



**CALUMET COUNTY**  
**DEPARTMENT OF HEALTH AND HUMAN SERVICES**  
Courthouse, 206 Court Street, Chilton, WI 53014

**Human Services**

Phone: (920) 849-1400  
Fax: (920) 849-1468

From Appleton: (920) 989-2700

**Public Health**

**Home Health and Hospice**

Phone: (920) 849-1432  
Fax: (920) 849-1476

Crisis Line: (920) 849-9317; (920) 832-4646

**Aging & Disability  
Resource Center**

Phone: (920) 849-1451  
Fax: (920) 849-1635

Website: [www.co.calumet.wi.us](http://www.co.calumet.wi.us)

**Child Support**

Phone: (920) 849-1454  
Fax: (920) 849-1484

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**Regular Meeting of the Health and Human Services Board**

DATE: Monday, February 12, 2018  
TIME: 8:30 a.m.  
PLACE: Room – 017 Courthouse Basement

**AGENDA**

- 1) Was the meeting properly announced?
- 2) Roll Call and Introductions
- 3) Pledge of Allegiance
- 4) Approval of February 12, 2018, Health and Human Services Board Agenda
- 5) Approval of December 11, 2017, Health and Human Services Board and Aging Disability Resource Center/Long Term Support Advisory Committee Minutes
- 6) Public Participation/Public Comment
- 7) Report of Committee Members
  - a) Reports of Official Meetings Held in Past Month
  - b) Upcoming Events
    - i.) WCHSA Eastern Regional Board Member Meeting-February 16, 2018, at 10:00 a.m. located at Fox Valley Technical College of Appleton
    - ii.) Wisconsin Association of Local Health Departments and Boards (WALHDAB) Northeast Regional Meeting-March 8, 2018, 9:30 a.m. – 2:00 p.m. at Liberty Hall in Kimberly, WI.
- 8) Report of the Health and Human Services Department
  - a) Staffing Update/Introductions
  - b) Hospice Quality Assurance/Performance Improvement (QAPI) Update
  - c) Reducing Excessive Alcohol Consumption for Health (REACH) Update
  - d) Memory Café
- 9) Items for Action or Discussion from Health and Human Services Department
  - a) Voluntary Medical Advisor Policy-Attachment 1
  - b) Home Health Care Conditions of Participation Policy approval
- 10) The next regular meeting date for Health and Human Services Board will be March 12, 2018, at 8:30 a.m.
- 11) Adjournment

So as not to disturb the meeting, all cell phones must be placed on vibrate and all calls taken outside the meeting room.

Any person wishing to attend who, because of a disability, requires special accommodation, should contact the Health and Human Services Department at 920-849-1400 at least twenty-four (24) hours before the scheduled meeting time so appropriate arrangements can be made.

This is a public meeting. As such, all members or a majority of the members of the County Board may be in attendance. While a majority of the County Board members, or the majority of any given County Board Committee may be present, only the above committee will take official action based on the above agenda.

CALUMET COUNTY DEPARTMENT OF HEALTH AND HUMAN SERVICES BOARD AND  
AGING AND DISABILITIES RESOURCE CENTER/LONG TERM SUPPORT ADVISORY  
COMMITTEE MEETING  
December 11, 2017

Board/Committee Members Present: Dietrich, Gentz, Hartl, Lorenz, Schwalenberg, Stecker,  
Weinberger, Barribeau, Kleckner, Luedeke, Moehn,  
Myers, Stanek,  
Board/Committee Members Excused: Koenig  
Board/Committee Absent: Steffen  
Staff: Behnke, Brenner, Dewhurst, Kolbe, Kramer, Mallmann,  
Romenesko, Shaw

Guests:

