

MONROE COUNTY DEPARTMENT OF HUMAN SERVICES
Meeting of April 18th, 2013
Community Services Center, Sparta, Wisconsin

BOARD PRESENT:

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

STAFF PRESENT:

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

GUEST:

Kathryn Niebuhr, Social Work Intern

BOARD ABSENT:

Carol Las, Chairperson (Excused)

Call to Order: James Rice called the meeting to order at 8:31 a.m. and conducted the meeting until Vice-Chairperson Craig Buswell's arrival. Kathryn Niebuhr, a social work intern with the Children and Family Services Unit, was introduced to Board members.

Approval of Open Meeting Minutes for March 21st, 2013 – Discusson/Action: Following a brief review, A MOTION WAS MADE BY ROBERT RETZLAFF, SECONDED BY DAVID PIERCE, AND CARRIED WITH ALL IN FAVOR to approve the minutes from the open meeting of March 21st, 2013 as printed.

Public Comment Period: No one appeared at this time.

Staff/Director Oral Reports:

Director's Update Including WREA Consortium and WRIC Collaboration Reports: Ms. Lazer informed Board members that the Monroe County Justice Coordinating Committee held a reorganizational meeting on March 28th with Judges, District Attorney, Corporation Counsel, law enforcement agencies, and Human Services staff in attendance. This Committee concurred with the recommendation to establish a Drug Endangered Children (DEC) Team to maintain communication among Law Enforcement and Human Services when there are drug arrests and children are present.

Ms. Lazer shared that the Citizen's Advisory and Long-Term Support Sub-Committee also met on March 28th and decided to hold biannual rather than quarterly meetings. Members of this sub-committee also will be invited to attend the Human Services annual budget meeting held in August.

Board members were informed that Human Services supervisors attended a meeting in Trempealeau County concerning the Health Care Affordability Act on April 11th to learn about potential fiscal and operational impacts that are anticipated for the WREA consortium and the Aging and Disability Resource Centers.

Ms. Lazer informed the Board that the Western Region for Economic Assistance (WREA) is currently looking to expand Hispanic speaking employees with future staff hires. This is necessary to better address the needs of the Hispanic speaking caseload as it has grown to a point that the one staff person is not able to solely handle the number of clientele requiring language translation.

Ms. Lazer also shared that the three counties involved with the Western Region Integrated Collaborative (WRIC) are continuing to review service delivery systems and associated fiscal considerations for the Community Support Program (CSP), Coordinated Service Teams (CST), Community Options Programs (COP), and Comprehensive Community Services (CCS). Following the completion of these program reviews, a new set of programs will undergo a similar detailed process.

She announced there is May 20th meeting at Mendota to discuss regionalization of the Comprehensive Community Services (CCS) Programs given the Governor's 2013-2015 budget proposal. Discussions also will be held concerning multi-county certification for various mental health programs for Monroe, La Crosse, and Jackson counties.

Board members were informed that the Children and Family Services (CFS) Unit has been participating in Permanency Roundtable (PRT) meetings since September, 2012. These monthly meetings are focused on the reunification, guardianship, or adoption of children in out of home placements Ms. Lazer attended a state-wide meeting held on April 17th that reviewed the impact and effectiveness of the PRT meeting within counties.

Ms. Lazer updated the Board that the Property and Purchasing Committee did discuss the potential for posting weapons signage county-wide. Their Committee intends to research this issue with other counties, review the Statutes further, and have included the Corporation Counsel in these discussions. The Property and Purchasing Committee Chair indicated this topic would appear on a future meeting agenda for further consideration and anticipated resolution.

At this point in the meeting, the Vice-Chairperson, Craig Buswell, assumed leadership for the remainder of this meeting.

Aging and Disability Resource Center and Behavioral Health Units: Sue Rettler reported that one ADRC staff person had been out on a medical leave recently that resulted in a significantly increased caseload for the remaining Social Workers. She also indicated that a program and fiscal audit will be conducted on the Crisis Recovery Services (CRS) Program on April 19th. Audit results and any corrective actions are anticipated following completion of the review.

