

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

BOARD PRESENT:

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

STAFF PRESENT:

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

GUEST:

Kelley Manske, MCDHS ES Specialist
Gina Phelps, MCDHS Social Worker
Cathy Schmit, County Administrator

BOARD ABSENT:

James Shilling (Excused)

Call to Order: Chairperson Carol Las called the meeting to order at 8:31 a.m.

Employee Recognitions: Ms. Lazer recognized Kelley Manske, Economic Support Specialist, and Gina Phelps, Social Worker with the Children and Family Services Unit, who each have five years of employment with the department.

Approval of Open Meeting Minutes for February 21st, 2013 – Discusson/Action: Following a brief review, A MOTION WAS MADE BY ROBERT RETZLAFF, SECONDED BY CRAIG BUSWELL, AND CARRIED WITH ALL IN FAVOR to approve the minutes from the open meeting of February 21st, 2013 with two corrections noted, e.g., Craig Buswell, not Carol Las, called the meeting to order, and Ms. Las was not present to provide the update on the Mississippi Valley Health Services Board.

Public Comment Period: No one appeared at this time.

Human Services Board Orientation: No items were shared with Board members under this agenda item.

Staff/Director Oral Reports:

Director's Update and WREA and WRIC Reports:

Ms. Lazer informed Board members about the Human Services Day at the State Capitol planned for April 10th. Human Services, Child Support, Health and Human Services Directors, and Count Board Supervisors are planning to meet with state legislators to discuss concerns about changes to mental health funding and the influx of funding to economic support to address the impact of the Health Care Affordability Act as it relates to Medicaid and Badger Care.

Ms. Lazer and Mr. Hamilton shared that they attended a meeting on February 22nd discussing the development of a Drug Endangered Child Team for Monroe County. A state consultant discussed the resulting improvement accomplished when established protocols between Law Enforcement and Human Services were in place for handling children that live in homes

involved with drugs or meth labs. Others involved with this meeting were the Sparta and Tomah Police Departments, Sheriff's Department, District Attorney, and Corporation Counsel.

Ms. Lazer, along with Pam Pipkin, the Child Support Director, and Cathy Schmit, County Administrator, attended a Wisconsin County Association (WCA) meeting with local legislators on March 15th that provided an update on the FY 13-15 State budget proposal specifically impacting areas of Mental Health, Youth Aides, Community Aids, Economic Support, and Child Support. A copy of the WCA slide presentation utilized at the meeting was shared with Board members.

Ms. Lazer informed board members that the Western Region for Economic Assistance (WREA) projected ending CY 2012 with a fund balance of approximately \$15,000; however, there currently is a projected deficit of approximately \$20,000 in the base funding for CY 2013. The Governor's budget proposes the infusion of significantly increased funding over the next three years into the Economic Support Programs state-wide to accommodate the anticipated forthcoming changes resulting from the Health Care Affordability Act. The increased, one-time state funding levels for WREA are anticipated at approximately \$675,000 for CY 2013; \$1.5 million for CY 2014; and \$407,000 for CY 2015. An overview of the Affordability Act is scheduled for Human Services Directors and Economic Support supervisory staff is scheduled for April 11th.

With regard to the Western Region Integrated Collaborative (WRIC), the three counties (Monroe, Jackson, and La Crosse) are continuing to study programmatic procedures of the respective agencies. A Quality Assurance/Project Assistant was hired at the end of February to assist with moving this grant-funded project along and to assist work teams in gathering information.

Final interviews for the vacant Social Worker position in the Children and Family Services Unit were held on March 18th with the replacement in place sometime in April. Ms. Lazer indicated she had given serious consideration as to whether the vacancy should be moved into the Behavioral Health/Community Mental Health area prior to completing this recruitment process due to the significant understaffing of that unit. However, due to the increase of state ongoing standards within the Children and Family Services Unit, it was necessary to retain the position there.

Ms. Lazer expressed her continued concern about the significant understaffing in the Behavioral Health Unit. She referenced a recent staff e-mail that related the stressors felt by the staff in that unit due to the time constraints and minimal staffing available to meet the demands of court actions and follow-up to crisis situations. Ms. Lazer informed board members that she intends to address this issue at future Board meetings.

Ms. Lazer informed the Board about an upcoming meeting planned to discuss concerns about a Community Mental Health Social Worker position that has been contracted through Monroe County Shelter Care. The County Administrator, the Personnel Director, Corporation Counsel, and Ms. Lazer will meet to review issues concerning the IRS, retirement, and insurance considerations for the contracted staff person.

Aging and Disability Resource Center and Behavioral Health Units: No additional updates were provided.

Children and Family Services Unit: Mr. Hamilton informed the Board that a Social Services Aide from his unit transferred to a Business Unit position within the department. The position temporarily is being covered by a Clerical staff person.

Mr. Hamilton also shared that the State will be conducting an on-site child death review in late April or early May. This process is customary in cases where a child death occurs where there has been prior child protective services involvement. Ms. Lazer cautioned that the results of the death review may appear to be critical as the report is comparable to an audit that recommends changes to improve procedures. The state is scheduling a special training session for Monroe and Jackson Counties Intake/Access social workers.

Business Unit: Ms. Erickson reported two recent staffing changes within the Business Unit resulting after her promotion to the Business Administrator position. Interviews were conducted in the past month to replace her position resulting in an internal promotion within the Business unit followed by the subsequent transfer of an individual from the Children and Family Services Unit to the vacated Business Unit position.

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 for March 26th at La Crosse.

