

**MONROE COUNTY DEPARTMENT OF HUMAN SERVICES**  
**Meeting of June 20<sup>th</sup>, 2013**  
**Community Services Center, Sparta, Wisconsin**

**BOARD PRESENT:**

Carol Las, Chairperson  
Craig Buswell, Vice Chairperson  
Christopher King, Secretary  
Susanne Peck  
Robert Retzlaff  
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:**

David Pierce (Excused)

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

**Approval of Open Meeting Minutes for May 16<sup>th</sup>, 2013 – Discusson/Action:** Following a 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 open meeting of May 16<sup>th</sup>, 2013 as printed.

**Public Comment Period:** No one appeared at this time. Ms. Lazer shared with a photo and accompanying article that recently appeared in the Sparta newspaper recognizing two Monroe County foster parents as recipients of the Governor's Foster Parent of the Year Award.

**Board Orientation – Acronym Update:** Ms. Lazer noted an updated acronym listing had been placed in the Board members' book.

**Staff/Director Oral Reports:**

***Director Update:*** Ms. Lazer announced that staff would soon be submitting apparel orders and Board members were welcome to order items if they wish. She also shared that a presentation by the Couleecap Director, Grace Jones, would be placed on the July agenda. An update was provided concerning the status of recruitment for two vacant social workers, one in the Children and Family Services area and the other a recently created position in the Community Mental Health unit.

Ms. Lazer updated Board members about the status of the State budget with regard to expanded funding coming through the Western Region for Economic Assistance (WREA) to fund additional positions that would provide for the expected increase in workload due to the Affordable Care Act. She also shared a copy of a Powerpoint presentation that described the impact associated with these changes in the area of WREA staffing expansion both in the main call/change center and in specific counties, as well as health care coverage for participants.

Board members were informed the Western Region for Integrated Care (WRIC) is proceeding with working on timelines for development of one service delivery system following review of the specific county delivery systems and the financial support associated with the programs. The WRIC Advisory Council met here on June 11<sup>th</sup> with membership including Managed Care Organization representatives, consumers, county and provider staff, and advocates.

Ms. Lazer also shared that the planning process for the Comprehensive Community Services (CCS) Program through the Mental Health Collaborative grant (WRIC) is continuing with bimonthly meetings scheduled; however, the State is not expected to release new CCS funding until 2014.

***Aging and Disability Resource Center and Behavioral Health Units:*** Ms. Rettler reported that a review of the representative payee program was conducted recently and noted a couple of minor areas that needed adjustment. She also mentioned that the Western Regional Crisis Grant team would be meeting later on this date to discuss plans for submitting a two-year grant application to develop crisis stabilization beds for youth. Monroe, Jackson, and La Crosse are working together on this joint grant application.

***Children and Family Services Unit:*** Mr. Hamilton updated Board members on the details of the CORE Academy, a program being offered through the La Crosse County Juvenile Detention Facility as an alternative to corrections and secure detention of youth. He also noted that an application has been submitted to the Department of Corrections requesting approval for access and implementation of COMPASS software program for juvenile justice clients. Board members were also informed that some funding for the Independent Living Program is being redirected from salary support to providing more direct services to youth aging out of foster care placements.

**Board Member Reports/Discussion:**

***Oral Report on Aging and Disability Resource Center of Western Wisconsin Advisory Committee Meeting:*** James Rice indicated he would be planning to attend the next meeting of the Aging and Disability Resource Center of Western Wisconsin Advisory Committee is scheduled for June 25<sup>th</sup> in Jackson County.

***Oral Report on Mississippi Valley Health Services Board Meeting:*** Ms. Lazer indicated that the Human Services Directors will meet on June 19<sup>th</sup> to discuss moving forward with the building projects at Lakeview Health Care Center. The Annual Board of Directors meeting is set for August 25<sup>th</sup>.

***Oral Report on Western Wisconsin Cares (WWC) Meeting:*** James Shilling indicated no additional information to report with the next Board meeting set for June 25<sup>th</sup>.

**Staffing – Discussion/Action:** Ms. Lazer presented two resolutions concerning staffing changes that she is requesting Board authorization to move forward through the Personnel and Finance Committees and then onto the County Board at their July meetings. One resolution is for two Economic Support positions that would be fully funded through State revenues related to the Affordable Health Care Act. Ms. Lazer explained that the costs of salary and fringe benefits for these positions would be provided through new state funds through the WREA Consortium; the department also will receive AMSO dollars that will cover the cost of office furnishings, computers, phone, and internet. Ms. Lazer provided projected costs to the agency for the two additional positions for the remainder of 2013 in the amount of \$38,598 and the full year for 2014 for \$100,355.

