

MONROE COUNTY DEPARTMENT OF HUMAN SERVICES
Meeting of February 21st, 2013
Community Services Center, Sparta, Wisconsin

BOARD PRESENT:

Craig Buswell, Vice Chairperson
Christopher King, Secretary
David Pierce
Robert Retzlaff
James Rice
Cynthia Wise

STAFF PRESENT:

Linda Lazer, Director
Susan Rettler, Clinic Administrator
Ron Hamilton, Social Work Suprv.
Diane Erickson, Business Administrator
Cathy Abbott, Admin. Services Coord.

BOARD ABSENT:

Carol Las, Chairperson (Excused)
Susanne Peck (Excused)
James Shilling

GUEST:

Kellee Tourdot, MCDHS Social Worker

Call to Order: Chairperson Carol Las called the meeting to order at 8:34 a.m.

Employee Recognition: Ms. Lazer recognized Kellee Tourdot, a Social Worker with the Aging and Disability Resource Center, for fifteen years of employment with the agency.

Approval of Open Meeting Minutes for January 17th, 2013 – Discussion/Action: Following brief review, A MOTION WAS MADE BY CHRISTOPHER KING, SECONDED BY ROBERT RETZLAFF, AND CARRIED WITH ALL IN FAVOR to approve the minutes from the regular open meeting of January 17th, 2013 as printed.

Public Comment Period: No one presented at this time.

Human Services Board Orientation:

Ms. Lazer recognized the new citizen-at-large Board member, Cynthia Wise, and Board members introduced themselves and welcomed Ms. Wise as a new Board member.

Staff/Director Oral Reports:

Aging and Disability Resource Center and Behavioral Health Units: No new information was presented by Ms. Rettler under this agenda item.

Children and Family Services Unit: Mr. Hamilton reported on an upcoming county-wide meeting to discuss the potential of developing a team to deal with drug endangered children. He also updated Board members about the ongoing child protective services standard requirements and responded to an inquiry about how juveniles receive their schooling when in alternate placements.

Director's Update and WREA and WRIC Reports: Ms. Lazer provided Board members with an update on Western Region for Economic Assistance (WREA) indicating that regardless of the increased workload and a decreased budget this past year, it appears that WREA will have \$35,000 balance at the end of 2012. She announced that two new Economic Support positions have been hired through La Crosse County with one of the positions located at Monroe County. Human Services Directors from member counties continue to manage operations being watchful about the funding for the upcoming year.

Ms. Lazer reported on activities with the Western Region Integrated Care Collaborative (WRIC) reviewing core mental health services for the three counties involved in the Collaborative. The group continues to gather data about mental health services including the description of services provided and staffing levels for each, the numbers of clients served in each service category, and the numbers of clients currently on waiting lists. She also informed the Board that she would be participating in a conference call to discuss the potential for increased reimbursement for the Comprehensive Community Services (CCS) Program in the Governor's proposed budget. Billing procedures for this program are critical to ensure reimbursement and would need to be appropriately established before moving forward to provide these services.

Board members were informed that there will be four social workers on maternity leave during an overlapping time frame beginning in late summer. Ms. Lazer indicated that it will be necessary to provide LTE coverage since current staffing levels cannot provide even minimum coverage for the absent workers.

Ms. Lazer expressed concern about the county wage study following the recent publication of the study results. A suggestion was made to place this item on the agenda for a future meeting to allow for a more comprehensive discussion, and to request the County Administrator be present for that discussion.

Board Member Reports/Discussion:

Oral Report on Aging and Disability Resource Center of Western Wisconsin Advisory Committee Meeting: James Rice indicated that the next meeting of the Aging and Disability Resource Center of Western Wisconsin Advisory Committee is scheduled in March at Jackson County.

Oral Report on Mississippi Valley Health Services Board Meeting: Carol Las updated that the Mississippi Valley Health Services Board will be allowing additional counties to join as Associate members. She also referenced the study completed by WIPFLI regarding future facility recommendations.