1. CALL TO ORDER: Meeting was called to order at 8:30 a.m. by Chairperson Schwalenberg.
2. ROLL CALL AND QUORUM: It was determined the meeting was properly announced and a quorum was present. Introductions held.
3. PLEDGE OF ALLEGIANCE: Schwalenberg asked all present to join her in repeating the Pledge of Allegiance to the Flag.
4. APPROVAL OF AGENDA: Motion by Dietrich, seconded by Weinberger to approve the agenda. MOTION CARRIED UNANIMOUSLY.
5. APPROVAL OF HEALTH AND HUMAN SERVICES BOARD MINUTES: Motion by Weinberger, seconded by Gentz to approve the November 13, 2017 Health and Human Services Board Minutes. MOTION CARRIED UNANIMOUSLY.
6. APPROVAL OF AGING AND DISABILITY RESOURCE CENTER/LONG TERM SUPPORT ADVISORY COMMITTEE MINUTES: Motion by Weinberger, seconded by Stanek to approve the October 23, 2017 Aging and Disability Resource Center/Long Term Support Advisory Committee Minutes. MOTION CARRIED UNANIMOUSLY.
7. PUBLIC PARTICIPATION/PUBLIC COMMENT: Public Hearing held regarding the 85.21 Transportation Grant. No comments. Hearing closed at 8:35 am.
8. REPORT OF COMMITTEE MEMBERS:
  - A. Board and Committee members reported on recent meetings attended.
  - B. Upcoming Events:
    - i. Wisconsin Association of Local Health Departments and Boards (WALHDAB) Northeast Regional Meeting-January 11, 2018, 9:30 a.m. – 2:00 p.m. at Liberty Hall in Kimberly, WI.
    - ii. Wisconsin County Human Services Association (WCHSA) Eastern Region Board Member Group-January 19, 2018 at Fox Valley Technical College, Appleton.
9. COMMUNICATIONS: None
10. REPORT OF THE HEALTH AND HUMAN SERVICES DEPARTMENT:
  - A. Brenner provided staff updates.

- B. Brenner provided an update stating the state has increased the audit threshold from \$25,000 to \$100,000.
- C. Shaw reported on the Children's Long Term Support (CLTS) waitlist and Brenner provided an update on the Maintenance of Effort (MOE).
- D. Dewhurst gave a report on the Chilton Meal Site since they opened five days per week.
- E. Dewhurst provided information on the current and upcoming Coordinated Transportation Plan.
- F. Dewhurst presented a banner and brochures provided through Family Caregiver Support.

11. ITEMS FOR ACTION OR DISCUSSION:

- A. Dewhurst presented the 85.21 Transportation Grant. Discussion held. Motion to approve the grant by Moehn, seconded by Weinberger. MOTION CARRIED UNANIMOUSLY.
- B. Brenner presented the 2018 Health and Human Services Rates. Discussion held. Motion to approve the rates by Dietrich, seconded by Weinberger. MOTION CARRIED UNANIMOUSLY.

12. The next Health and Human Services Board meeting will be held January 8, 2018 at 8:30 am.

13. The next Aging and Disability Resource Center/Long Term Support Advisory Committee will be held February 5, 2018 at 9:00 am.

14. ADJOURNMENT: Motion to adjourn the meeting at 9:38 a.m. by Weinberger, seconded by Kleckner. MOTION CARRIED UNANIMOUSLY.

Respectfully submitted,

Bonnie Mallmann  
Recording Secretary

- This was declared a \$60 meeting.
- These are UNAPPROVED minutes.



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POLICY TITLE: Voluntary Medical Advisor

EFFECTIVE DATE: 2.11.2009

DATE REVIEWED:

DATE REVISED: 1.18.2018

AUTHORIZED BY: Calumet County Health and Human Services Board

\_\_\_\_\_  
Health and Human Services Board Chair

\_\_\_\_\_  
Date

TITLE: Voluntary Medical Advisor

**PURPOSE STATEMENT:**

This policy is used to provide guidance in securing a medical advisor for the Calumet County Health Division. Voluntary medical advisors to the local health department help assure the safe delivery of health care services and public health services to individuals, families, and communities. Medical advisors provide formal delegation of medical acts to licensed professional nurses, licensed practical nurses, and lesser skilled assistants where required by Wisconsin Statute, Chapter 448, Medical Practices, and Wisconsin Statute, Chapter 441, Board of Nursing.

Physicians who are currently licensed and whose license is in good standing with the Wisconsin Department of Regulation and Licensing are eligible. Such physician advisors will be first sought from within the jurisdiction of the local health department, shall not be an employee of the Calumet County Health Division and shall serve in an uncompensated, voluntary position. Such physicians shall become state agents of the Wisconsin Department of Health Services for the purposes of Wisconsin State Statutes 165.25 (6), 893.82 (3), and 895.46 for the services they provide for the programs and services of the Calumet County Health Division that require medical oversight. The designation of state agent status authorizes the State to provide legal representation to the volunteer medical advisor and to indemnify him or her from liability arising from the medical advisor's performance of duties.

**POLICY:**

The health officer will identify local voluntary medical advisors who meet the qualifications set forth above.

