

**MONROE COUNTY DEPARTMENT OF HUMAN SERVICES**  
**Meeting of May 16<sup>th</sup>, 2013**  
**Community Services Center, Sparta, Wisconsin**

**BOARD PRESENT:**

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

**STAFF PRESENT:**

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

**BOARD ABSENT:**

Robert Retzlaff (Excused)

**Call to Order:** Chairperson Carol Las called the meeting to order at 8:35 a.m.

**Approval of Open Meeting Minutes for April 18<sup>th</sup>, 2013 – Discusson/Action:** Following a brief review, A MOTION WAS MADE BY CRAIG BUSWELL, SECONDED BY DAVID PIERCE, AND CARRIED WITH ALL IN FAVOR to approve the minutes from the open meeting of April 18<sup>th</sup>, 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:*** Ms. Lazer announced that May is designated as Mental Health Awareness Month and Foster Care Month. For the second year in a row, Monroe County foster parents have been selected as recipients of the State Foster Care Award. Tim and Julianne Hyma will attend a special recognition event in Madison to receive their award. Ms. Las indicated that she would note this recognition at the May County Board meeting.

Ms. Lazer informed Board members about a meeting to be held May 20<sup>th</sup> at Mendota Mental Health Institute to discuss the potential for a multi-county certification for the Comprehensive Community Services (CCS) programs. Representatives from the Western Region Integrated Collaborative (WRIC), the Eau Claire mental health collaborative, various advocacy groups, and State personnel plan to attend this meeting.

Locally, WRIC continues to review the administrative support structures of the three counties (Jackson, Monroe, and La Crosse) with regard to billing processes and various paperwork requirements for eligible clients to participate in funded programs. Over the past nine months, the Collaborative has conducted a comprehensive review of four mental health programs.

Ms. Lazer updated the Board concerning the 2014 planning process for the budget, staffing, and procedures for Western Region for Economic Assistance. The consortium is likely to receive additional funding relating to the Affordable Health Care Act. The additional funding would allow a potential increase of up to sixteen staff positions for a period of two years. Ms. Lazer indicated that she would be placing this item on the June agenda for Board consideration to request up to three positions as Monroe County employees under a project employment status.

Board members were informed that the Community Mental Health Social Worker I position that had been approved at the April Human Services Board meeting did receive approval from the Personnel and Finance Committees and will be forwarded for consideration of the County Board on May 24<sup>th</sup>. Ms. Lazer identified the funding sources for this position and confirmed that the personnel budget would not exceed the 2013 approved budget amounts. She also indicated that a social work position has the ability to generating revenue and that this capability was factored into the decision of eliminating the clerical position and moving forward with the request for the social work position. Ms. Rettler also discussed requirements for follow-up on crisis cases by staff and the impact that an additional social worker could have toward reducing delays and providing better follow-up contact.

Ms. Lazer indicated that the 2012 budget ended with a surplus of approximately \$173,000 partially due to supplemental Intoxicated Driver Program and Elder Abuse revenues. She also provided an overview on the history of the amount of county levy dollars that were returned to the County's General Fund since the establishment of the Human Services Reserve Fund.

Ms. Lazer announced that Bruce Humphrey will recommend James Shilling for reappointment to a three-year term on the Human Services Board at the May County Board meeting.

Ms. Lazer shared that she attended the Wisconsin County Human Services Association (WCHSA) Conference held May 8-10. Ms. Las joined the meeting for one day and both shared information about a panel discussion presented by adults who had aged out of foster care; and described the COMPASS software being offered by the Department of Corrections for tracking juvenile justice referrals. Ms. Lazer indicated that a demonstration of this software would be conducted in our agency on May 28<sup>th</sup>.

***Aging and Disability Resource Center and Behavioral Health Units:*** Sue Rettler reported that 113 cases are currently being served through the Aging and Disability Resource Center and that staff are attending the annual ADRC conference this week. She also noted the action taken to alleviate a billing issue with our Community Recovery Services (CRS) Program providers.

***Children and Family Services Unit:*** Mr. Hamilton informed the Board that the recent state child death review went reasonably well with a number of staff strengths being identified. A written report will be forthcoming with additional feedback from the review team. He also noted that the Justice Coordinating Committee would meet on May 23<sup>rd</sup> with Cindy Giese to further discuss development of a local Drug-Endangered Children (DEC) Team.

