promotes personal and corporate responsibility. We propose sharing common sense facts that are easy to follow. Additionally, we hope to engage chambers of commerce and trade associations to identify and promote businesses that have made staff and customer safety a priority.