Oral Report on Western Wisconsin Cares (WWC) Meeting: James Shilling was not available to provide an update at this meeting; however, it noted that the Western Wisconsin Cares agency was able to achieve an estimated \$1 million savings in their expenses as a result of a modest reduction in Supportive Home Care hours for about 40% of their members.

Board Items:

Policy/Operational Items:

Policy Review – Discussion/Action: Ms. Lazer shared copies of four policies with a recommendation to eliminate the Director's Limit on Purchase of Public Works and Respite Care Policies since they were no longer pertinent. A MOTION WAS MADE BY ROBERT RETZLAFF, SECONDED BY CHRISTOPHER KING, AND CARRIED WITH ALL IN FAVOR to eliminate the Director's Limit on Purchase of Public Works. A MOTION WAS MADE BY CHRISTOPHER KING, SECONDED BY DAVID PIERCE, AND CARRIED WITH ALL IN FAVOR to eliminate the Respite Care Policy.

Ms. Lazer discussed the modifications on the two other policies, the Handling Client Funds and Petty Cash Policies. These two policies will be placed on the March meeting for final review and action.

Fiscal Reports:

Monthly Financial Report: No monthly financial report was presented. There is not sufficient data to report for the 2013 monthly financial report; nor is there a true picture of the 2012 final fiscal status. Preliminary closeout reports for 2012 will be available for the March meeting as well as a financial report for January 2013.

Line Item Adjustment – Discussion/Action: Diane Erickson informed Board members that the agency had received \$100,016 from a third party liability settlement just prior to the end of December 2012. 85% of this amount will be recouped by the State through a reduction of revenues to WREA; therefore, a check was issued to La Crosse County as the fiscal agent for WREA. Monroe County retains 15% (or \$15,002) of the \$100,016.

Ms. Erickson requested approval for a 2012 line item transfer in the amount of a \$50,000 increase to Contracted Services from the under expended line for Fringe Benefits. Following the description of the need for this line item transfer, A MOTION MADE BY ROBERT RETZLAFF, SECONDED BY CHRISTOPHER KING, CARRIED WITH ALL IN FAVOR to approve the line item transfer adjustments as denoted above.

Reserve Fund Limit Increase Resolution: Ms. Lazer shared a draft of a resolution that increased the Human Services' reserve fund to \$500,000 and she explained that the resolution was based on the previous philosophy and procedure that had been implemented for the current reserve fund. She informed the Board that prior to their formal action, either the County Administrator or the Finance Director wanted to be present to discuss the impact to the County that would result from such action. Action on the resolution was delayed to the March meeting agenda for discussion/action.

Review and Approval of Payment of Agency's Monthly Vouchers – Discussion/Action:

Following the Board members' individual review of the January 2013 vouchers, A MOTION WAS MADE BY ROBERT RETZLAFF, SECONDED BY DAVID PIERCE, AND CARRIED WITH ALL IN FAVOR to approve payment of the monthly vouchers for January.

Date of Next Meeting/Agenda Topics/Location: The next regular monthly meeting is scheduled for Thursday, March 21st at 8:30 a.m. and will be held in room 443-444 at the Community Services Center, Building A, in Sparta. Discussion and potential action about the following items were denoted for next month's agenda: two policies listed above, financial reports including a preliminary 2012 year-end report and resolution to increase the reserve fund.

Prior to the end of this meeting, an inquiry was made about whether a protocol has been developed for the no weapons signage. Board members were informed that the Emergency Plan is being updated to identify procedures that cover staff responses in cases of severe weather, fire, children missing in the building, threats of harm, etc.

Adjournment (approximately 10:30 a.m.): With no further topics for discussion, this meeting adjourned after A MOTION WAS MADE BY ROBERT RETZLAFF, SECONDED BY DAVID PIERCE, AND CARRIED WITH ALL IN FAVOR. The meeting adjourned at 10:15 a.m.

Respectfully submitted:



Cathy L. Abbott

Administrative Services Coordinator