Oral Report on Mississippi Valley Health Services Board Meeting: Carol Las was not able to attend the last meeting of the Mississippi Valley Health Services Board held on March 20th. Ms. Lazer shared that the WIPFLI review of the nursing home census and the proposed building structures were discussed. The proposal recommends separate facilities be built between 2014 and 2015 to address specific needs including three smaller Community Based Residential Facilities (CBRFs) and two larger 40-50 bed facilities. Continued review and discussions are expected to result in some decisions by June. Additional counties may opt into the Mississippi Valley Health Services. The actual fiscal impact of new state incentives, added associate county members, and the construction of new facilities is unknown at this time.

Oral Report on Western Wisconsin Cares (WWC) Meeting: James Shilling provided a written report about the status of the Western Wisconsin Cares Board meeting held on March.

Board Items:

Weapons Prohibition Signage for the Monroe County Human Services/Health Building – Discussion/Action: Significant discussion occurred about whether signage should be placed on the Health and Human Services building to denote no weapons allowed in the building. The process for posting signage on other county owned buildings was shared, along with a

recommendation to develop procedures for handling violations prior to posting signage. Ms. Schmit suggested that the Property and Purchasing Committee revisit the issue at their next meeting with a goal of establishing a county-wide policy that would encompass all buildings. The topic of liability to the County either with or without signage was discussed, with a suggestion to check with the County's insurance agency concerning the issue. Proper wording for the signage including the citation of State Statute was also discussed.

Following an extended conversation, A MOTION WAS MADE BY CHRISTOPHER KING, SECONDED BY JAMES RICE, AND CARRIED BY MAJORITY VOTE WITH CAROL LAS, CRAIG BUSWELL, AND SUSANNE PECK OPPOSED TO THE MOTION to postpone action on the issue of weapons signage at the Human Services and Health building, to request the issue be referred to the Property and Purchasing Committee's next meeting, and a report back to the Human Services Board. If the issue passes at the Property and Purchasing Committee, then the issue should be taken to the full County Board..

Policy/Operational Items:

Policy Review – Discussion/Action: Ms. Lazer reviewed recommended revisions to two policies. A MOTION WAS MADE BY ROBERT RETZLAFF, SECONDED BY DAVID PIERCE, AND CARRIED WITH ALL IN FAVOR to approve the revisions to the Handling Client Funds Policy. A MOTION WAS MADE BY DAVID PIERCE, SECONDED BY ROBERT RETZLAFF, AND CARRIED WITH ALL IN FAVOR to approve the revisions to the Petty Cash Policy.

Fiscal Reports:

Monthly Financial Report: Ms. Erickson informed Board members that the preliminary financial report for CY 2012 anticipates a surplus of \$75,954. She reviewed specific areas that impacted this result. With regard to the January 2013 profit and loss report, she indicated a deficit of \$63,006 and outlined revenue and expenditure impacts on this report.

2013 Budget Adjustment – Discussion/Action: Diane Erickson outlined modifications that were necessary to the CY 2013 budget due to reductions in revenues, state aids, and contract expenses along with an increase in local collections. Following the discussion, A MOTION WAS MADE BY CRAIG BUSWELL, SECONDED BY JAMES RICE, AND CARRIED WITH ALL IN FAVOR to approve the CY 2013 budget adjustment in the amount of \$206,224 and forward the adjustment to the Finance Committee for their review and subsequently forwarding to the full County Board.

Establishment of a Dedicated Bank Account for a Disabled Child – Discussion/Action: Ms. Erickson explained that a special account needed to be established for disabled child currently in foster care, who will be receiving a Social Security Disability back pay amount. According to Social Security requirements, since Human Services is the payee for this child, a dedicated account in the child's name must be established to receive the back payment eliminating commingled with any other funds. Social Security requires prior approve all expenses from this account and the funds cannot be used to offset the actual cost of care for the child. Following the

discussion, A MOTION WAS MADE BY CRAIG BUSWELL, SECONDED BY ROBERT RETZLAFF, AND CARRIED WITH ALL IN FAVOR to approve establishment of a dedicated bank account for the disabled child's back pay amount and forward this recommendation to the Finance Committee for their approval.

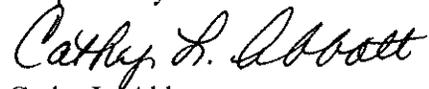
Reserve Fund Limit Increase Resolution – Discussion/Action: A copy of a resolution authorizing the increase of the Human Services reserve fund from \$300,000 to \$500,000 was shared with Board members. Discussion occurred about the need to attach a fiscal note to the resolution, and to amend the language to indicate the change in the reserve amount begin with CY 2012 funds. With the inclusion of these recommendations, A MOTION WAS MADE BY CRAIG BUSWELL, SECONDED BY JAMES RICE, AND CARRIED WITH ALL IN FAVOR to approve the resolution and forward the resolution to the Finance Committee for their approval and addition of a fiscal note, and subsequently forwarding to the full County Board for their consideration.

Payment of Agency's Monthly Vouchers – Discussion/Action: Following the Board members individually reviewing the February 2013 vouchers, A MOTION WAS MADE BY CHRISTOPHER KING, SECONDED BY ROBERT RETZLAFF, AND CARRIED WITH ALL IN FAVOR to approve payment of the monthly vouchers for February.

Date of Next Meeting/Agenda Topics/Location: The next regular monthly meeting is scheduled for Thursday, April 18th 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 policies and fiscal items were identified for next month's agenda.

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 CHRISTOPHER KING, AND CARRIED WITH ALL IN FAVOR. The meeting adjourned at 10:35 a.m.

Respectfully submitted:



Cathy L. Abbott

Administrative Services Coordinator