Ms. Lazer stated that these positions would be time-limited to state funding availability and indicated that these two positions are a part of the new ACA positions that WREA is planning to add prior to the end of this year. She also explained the timetable for the resolution to be forwarded through Personnel, Finance, and County Board would allow recruitment to occur to enable newly hired staff to attend training that is planned for the beginning of September. Ms. Lazer also detailed the benefit of these positions being hired within Monroe County rather than through another county within the WREA Consortium.

At this point, the conversation on this topic was delayed until later in the meeting to allow for copies of the resolutions to be distributed for Board member review.

**Signage – Discussion/Action:** Board members discussed the decision of the Property and Purchasing Committee to maintain “no weapons” signage only on the Rolling Hills building and not to have a comprehensive signage policy to encompass all county buildings. Some Board members expressed concern about this decision and indicated they felt there should be a unilateral signage policy for all county buildings. Another Board member shared frustration that this topic was initiated nearly one year ago and there is still no resolve to concerns that were expressed about the need for signage to address safety issues for Human Services employees.

**Staffing – Discussion/Action (continued):** After distributing copies of the two resolutions, A MOTION WAS MADE BY JAMES SHILLING, SECONDED BY CRAIG BUSWELL, AND CARRIED BY MAJORITY VOTE WITH ROBERT RETZLAFF AND JAMES RICE OPPOSED to end discussion and call the question. At this point, Chair Carol Las asked for the Board to take action on the resolution concerning the 2 Economic Support Specialist positions. The vote on the resolution pertaining to the creation of the 2 Economic Support positions resulted in SIX BOARD MEMBERS VOTING IN FAVOR OF THE RESOLUTION AND JAMES RICE AND ROBERT RETZLAFF OPPOSED.

Ms. Lazer next presented a second resolution concerning the transfer of a contracted Community Mental Health social worker position through Sheltercare to a county employed Social Worker I position due to the Internal Revenue Service regulation. This action was being recommended for inclusion in the 2014 budget; funds are in the current budget in the Contracted Services category; approximately 60% of the salary and fringe being funded through State funds. She also explained that this action is being requested by Personnel and Finance to bring the county departments into compliance with IRS regulations.

Cynthia Wise was excused from the meeting at 10:08 a.m.

Following some discussion, a recommendation was made to postpone any decision about this resolution for one month to allow for more clarification about the IRS issue and to not take both resolutions to the County Board at the same time. A MOTION MADE BY CHRISTOPHER KING AND SECONDED BY ROBERT RETZLAFF FAILED WITH THREE BOARD MEMBERS VOTING YES AND SUSANNE PECK, JAMES SHILLING, CAROL LAS, AND CRAIG BUSWELL OPPOSED to tabling action on this resolution until the July meeting.

The vote on the resolution pertaining to the creation of a county employed Social Worker I position in lieu of a contracted position resulted in FIVE BOARD MEMBERS VOTING IN FAVOR OF THE RESOLUTION AND JAMES RICE AND ROBERT RETZLAFF OPPOSED.

**Policy/Operational Items:**

***Policy Review – Discussion/Action:*** Ms. Lazer presented three revised policies for Board review and approval. A MOTION WAS MADE BY CHRISTOPHER KING, SECONDED BY CRAIG BUSWELL, AND CARRIED WITH ALL IN FAVOR to review and act on all three policies at one time rather than individually. Upon completion of reviewing the changes made to the three individual policies, A MOTION WAS MADE BY ROBERT RETZLAFF, SECONDED BY JAMES SHILLING, AND CARRIED WITH ALL IN FAVOR to approve the revisions to the Locally Based Services, Staff Development, and Use of Authorization Policies with one correction made to the Staff Development Policy (i.e., change procedural items to purpose.)

**Fiscal Reports:**

***Monthly Financial Report:*** Ms. Erickson informed the Board that the county-wide audit has been finalized with no findings for our Department with an amount of \$177,780 is being returned to the County's General Fund for 2012. She also indicated that our agency is still awaiting final payments from the State Department of Human Services for last year.

Ms. Erickson reviewed the April 2013 profit and loss report, indicating a slight deficit of \$78,966, and discussed the revenues and expenditures affecting the report. In comparison for this same time last year, this report indicated a deficit of \$122,985.

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

**Date of Next Meeting/Agenda Topics/Location:** The next regular monthly meeting is scheduled for Thursday, July 18<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, signage, policies, and fiscal items were identified for next month's agenda, along with a presentation from Grace Jones, Director of Couleecap.

**Adjournment (approximately 10:30 a.m.):** With no further topics for discussion, this meeting adjourned after A MOTION WAS MADE BY ROBERT RETZLAFF at 10:29 a.m.

Respectfully submitted:

  
Cathy L. Abbott  
Administrative Services Coordinator