

MONROE COUNTY DEPARTMENT OF HUMAN SERVICES
Meeting of April 19th, 2012
Community Services Center, Sparta, Wisconsin

BOARD PRESENT:

Carol Las, Chairperson
Craig Buswell, Vice Chairperson
Ellen Graham Knight
Susanne Peck
Robert Retzlaff
James Rice
James Shilling

BOARD ABSENT:

Daniel Olson
Richard Yarrington (Excused)

STAFF PRESENT:

Linda Lazer, Director
Ron Hamilton, Social Work Suprv.
Sue Rettler, Clinical Administrator
Cathy Abbott, Admin. Services Coord.

GUESTS:

Sue Flock, MCDHS Unit Secretary
Robyn Ryba, MCDHS Social Worker
Janet Olson, MCDHS Clerical Volunteer
MCDHS Clerical Staff: Laura Bieniek,
Gidget Gade, Lisa Jutton, Becky Schricker

Call to Order: Chairperson Carol Las called the meeting to order at 8: 38 a.m.

Recognitions: Sue Flock, Unit Secretary in the Clerical unit, and Robyn Ryba, Social Worker/Lead Worker in the Children and Family Services unit, were recognized for twenty-five and twenty year of employment with the Department. Also, Janet Olson was recognized for her many years of volunteer time that she has provided to the agency's Clerical unit.

Approval of Open Meeting Minutes for March 15th, 2012: Following brief review, A MOTION MADE BY ROBERT RETZLAFF, SECONDED BY ELLEN GRAHAM KNIGHT, CARRIED WITH ALL IN FAVOR to approve the minutes from the open meeting from March 15th, 2012 as printed.

Staff/Director Reports:

Aging and Disability Resource Center and Behavioral Health Units: Board members were updated regarding services and programs being provided through the Aging and Disability Resource Center, along with the impact of lifting the cap on waiting lists for services. In addition, Ms. Rettler also shared the results of a review of the mobile crisis program and the changes that were being implemented as a result of that review.

Children and Family Services Unit: Ron Hamilton provided an overview about the consortium that are being developed to work on Intensive In-Home Services for Child Protective Services as well as implementation of a Permanency Roundtable to review out-of-home youth placements, and development of an alternative response program to begin in 2013.

Western Region Economic Assistance Consortium: Ms. Lazer shared information about a recent meeting of county Directors regarding programming through the Western Region Economic Assistance Consortium, including workload, technical, and system structure issues.

Board Member Reports/Discussion:

Oral Report on Aging and Disability Resource Center of Western Wisconsin Advisory Committee Meeting: The next meeting of the Aging and Disability Resource Centers of Western Wisconsin Advisory Committee is planned for June in Jackson County. Ms. Rettler referenced the previous discussion about the lifting of the Family Care cap and resulting increase in workload.

Oral Report on Mississippi Valley Health Services Board Meeting: Carol Las indicated that there had not been a meeting of the Mississippi Valley Health Services Board recently, so did not have any information to share at this point. This line item remains underbudget this year and it was reported that only eight clients currently are residing in Lakeview.

Oral Report on Western Wisconsin Cares (WWC) Meeting: James Shilling updated the Board regarding activities of the Western Wisconsin Cares Board, including their financial status, an increase in staffing, and the ongoing work with the Aging and Disability Resource Center to provide services to the consumers being removed from the waiting list.

Human Services Board Orientation: A brief discussion was held about the formation of this Board following the results of the most recent election. Ms. Lazer indicated that she would be developing a Board orientation packet to provide more details to the Board at next month's meeting. A request was made to specifically include a glossary of terms, abbreviations, and acronyms to assist Board members in understanding the terminology used by the Department.

Policy/Operational Items: Ms. Lazer presented the policy on recoupment of overpaid benefits providing details about the necessity for such a policy. Following discussion, A MOTION MADE BY ROBERT RETZLAFF, SECONDED BY JAMES SHILLING, CARRIED WITH ALL IN FAVOR to approve the policy on recoupment of overpaid benefits as presented.

Personnel Updates:

Position Vacancy Updates: Ms. Lazer reported that interviews for the two vacant Economic Support Specialists were conducted on March 12th with Carol Las serving on the Interview Committee. She announced that two staff were hired as a result of this interview process and began employment on March 16th and April 9th. In addition, Ms. Lazer reported that the interviews for Director were held on March 23rd with James Rice serving as the Board member on the Interview Committee. She had been selected to serve as Director from this process and began these duties officially on March 26th. Lastly, she informed the Board that applications are currently being sought through April 30th for the Business Administrator/Assistant Finance Director position.

Fiscal Reports:

Departmental Fiscal Status Reports: Linda Lazer indicated there was no formal reports at this time of year, but shared that the agency's budget through February was running at a deficit of \$190,385. She explained the reasons for this were primarily due to significant reductions in youth aides and economic support revenues, as well as some costly juvenile placements over the past few months.

Review and Approval of Payment of Agency's Monthly Vouchers: Board members reviewed a listing of vouchers followed by A MOTION MADE BY ROBERT RETZLAFF, SECONDED BY JAMES SHILLING, CARRIED WITH ALL IN FAVOR to approve the listing of vouchers in the Human Services account ledgers.

Other Reports (Service Contracts, Unanticipated Revenue Etc.): No reports were presented for discussion.

Date of Next Meeting/Agenda Topics/Location: The next regular monthly meeting is scheduled for Thursday, May 17th at 8:30 a.m. The meeting will be held at the Community Services Center in Sparta. Items for inclusion on the next regular agenda were orientation of the Board, announcement of sub-committee appointments, reports on associated Boards/Committees, policies and resolutions for review, fiscal reports, personnel updates, and any other updates on pending issues.

Adjournment (approximately 11:00 a.m.): With no further topics for discussion at this meeting, A MOTION MADE BY ROBERT RETZLAFF, SECONDED BY CRAIG BUSWELL, CARRIED WITH ALL IN FAVOR. The meeting adjourned at 10:32 a.m.

Respectfully submitted:



Cathy L. Abbott
Administrative Services Coordinator

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