

MONROE COUNTY DEPARTMENT OF HUMAN SERVICES
Meeting of January 3rd, 2013
Community Services Center, Sparta, Wisconsin

BOARD PRESENT:

Carol Las, Chairperson
Craig Buswell, Vice Chairperson
Susanne Peck
David Pierce
Robert Retzlaff
James Rice

STAFF PRESENT:

Linda Lazer, Director
Susan Rettler, Clinic Administrator
Ron Hamilton, Social Work Supervisor
Patricia Lembitz, Business Administrator
Cathy Abbott, Admin. Service Coordinator

BOARD ABSENT:

Christopher King, Secretary (excused)
James Shilling (excused)

Call to Order: Chairperson Carol Las called the meeting to order at 8:32 a.m.

Approval of Open Meeting Minutes for November 15th, 2012: Following brief review, A MOTION WAS MADE BY ROBERT RETZLAFF, SECONDED BY DAVID PIERCE, AND CARRIED to approve the minutes from the regular open meeting of November 15th, 2012 as printed.

Public Comment Period: No one presented at this time.

Human Services Board Orientation:

Ms. Lazer distributed a handout prepared by the Wisconsin County Human Services Association (WCHSA) providing a short synopsis of Wisconsin Statutes relating to mandated Child Welfare services.

Staff/Director Oral Reports:

Director's Update and WREA and WRIC Reports: Ms. Lazer noted that December was recognized as National Drunk and Drugged Driving Prevention Month. She also shared a thank you note to be sent to Brenengen's Ford-Mercury signed by the HS Board Chair and Director for a contribution of \$800 for Children & Family Services.

Ms. Lazer shared information about the annually signed state-county contract for Emergency Services; there is a specific Annex attachment for Human Services. At a recent HS directors meeting, DHS presented on their expansion of the Emergency Response division.

Ms. Lazer also discussed the implication of significant changes that may occur within the department in conjunction with Health Care Reform Act. State DHS offices currently are in preliminary discussions with Federal representatives concerning computer software modifications that will need to be in place by October 2013 in preparation for the January 2014 implementation.

Board members were informed that Ms. Lazer recently attended a DHS meeting in Madison where county representatives were told that the state had received from the Federal government a \$2.2 million FoodShare bonus. Plans have not yet been finalized by the state regarding the distribution of these funds. She also shared that the 2013 State Income Maintenance (IM) Contracts will have greater emphasis placed on performance measures required of the IM Consortia. The WREA Consortium Directors are concerned that the performance measures will be difficult to achieve due to the work overload and the continued funding shortfall. Additionally, a special financial managers group will be working with the Wisconsin County Human Services Association to develop an Income Maintenance cost per case that can be used as evidential data substantiating overall program delivery costs. The current Child Care Contracts with individual counties will continue in 2013 while the Consortium works with the State to request a waiver to allow servicing of the contract between consortium county members.

The three-county Western Regional Integrated Collaborative (WRIC) for mental health and substance abuse regionalization will be hold a special meeting to better identify and understand the organizational structures of the each individual county and to clarifying WRIC's governing structure to assure more long-term success of the pilot project. Two meetings have been set to accomplish these goals.

Ms. Lazer shared that she attended the WCHSA mid-year conference on Child Protective Services that focused on "Why Counties Matter". She indicated that the Secretary of the Department of Children and Family Services clearly articulated recognition of the differences between rural and metro counties and the manner in which services can be provided.

Ms. Lazer is planning to discuss the revenue decreases that will impact the 2013 budget. The loss of some state funds and the impact of the decreased indirect cost allocation which in turn reduced the Human Services case management fee schedule means another a very challenging year fiscally for the department. A budget adjustment will be required for 2013.

As a result of a recent newspaper article, one Board member asked about the mental health services provided to jail inmates locally. Ms. Rettler explained that while these services are provided through contracted medical and social work staff at the jail; these positions are not employees of Human Services. However, if an inmate must be committed for more intense mental health services, law enforcement does contact the department's mobile crisis unit and works with an on-call social worker.

A discussion was held by Board members concerning the marijuana legalization in other states and the potential impact drunk or drugged driving arrests.

Behavioral Health Unit and Aging and Disability Resource Center Report: Ms. Rettler updated Board members about the Statutes outlining the mandate for counties to provide alcohol assessments for the Intoxicated Driver Program (IDP.) She noted declining assessments over the

past three years with 294 done in 2010, 218 in 2011, and 147 to date in 2012. She also reported that in 2010, there were 161 first-time Operating While Intoxicated (OWI) convictions and one sixth-time conviction; and in 2011, there were 118 first-time convictions and one seventh-time conviction. Some of the reasons for the declining number of assessments were also identified.

Ms. Rettler also reviewed the client's right to appeal the assessment recommendation and the process utilized when a client files a grievance. Board members also were informed about the functions of the county Interagency Committee for Intoxicated Drivers (IPID) that involves representatives from the Judges, Justice Department, Public Defenders, Corporation Counsel, and Human Services. Ms. Rettler indicated she would provide additional information in the future regarding a question that was raised about the use of vehicle interlock devices, costs, and when the law indicates their use.

