

March 29, 2018

**HEALTH AND HUMAN SERVICES BOARD SPECIAL MEETING  
Douglas County Board of Supervisors  
Thursday, April 5, 2018, 4:30 p.m., Courthouse Room 207C,  
1313 Belknap Street, Superior, Wisconsin**

*Douglas County Health and Human Services Department  
Mission: to promote the health, safety, and well-being of individuals and families*

Please call 715-395-1304 or 715-395-1318 (Patricia Schanen) if you cannot attend.

MEMBERS: Larry Quam, Chair  
          Alan Jaques, Vice Chair  
          Marvin Finendale  
          Patricia Ryan  
          Jim Bolin  
          June Farkas, R.N.  
          Amida Gallito, M.D.

**A G E N D A**

(Committee to maintain a two-hour meeting limit *or* take action to continue meeting beyond that time).

1. Roll call.
2. Action items – capital project requests:
  - a) Comprehensive Community Services Program computer software system; and
  - b) Carpet replacement.
3. Future agenda items.
4. Adjournment.

cc: Ann Doucette                      Susan Sandvick                      Patricia Schanen                      Shelley Nelson (Telegram)  
      Candy Anderson                  Carolyn Pierce                      County Board Supervisors          Douglas County Website  
      Dave Longsdorf                  Ellen Oaks                              Brian Erickson

NOTE: Attachments to agenda available in County Clerk's Office for viewing or copying. Action may be taken on items on the agenda. The County of Douglas complies with the Americans with Disabilities Act of 1990. If you are in need of an accommodation to participate in the public meeting process, please contact the Douglas County Clerk's Office at (715) 395-1341 by 4:00 p.m. on the day prior to the scheduled meeting. Douglas County will attempt to accommodate any request depending on the amount of notice we receive. TDD (715) 395-7521. Posted: Courthouse, Government Center, Telegram copied



3-29-18

*Name*

*Date*



## Douglas County Department of Health and Human Services

# Memorandum

To: Douglas County Health & Human Services Board  
Ann Doucette, Interim Administrator

From: Pat Schanen, Director Health & Human Services

Date: March 26, 2018

RE: Health & Human Services Capital Improvement Project Requests

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Douglas County Health & Human Services Department has the following capital improvement project requests for CY 2018 totaling approximately \$67,890

**Project 1. (Computer Software System to support the Comprehensive Community Services Program):**

Douglas County Health & Human Services (DCH&HS) will be implementing the Comprehensive Community Services (CCS) program (please see attached County Resolution) with an anticipated date of January 1, 2019. Unlike other dedicated software programs utilized by DCH&HS, we will be dependent on capturing multiple provider documentation for Medicaid billing. Significant quality assurances will be imperative for compliance with future audits.

Health & Human Services along with Douglas County Information Technology (IT) have had several discussions regarding software systems as our present H&HS operating systems, inclusive of JD Edwards Financial System, would be inadequate in capturing the required information needed in implementation of the CCS program. We have evaluated the system that Kenosha County currently uses and have had discussions with their software developer and believe the software system that was developed for Kenosha County will meet our case management documentation needs, provide appropriate quality assurances and address audit requirements. The software would be developed, inclusive of an additional feature that Kenosha County system does not have, for Douglas County. The purchase of this program would not have the on-going licenses or operational fees as associated with other HHS software programs currently utilized.

The quote provided to us from the vendor of \$23,500 does not include up-front initial set-up which could be up to \$15,000.

My request at this time would be to have approval for \$38,500 to move forward with the vendor to customize the Kenosha County CCS software program to fit Douglas County needs, inclusive of the enhancement to bill directly to Medicaid. This software program is projected to be up and running 90 days prior to the Douglas County CCS roll out date of January 1, 2019.

**Project 2. (Carpet replacement in hallways and main reception area on the 4<sup>th</sup> floor):**

The request for funding would be to replace carpet that has the most wear, general hallways throughout 4<sup>th</sup> floor and front reception area in general office (does not include the cubical areas where staff work stations are located), that pose a hazard to tripping or falling due to wear or wrinkles (areas where the carpet has detached from the floor). This project would be completed using a carpet tile, similar to what was used in our main waiting area on 4<sup>th</sup> floor and would be purchased from the vendor of the multi-year agreement for carpet replacement. Please see attached proposal of \$29,390.

