

**Walworth County Board of Supervisors
Health and Human Services Board Meeting Minutes
Wednesday, March 17, 2021
Walworth County Government Center, County Board Room 114
100 West Walworth Street, Elkhorn, Wisconsin**

The meeting was called to order at 2:00 p.m. by Chair Monroe.

Roll call was conducted and the following members were present, either in person or by remote attendance: Chair Kenneth Monroe; Vice Chair Kathy Ingersoll; Supervisors Brian Holt and Ryan G. Simons; Citizen Representatives Monica Los, Penny Scheuerman, Dr. Richard Terry, and William Wucherer. Supervisor Joseph H. Schaefer was absent. A quorum was declared.

Others in Attendance:

County Board Supervisors: Nancy Russell.

County Staff: County Administrator Mark W. Luberda; Acting Director of Health and Human Services (HHS) Carlo Nevicosi; Manager of Health and Human Services (HHS)/Lakeland Health Care Center (LHCC) Administration Kristen Tranel; Public Health Officer Erica Bergstrom; Fiscal Supports Supervisor Rachel Morgan; Supervisor of Compliance and Medical Records Aaron Winden; and Finance Director Jessica Conley.

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

On motion by Vice Chair Ingersoll, second by Supervisor Holt, the February 17, 2021 Health and Human Services Board Meeting minutes were approved.

Public Comment Period – There was none.

Unfinished Business – There was none.

New Business

8a. Administration Presentation

Acting Director of Health and Human Services (HHS) Carlo Nevicosi briefly introduced the administrative services team. Manager of HHS/Lakeland Health Care Center (LHCC) Administration Kristen Tranel, Physical Support Supervisor Rachel Morgan, and Supervisor of Compliance and Medical Records Aaron Winden collectively reviewed the following reports included in the Administrative Services Division Presentation (Pages 6-29):

1. 2020 Annual HIPAA Incidents Report
2. 2020 Annual Consumer Complaint Report
3. 2020 Annual Satisfaction Survey
4. 4th Quarter Write Off and Year End Summary

Discussion ensued relative to the number of Health Insurance Portability and Accountability Act (HIPAA) incidents comparatively in 2020 and 2019. **Citizen Representative Wucherer offered a motion, second by Supervisor Holt, to accept and place on file the 4th Quarter Write Off and Year End Summary. Motion carried 8-0.**

8b. Allocation of Funding to the HHS Pandemic Reserve

Finance Director Jessica Conley briefly referenced her Memorandum (Page 17); reiterating that it is her recommendation to return the additional \$1.7 million anticipated at yearend closing to the General Fund. **Supervisor Holt offered a motion, second by Citizen Representative Los, recommending the year end Health and Human Services closing funds be returned to the General Fund. Motion carried 8-0.**

8c) Ordinance No. **-04/21 Continuing Limited-Term, Human Resources-Related Special Authority to Enable Continued Response to and Management of Operations During the COVID-19 Pandemic by Extending Certain Authorization as Previously Approved within the 2020 Resolution for a Declaration of Emergency and Ordinances 1215-06/20, 1224-09/20, and 1230-12/20

County Administrator Mark W. Luberdá referenced his Memorandum (Pages 18-20); summarizing the circumstances leading up to this request for extension. Supervisor Simons voiced concerns with Section 15-11, subsection (b) 4. Simons pointed out that with the ability to meet virtually, reassignments should be reviewed by the committee within a stated timeframe. Luberdá offered the following amendment: Each such reassignment should be reported to the Human Resources (HR) Committee and HHS Board at their next scheduled meeting. Luberdá further stated that a similar amendment should be added to subsection (b) 9: Each such limited term assignment should be reported to the HR Committee and HHS Board at their next scheduled meeting. Discussion followed in favor of the amended verbiage. Luberdá recommended that subsections (b) 6 and (b) 7 be left as originally proposed. **Supervisor Holt offered a motion, second by Supervisor Simons, to move forward with the Ordinance Continuing Limited-Term, Human Resources-Related Special Authority to Enable Continued Response to and Management of Operations During the COVID-19 Pandemic by Extending Certain Authorization with an amendment to sections (b) 4 and (b) 9, as suggested by Luberdá. Motion carried 8-0.**

Report(s)

9a) COVID-19 Update

Public Health Officer Erica Bergstrom provided a summation of Nevicosi's Memorandum (Pages 26-28) relative to COVID-19. Nevicosi added that 64% of Walworth County's 65 and older population have received at least the first dose of vaccine. Nevicosi warned the next phase of vaccination eligibility will include a significant amount of Walworth County's population. Nevicosi stated demand for vaccination over the next few weeks will guide what vaccination clinics will look like moving forward. He stated HHS is developing plans for two possible scenarios: 1) There is lower vaccine acceptance enabling clinics to still be held at the HHS building; 2) Demand is significant, in which case Bergstrom is exploring options for the possibility of drive-thru clinics.

Public Health also has plans to hold vaccine clinics onsite at local employers; tentatively set to begin in May. Nevicosi conceded this endeavor will require more energy and resources; and will ultimately result in vaccinating fewer individuals, but will reach individuals who are in greatest need. Nevicosi pointed out that as demand for the vaccine wanes, resources will be redirected to outreach and education with hopes of reaching those individuals whom are hesitant toward being vaccinated. Discussion then focused on reaching herd immunity.

Administrator Luberdá commented that he would like to publicly commend Bergstrom and her staff for their proactive planning efforts during the pandemic.

Nevicosi reported a breach of protected health information related to vaccine scheduling; resulting in approximately 900 individuals receiving a series of emails including a vaccine scheduling link to follow. Nevicosi noted the only health information shared was that individuals were interested in the vaccine. All impacted parties have been notified of the breach and the County Privacy Officer didn't believe any other action needed to be taken to protect the identity of those individuals. Due to the large number of affected individuals, the media was also notified. Supervisor Holt stated he learned of the breach through the media and suggested a preemptive memo informing the committee prior to a media release would be much appreciated in the future. Supervisor Simons requested a memo as to what corrective action is being taken to prevent the repeat of such a circumstance.

9b) Crisis Intervention/Law Enforcement Pilot Program Update

Nevicosi referred to his Memorandum located on Page 29 of the packet. Discussion then focused on positive feedback in regards to this program and how soon it may be implemented within other municipalities. Luberdá

noted given the positive results to date, he has Nevicosi working with Jenny Quill on a press release about the program.

Correspondence – There was none.

Announcements – There were none.

Confirmation of Next Meeting – The next meeting was confirmed for Wednesday, April 28, 2021 at 2:00 p.m.

Adjournment

On motion by Supervisor Holt, second by Citizen Representative Wucherer, Chair Monroe adjourned the meeting at 3:12p.m.

Submitted by Jennifer Stinnett, Administrative Assistant. Meeting minutes were approved by the Health and Human Services Board at the April 28, 2021 meeting.