Ms. Lazer explained that Intoxicated Driver Program assessment fees are another declining revenue source in the department. She announced that Monroe County was one of twenty-six counties that requested and received Intoxicated Driver Program Supplemental Grant funds of \$15,800. This amount is approximately \$2,000 less than in 2011.

Children and Family Services Unit: Mr. Hamilton shared that the Child Protective Service Ongoing Standards were expected to be in effect by November; however, implementation has been delayed. The new regulations will require that a face-to-face contact with a child in placement occur within 24-hours of the placement.

Board members were also informed that a long-time employee, Dia Holseth, will be retiring on January 17th and it is planned to recognize her at the next meeting.

Board Member Reports/Discussion:

Oral Report on Aging and Disability Resource Center of Western Wisconsin Advisory Committee Meeting: James Rice reported about the last meeting of the ADRC Advisory Committee held on December 11th in Monroe County. He shared that a new representative has been added from the HoChunk Nation, and he also commented on a second Family Care service provider (in addition to WWC) was approved for the Western region of Wisconsin.

Ms. Lazer explained the current situation with Logisticare, an agency contracted with the State to provide medical transportation in this area. The State has requested new RFPs for service as Logisticare has provided notice to end their current state contract due to financial losses incurred.

Oral Report on Mississippi Valley Health Services Board Meeting: Carol Las shared results of a conversation she had with La Crosse County Administrator, Steve O'Malley, regarding the financial considerations for the Mississippi Valley Health Services Collaborative and the potential to open up membership to additional counties. Ms. Lazer indicated there would be a Director's meeting held on January 16th 23rd.

Oral Report on Western Wisconsin Cares (WWC) Meeting: James Shilling was not available to provide an update at this meeting.

Policy/Operational Items:

Policy: Ms. Lazer shared copies of five policies with revisions made. A MOTION WAS MADE BY CRAIG BUSWELL, SECONDED BY ROBERT RETZLAFF, AND CARRIED WITH ALL IN FAVOR to approve the revisions to the following policies: Code of Conduct Policy, Non-Federal Share of Medicaid Policy, Notice of Privacy Practices Policy, and Patient Privacy Rights Policy. Following Ms. Lazer's discussion of the revised fee schedule and the impact on projected agency revenues, A MOTION WAS MADE BY ROBERT RETZLAFF, SECONDED BY CRAIG BUSWELL, CARRIED WITH ALL IN FAVOR to approve the revised Fee Setting Policy and Schedule A with a January 1, 2013 effective date for fees.

Fiscal Reports:

Monthly Financial Report: Patricia Lembitz presented the October, 2012 financial report indicating the department is in deficit. Ms. Lazer indicated that an estimated 2/3 of the department's reserve fund would be required to balance at year end. Ms. Lazer reviewed the areas that have created the deficit and responded to Board members' questions concerning those service items.

A brief discussion ensued about the need to revisit the reserve fund balance resolution. Board members requested this issue be placed on the next agenda for further discussion.

Line Item Adjustment: Ms. Lembitz presented a line items transfer request to adjust for increased expenditures in mileage reimbursement and other contracted services. Following discussion, A MOTION WAS MADE BY ROBERT RETZLAFF, SECONDED BY CRAIG BUSWELL, AND CARRIED WITH ALL IN FAVOR to approve the line item transfer request and forward to the Finance Committee.

Review and Approval of Payment of Agency's Monthly Vouchers: Following Board members' individual review of the December vouchers, A MOTION WAS MADE BY ROBERT RETZLAFF, SECONDED BY CRAIG BUSWELL, AND CARRIED WITH ALL IN FAVOR to approve payment of the monthly vouchers for December.

Proposed Contracts for 2013: A listing of purchase of service contracts was provided for Board members' review indicating the agencies' names and contract amounts. Ms. Lazer addressed questions from Board members regarding specific contracts followed by A MOTION BEING MADE BY CRAIG BUSWELL, SECONDED BY ROBERT RETZLAFF, AND CARRIED WITH ALL IN FAVOR to approve the listing of 2013 purchase of service contracts and initiate the contracts for services.

Date of Next Meeting/Agenda Topics/Location: The next regular monthly meeting is scheduled for Thursday, January 17th at 8:30 a.m. and will be held in Room 443-444 at the Community Services Center, Building A, in Sparta. Board members requested the reserve fund be placed on next month's agenda, along with designating "discussion/action" be used with future agenda topics.

Adjournment (approximately 10:30 a.m.): With no further topics for discussion, this meeting adjourned after A MOTION WAS MADE BY DAVID PIERCE, SECONDED BY CRAIG BUSWELL, AND CARRIED WITH ALL IN FAVOR. The meeting adjourned at 10:38 a.m.

Respectfully submitted:

A handwritten signature in cursive script that reads "Cathy L. Abbott".

Cathy L. Abbott

Administrative Services Coordinator