The only other monies that our department would have for these projects would be our Fund Balance which I believe, given our rising placement costs for children and adults, needs to remain dedicated to providing mandatory services.

Thanking you in advance for your time and consideration.

Roll Call		
District Number	Yes	No
1. Pomush		
2. White		
3. Finn		
4.		
5. Baker		
6. Paine		
7. Glazman		
8. Robinson		
9. Jaques		
10. Quam		
11. Finendale		
12. Lear		
13. Allen		
14. Ryan		
15. Hendrickson		
16. Johnson		
17. Liebaert		
18. Anderson		
19. Mock		
20. Conley		
21. Bergman		

Roll:  
 Ayes \_\_\_\_\_  
 Noes \_\_\_\_\_  
 Absent \_\_\_\_\_  
 Abstain \_\_\_\_\_

Passed  \_\_\_\_\_  
 Failed \_\_\_\_\_  
 Referred \_\_\_\_\_  
 Amended \_\_\_\_\_  
 Other \_\_\_\_\_

Rev. 04/15/2014

**RESOLUTION #88-14  
 RESOLUTION BY SUPERVISORS ON THE HEALTH AND  
 HUMAN SERVICES BOARD AND THE  
 ADMINISTRATION COMMITTEE**

**Subject: Health and Human Services Department Comprehensive  
 Community Services Program**

WHEREAS, Douglas County Department of Health & Human Services has a statutory responsibility under Wi State Statute 51.42 for the well-being, treatment and care of the mentally ill, developmentally disabled, alcohol and other drug dependent citizens residing within its county, and

WHEREAS, Comprehensive Community Services (CCS) provides an opportunity to enhance services with a Medicaid benefit that offers a flexible array of individualized, community-based psychosocial rehabilitation services for children, adolescents, and adults with mental health and/or substance abuse needs, and

WHEREAS, Douglas County Department of Health & Human Services recognizes that making services more accessible is fiscally responsible and improves treatment outcomes for consumers, and

WHEREAS, the State of Wisconsin is expanding the CCS Program and is providing new funding to counties who will regionalize service delivery by providing the non-federal match required to participate in the program, and

WHEREAS, Douglas County Department of Health & Human Services is requesting approval to move forward through the application/certification process with the intent to collaborate with neighboring counties to access the expanded state funding, and

WHEREAS, certification for CCS requires a County Board resolution authorizing the application for CCS.

NOW, THEREFORE, BE IT RESOLVED, that the Douglas County Board of Supervisors accepts the recommendation of Supervisors on the Health and Human Services Board and the Administration Committee and authorizes the Department of Health & Human Services to apply for State Certification to operate a Comprehensive Community Services Program under a regional services model.

Dated this 18<sup>th</sup> day of December, 2014.

Roll Call		
District Number	Yes	No
1. Pomush		
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4.		
5. Baker		
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13. Allen		
14. Ryan		
15. Hendrickson		
16. Johnson		
17. Licbaert		
18. Anderson		
19. Mock		
20. Conley		
21. Bergman		
Roll: Ayes _____ Noes _____ Absent _____ Abstain _____  Passed _____ X _____ Failed _____ Referred _____ Amended _____ Other _____		
Rev.04/15/2014		

**Committee Action: Unanimous)**  
**(Fiscal Note: None; funding is a mixture of Federal Medicaid and State match dollars)**

**ACTION:** Motion by Paine, second Ryan, to adopt. Motion carried.

# JOHNSON'S CARPET & TILE

5611 GRAND AVENUE DULUTH, MN 55807

PHONE (218) 628-2249 FAX (218) 628-2132

DATE: 3/15/2018

FROM: KYLE SEVERIN  
218-464-4444

ATTN: Keith Kesler

TO: Douglas County

PROJECT: **4th floor health services**

DESCRIPTION	AMOUNT
We propose to furnish and install carpet tile and vinyl base in all hallway areas discussed in the Health service department.	
Quote	\$ 23,960.00
Add for additional carpet tile and installation for the reception area in Human services per Lynne Stringer.	
Add	\$ 5,430.00