**PERSONS AFFECTED:**

Board of Health  
Public health staff

**REFERENCES:**

**LEGAL AUTHORITY:**

**Wisconsin Department of Health Services Related Statutes and Administrative Rules**

Wisconsin Statute Chapter 251, Local Health Officials

Wisconsin Statute, Section 251.07, certain physicians; state agency status

Wisconsin Department of Health and Family Services, Administrative Rule, HFS 140, Required Services of Local Health Departments

Wisconsin Statute Chapter 252, Communicable diseases

Wisconsin Statute Chapter 448, Medical practices

**Wisconsin Department of Regulation and Licensing Related Statutes and Administrative Rules**

Wisconsin Statute Chapter 441, Board of Nursing

Wisconsin Department of Regulation and Licensing, Administrative Rule, N6, Section 6.03, Standards of practice for registered nurses

Wisconsin Department of Regulation and Licensing, Administrative Rule N6, Section 6.04, Standards of practice for licensed practical nurses

**Wisconsin Department of Justice Related Statutes**

Wisconsin Statute, Section 165.25 (6), Duties of Department of Justice

Wisconsin Statute, Section 893.82 (3), Claims against state employees; notice of claim; limitation of damages.

Wisconsin Statute, Section 895.46, State and political subdivisions thereof to pay judgments taken against officers

**PUBLIC HEALTH ESSENTIAL SERVICE**

Assure a diverse, adequate, and competent public health workforce to support the public health system.

Enforce laws and regulations that protect health and ensure safety.



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PROCEDURE TITLE: Voluntary Medical Advisor  
EFFECTIVE DATE: 2.11.2009  
DATE REVIEWED:  
DATE REVISED: 1.18.2018  
AUTHORIZED BY: Calumet County Health and Human Services Board

\_\_\_\_\_  
Health and Human Services Board Chair

\_\_\_\_\_  
Date

TITLE: Voluntary Medical Advisor

**PURPOSE STATEMENT:**

This procedure describes the process to secure, maintain, and involve the local voluntary medical advisor in the development of contemporary health and public health policy to protect the health and safety of the population served by the Calumet County Health Division.

**WHO PERFORMS ACTIVITIES:**

Local health officer

**MEDICAL ADVISOR ROLE AND RESPONSIBILITIES:**

The medical advisor should be able to perform a range of roles and responsibilities based on current and emerging needs of the population. Voluntary medical advisors should demonstrate an interest in public health.

Role, responsibilities, duties, and expectations include:

- Develop and authorize medical orders for delegated functions (as required in Administrative Rule N6(2), Performance of Delegated Medical Acts) to professional nurses, licensed practical nurses, and lesser skilled assistants employed by the local health department; for example: administration of vaccines, medications and treatments, specimen collection, and completing invasive procedures.
- Connect medical practice to public health practice by providing consultation, technical assistance, and medical advice to the local health officer, health division, and the Board of Health for the required public health services of communicable diseases surveillance prevention and control, and human health hazard control. Content and topical areas may include: public health emergencies, human health hazards, disease outbreaks, epidemics, pandemics, and threats to the health of the public through atypical manifestations of current, emerging, and re-emerging communicable diseases or human health hazards.
- Connect medical practice to public health practice by providing consultation, technical assistance and medical advice to the local health officer, health division, and the Board of Health in the development of health promotion and disease prevention programs for the public including the generalized public health nursing program.
- Provide education and training, as needed, to the local health officer, health division, and Board of Health.
- Serve as a liaison in building effective collaborative partnerships between the Calumet County Health Division and local medical and health care providers to protect the health and safety of the community.

PROCEDURE:

1. A local, currently licensed primary care physician is identified who possesses the following attributes:
  - Possesses an interest and expertise in public health and prevention.
  - Supports the legal and societal role of the local health department.
  - Possesses capacity to provide routine and urgent medical advice and direction using medical and public health science and evidence. (Note: urgent in this case usually pertains to communicable threats to the health of the population.)
  - Willing to meet with the board of health and staff within the Calumet County Health Division to build relationships and work on identified and emerging public health issues and concerns in the health department's jurisdiction.
  - Willing to develop and help implement the local community health improvement plan.
  - Willing to help build collaborative relationships between the health department and medical and health care providers within the in the jurisdiction of the local health department.
2. Physician agrees to become the voluntary, uncompensated medical officer.
3. Health Officer verifies current licensure of the physician and assurance his/her medical license is in good standing with the Wisconsin Department of Regulation and Licensing.
4. Health Officer submits documentation to the Board of Health for review and approval.
5. Health Officer assures orientation of the voluntary medical advisor.

RELATED POLICIES

Voluntary Medical Advisor Policy