Children and Family Services Unit: Mr. Hamilton informed the Board that April has been designated in Monroe County as Child Abuse Prevention Month, and he shared some of the activities that were planned by a group of community organizations involved in the Child Abuse Prevention Task Force. He report that for 2012 there were 691 child protective service reports with 173 being screened in for investigation. Annually CPS screen ins range from 25 - 40% of the total number of referrals; 15-20% of cases screened in are actually substantiated as abuse.

Mr. Hamilton also informed the Board that a Child Death Review is scheduled with representatives from the State on April 23rd and 24th to review CPS documentation and staff actions as relating to the two child deaths that occurred in Monroe County.

Board Member Reports/Discussion:

Oral Report on Aging and Disability Resource Center of Western Wisconsin Advisory Committee Meeting: James Rice indicated no meetings of the Aging and Disability Resource Center of Western Wisconsin Advisory Committee occurred since March 26th, and the next meeting is scheduled on June 25th in Jackson County. A brief discussion occurred about the initiation of services being offered in our area by the new Family Care provider, CARE Wisconsin.

Oral Report on Mississippi Valley Health Services Board Meeting: Ms. Lazer indicated that the Mississippi Valley Health Services Board has not met since March 20th. La Crosse Human Services continues to present plans for various building options at Lakeview Health Care Center during 2013 and 2014 to the La Crosse County Board.

Oral Report on Western Wisconsin Cares (WWC) Meeting: James Shilling shared that the Western Wisconsin Cares Board has been looking at fiscal shortfalls being imposed by the State as a result of absorbing the dissolution of the Eau Claire/Chippewa Counties' Care Management Organization. Western Wisconsin Cares has also requested an extension on submitting their plan to the State for managing the reduction in revenues. As a result of the cutbacks, WWC is looking at a potential reduction in staffing and services provided to clients. Staff are being trained on methods for dealing with future service modifications and helping clients accept pending changes.

WWC also is looking transitioning to their third party administrator WPS for claims and anticipating this will be a smooth process. Mr. Shilling also reported that the State has notified thirteen counties that are presently not in Managed Care Organizations (MCO) that they will need to join existing consortiums in the near future since they will no longer be funded separately.

Staffing – Discussion/Action: Ms. Lazer announced that Kari McKenna was recruited as a Social Worker in the Children and Family Services unit and will begin work on April 22nd. She fills the vacancy resulting from Dia Holseth's retirement in January, 2013. Also, Dan Williams, Social Worker and Lead Worker in the Children and Family Services Unit, has accepted a supervisory position at Jackson County Department of Health and Human Services and will be leaving the agency's employment on April 30th. Plans are to proceed with recruiting a replacement for this vacancy as well.

Ms. Lazer also reported that Melissa Oliver was promoted to the Business unit in late February leaving a vacant Social Service Aide position in the Children and Family Services unit. Following a temporarily assignment, Gidget Gade, was reassigned to fill this vacancy, leaving her previous Clerical position.

Ms. Lazer then recommended that funding from the vacant Clerical position and the salary differential between the two CFS social worker positions be used to create a new Social Worker position in the Behavioral and Community Mental Health Services Unit. Based on increasing concerns about the understaffing in the Behavioral/Community Mental Health Unit, she requested Board support to move forward with the process of creating a new Social Worker I position from funds available within the current personnel budget.

Some Board members expressed concern about the negative impact on overall agency operations that would be caused by the reduction of the clerical position. Discussion included concern about the trend for not filling county staff vacancies; the effect of the continued demands on staffing resources, and not being adequately staffed for the current workload. A Board member expressed that if the county is to operate as a regular business, adequate staffing must be a serious consideration and continued staff reductions would be detrimental in conducting county business.

Ms. Lazer acknowledged that with reduced clerical staffing, a longer turnaround time for dictation is a likely result. She explained that in making this decision, she also considered revenue sources; a social worker can generate revenue through case management.