Mr. Hamilton announced the Juvenile Detention Facility in La Crosse is offering a new program, the CORE Academy, developed as an alternative to corrections and secure detention of youth that is geared to address mental health, alcohol/drug, and cognitive issues with youth00. Further information will be shared with Monroe County Judges about the potential for use of this program as a placement option.

**Board Member Reports/Discussion:**

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

***Oral Report on Mississippi Valley Health Services Board Meeting:*** Ms. Las indicated no meetings had occurred over the past month and there were currently six individuals placed at Lakeview Health Care Center.

***Oral Report on Western Wisconsin Cares (WWC) Meeting:*** James Shilling shared that the next meeting of the Western Wisconsin Cares Board is scheduled for May 28<sup>th</sup>. He also updated the Board members about the changes in the Blair and Mondovi locations, the tightening of the functional screening process, weekly oversight reporting to the State, and setting limits for the capitation rate.

**Staffing – Discussion/Action:** Ms. Lazer announced that the Community Mental Health Social Worker I position would be presented at the County Board meeting on May 22<sup>nd</sup>. She also indicated that a request for new project positions for Economic Support would be placed on the June Human Services Board agenda.

**Reserve Resolution – Discussion:** Discussion occurred regarding the defeat of the reserve fund resolution at the County Board April meeting. Some Human Services Board members thought that the resolution should be presented to the County Board for reconsideration with regard to the 2013 budget rather than on the past year's budget. Comments were also shared about the misconceptions about Human Services programs, budget and funding sources. Further discussion took place concerning when it might be appropriate to revisit the reserve question in the future.

**Signage Update – Discussion:** Ms. Las reviewed minutes from the Property and Purchasing Committee meeting with regard to weapons signage. She indicated that per the Committee's minutes from their May 8<sup>th</sup> meeting, a decision was made to not forward the issue to the County Board for their approval instead to draft a simplified policy, support concealed carry rights, comply with the State law with the exception of the nursing home, and ban signs. Further, the Corporation Counsel would be requested to address the Human Services' building language and draft a resolution to be brought back to a future Property and Purchasing Committee meeting.

**Policy/Operational Items:**

***Policy Review – Discussion/Action:*** Ms. Lazer reviewed the changes made to three policies that were presented for Board consideration and approval. Following brief review and discussion, A MOTION WAS MADE BY CRAIG BUSWELL, SECONDED BY JAMES SHILLING, AND CARRIED WITH ALL IN FAVOR to approve the revisions to the Policy Development and Implementation Policy.

Due to a question about the term “addendum” mentioned in this policy, A MOTION WAS MADE BY CHRISTOPHER KING, SECONDED BY DAVID PIERCE, AND CARRIED BY MAJORITY VOTE WITH JAMES SHILLING OPPOSED to reconsider the previously approved motion. A suggestion was made that to reference as “procedural attachment,” making it more descriptive and accurate of the intent of additions to policies. With that recommendation, A MOTION WAS MADE BY CHRISTOPHER KING, SECONDED BY DAVID PIERCE, AND CARRIED WITH ALL IN FAVOR to approve the Policy Development and Implementation Policy with the amended language of “procedural attachment.”

Upon completion of the review of two other revised policies, A MOTION WAS MADE BY JAMES SHILLING, SECONDED BY DAVID PIERCE, AND CARRIED WITH ALL IN FAVOR to approve the Release of Information and the Safety and Emergency Incident policies as presented.

**Fiscal Reports:**

***Monthly Financial Report:*** Ms. Erickson reviewed the March 2013 profit and loss report, indicating a slightly decreased deficit (\$43,044), and discussed the revenues and expenditures affecting the report. A MOTION WAS MADE BY JAMES RICE, SECONDED BY DAVID PIERCE, AND CARRIED WITH ALL IN FAVOR to approve this report.

***Staff Credit Card Approval – Discussion/Action:*** A request was made to issue a credit card with a \$1,000 limit for a newly hired Social Worker, Kari McKenna. Issuance of this credit card will follow existing procedures for authorizing the card for usage for such items as motel stays and client specific purchases. A MOTION WAS MADE BY CRAIG BUSWELL, SECONDED BY JAMES SHILLING, CARRIED WITH ALL IN FAVOR to approve the request for issuing a credit card for this worker.

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

**Date of Next Meeting/Agenda Topics/Location:** The next regular monthly meeting is scheduled for Thursday, June 20<sup>th</sup> 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

staffing, reserve fund resolution, signage, 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 10:28 a.m. David Pierce requested to be excused from the June meeting as he would be on vacation at that time.

Respectfully submitted:

  
Cathy L. Abbott

Administrative Services Coordinator