Ms. Lazer stated that clerical positions are important to the operations of the department. Programs serving the needs of people in the community are Human Services' highest priority and consequently it is necessary to realign funds within the current personnel budget to address the need. Ms. Lazer stated that the position as proposed would result in no increase to budgeted personnel costs.

Upon completion of this discussion, A MOTION WAS MADE BY DAVID PIERCE, SECONDED BY JAMES RICE, AND WAS CARRIED BY MAJORITY VOTE WITH JAMES RICE AND JAMES SHILLING OPPOSED to approve moving forward with the request for the creation of a new Social Worker I position and submitting this request to the Personnel Committee. Board member Robert Retzlaff was excused from this meeting at 9:35 a.m.

Policy/Operational Items:

Policy Review – Discussion/Action: Ms. Lazer indicated that a number of policies will be planned for Board review over the upcoming months' meetings, and then will be placed on a regular annual review schedule to maintain current policies. She then reviewed recommended revisions to two policies and creation of a new one.

A MOTION WAS MADE BY DAVID PIERCE, SECONDED BY JAMES SHILLING, AND CARRIED WITH ALL IN FAVOR to approve the revisions to the Civil Rights Policy.

A MOTION WAS MADE BY DAVID PIERCE, SECONDED BY JAMES RICE, AND CARRIED BY MAJORITY VOTE WITH CHRISTOPHER KING OPPOSED to approve the new Grievance Policy.

With one correction noted to the Recoupment of Benefit Overpayment Policy, A MOTION WAS MADE BY CHRISTOPHER KING, SECONDED BY DAVID PIERCE, AND CARRIED WITH ALL IN FAVOR to amend the policy to denote the reference #635. Following approval of this amendment, A MOTION WAS MADE BY JAMES SHILLING, SECONDED BY DAVID PIERCE, AND CARRIED WITH ALL IN FAVOR to approve the Recoupment of Benefit Overpayment Policy as amended.

Fiscal Reports:

Monthly Financial Report: Ms. Erickson announced that the auditors will be reviewing agency accounts as part of the county-wide audit during the week of May 13th. She also indicated that she will be completing year-end reports yet this month. The 2012 budget is still anticipated to be under expended by an estimated \$75,000. Ms. Erickson will not have a definitive amount until all revenues have been applied.

The February 2013 profit and loss report is projected at a deficit of \$59,625. Ms. Erickson reviewed the revenue and expenditure changes that occurred that were included in the February report.

Ms. Erickson shared that the Finance Committee met on April 16th and considered the resolution that had been forwarded to them after the March Human Services Board meeting requesting authorization to increase the Human Services reserve fund from \$300,000 to \$500,000.

Ms. Lazer alerted Human Services Board members to expect a discussion at the County Board. HS Board members asked her to provide a summary of the background and timeline for the creation of the initial reserve, as well as the details about Federal and State fund sources, programs mandated by the State, and volatile expenditure lines.

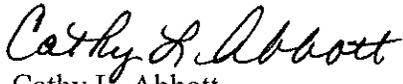
Establishment of a Dedicated Bank Account for a Disabled Child – Discussion/Action: Ms. Erickson explained that a special account needed to be established for a disabled child who is currently placed in a group home and will be receiving a Social Security Disability back pay amount. According to Social 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 to eliminate commingling with any other funds. Social Security requires prior approval of 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 JAMES RICE, SECONDED BY DAVID PIERCE, 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.

Payment of Agency's Monthly Vouchers – Discussion/Action: Following the Board members individually reviewing the March 2013 vouchers and their inquiries being addressed about a few specific payments, A MOTION WAS MADE BY JAMES SHILLING, SECONDED BY JAMES RICE, AND CARRIED WITH ALL IN FAVOR to approve payment of the monthly vouchers for March.

Date of Next Meeting/Agenda Topics/Location: The next regular monthly meeting is scheduled for Thursday, May 16th 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 CHRISTOPER KING, SECONDED BY DAVID PIERCE, AND CARRIED WITH ALL IN FAVOR. The meeting adjourned at 10:16 a.m.

Respectfully submitted:



Cathy L. Abbott

Administrative Services Coordinator