

**MONROE COUNTY DEPARTMENT OF HUMAN SERVICES**  
**Meeting of June 21<sup>st</sup>, 2012**  
**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

**STAFF PRESENT:**

Linda Lazer, Director  
Ron Hamilton, Social Work Suprv.  
Sue Rettler, Clinical Administrator  
Kara Jenkins, WREA Supervisor  
Gidget Gade, Unit Secretary

**BOARD ABSENT:**

Robert Retzlaff (Excused)

**Call to Order:** Chairperson Carol Las called the meeting to order at 8:40 a.m.

**Approval of Open Meeting Minutes for May 17<sup>th</sup>, 2012:** Following brief review, A MOTION MADE BY CRAIG BUSWELL, SECONDED BY DAVID PIERCE, CARRIED WITH ALL IN FAVOR to approve the minutes from the open meeting from May 17<sup>th</sup>, 2012 as printed.

**Human Services Board Orientation:** Ms. Lazer indicated that an updated acronym summary has been placed in the Board Book.

Ms. Lazer distributed a copy of an article from the June issue of the Wisconsin Counties Association magazine that summarized changes in Human Services that have occurred during 2012 in the areas of Income Maintenance, Juvenile Corrections, and Family Care.

Kara Jenkins, the Economic Support Supervisor, was introduced to the Board. Ms. Jenkins is the WREA supervisor for Monroe and Jackson, employed by La Crosse County.

**Staff/Director Oral Reports:**

***Director's Update:*** Ms. Lazer announced that Tricia Lembitz has been hired as the Business Administrator and will start on July 9<sup>th</sup>, 2012. Tricia presently works as Business Manager for the Challenge Academy at Fort McCoy and previously worked for Walworth County.

Ms. Lazer provided background on the CMHC computer software system utilized by Human Services. CMHC will not be supported in the near future as the parent company was bought out by NetSmart, who now offers an advanced product called Avatar. Avatar is a windows-based software; the upgrade of the DOS based CMHC program. NetSmart is marketing a reduced price to retain current CMHC customers. Ms. Lazer stated that several of the western region counties have implemented the Avatar system or have expressed interest in purchasing the product or in upgrading from their current CMHC systems. Ms. Lazer will be including the request to upgrade to Avatar in the upcoming budget request.

Ms. Lazer stated that at a recent department meeting staff safety concerns were discussed among the amin staff and the staff unit representatives. One outcome of this meeting was the decision to move Monday night Behavioral Health Clinic appointments from Building A – 3<sup>rd</sup> floor to Building B (ADRC) where there is adequate space with controlled access.

***Aging and Disability Resource Center and Behavioral Health Units:*** Sue Rettler was not available for updates.

***Children and Family Services Unit:*** Ron Hamilton stated that staff started training on the In-Home Safety Servcies, a program to assist keeping children n the home safely. He also announced that the implementation of the Permanency Roundtable is progressing; this program involves consultative review of long-term out of home placements for other viable solutions.

***Western Region for Economic Assistance Consortium:*** Ms. Lazer provided Board members with information prepared by WREA concerning the disparity of the 2012 funding allocation between all consortia. In advance of the 2013 funding allocation, WREA has prepared a white paper expressing extreme concern and a request that the allocation methodology be changed. Individual member counties of the WREA Consortium were asked to submit a resolution to their County Boards concerning the 2013 funding allocation.

Kara Jenkins provided a May 2012 monthly caseload report. She also stated there are several changes anticipated to begin July 1, 2012 that will impact BadgerCare eligibility and participant premiums.

#### **Board Member Reports/Discussion:**

***Oral Report on Aging and Disability Resource Center of Western Wisconsin Advisory Committee Meeting:*** James Rice and Richard Yarrington were designated as representatives for Monroe County on this Committee; they attended the ADRC orientation on June 20<sup>th</sup>; and will be attending the quarterly meeting on June 26<sup>th</sup> in Black River Falls.

***Oral Report on Mississippi Valley Health Services Board Meeting:*** Carol Las indicated that the next meeting of the Mississippi Valley Health Services Board is scheduled for August, there was no new information to be shared at this point. Monroe County clients are currently at their lowest level since MVHS was established.

***Oral Report on Western Wisconsin Cares (WWC) Meeting:*** James Shilling was unable to provide an update as he was not able to attend the last meeting and no new minutes have been distributed.

***HoChunk Funding Allocation for 2013:*** Chair Carol Las explained the funding allocation received from the Ho-Chunk Nation in the amount of \$52,000. Carol Las recommended the Board consider needs within Human Services that might benefit from this allocation in order to forward a funding request to the County Board.

Following a discussion, A MOTION WAS MADE BY JIM SHILLING, SECONDED BY CRAIG BUSWELL, AND CARRIED WITH ALL IN FAVOR to request a special allocation from the Ho-Chunk funds toward the digitization of the Human Services paper files.

***Replacement of Board Member:*** Carol Las reported Ellen Graham-Knight has moved out of the county; therefore, her position needs to be replaced on the Board. She stated that according to Monroe County ordinance code the community representative on the Board is required to be an individual who has received services or benefits or has a family member receiving such from Human Services. A recent discussion with the County Administrator indicated that there will be advertisement for community volunteers placed on the county web-site to gather names for the replacement appointment.

**Policy/Operational Items:**

***Income Maintenance Resolution:*** Ms. Lazer distributed a copy of a resolution concerning Income Maintenance. The resolution supports the 2013 funding allocation provide for an equitable distribution of the 17% reduction among the IM Consortia. Following discussion, A MOTION WAS MADE BY CHRISTOPHER KING, SECONDED BY CRAIG BUSWELL, AND CARRIED WITH ALL IN FAVOR to approve the Income Maintenance resolution as presented for submission to the County Board for their action.

***Final Review and Approval of Committee Composition and Description Policy:*** Ms. Lazer delineated the revisions to the policy on Committee Composition and Description as requested by the Board at last month's meeting. A MOTION WAS MADE BY CHRISTOPHER KING, SECONDED BY JIM SHILLING, AND CARRIED WITH ALL IN FAVOR to approve the Committee Composition and Description Policy as revised.

***Building Signage:*** Ms. Lazer presented a request to the Board for building signage to reflect NO CONCEALED WEAPONS ALLOWED in the interest of staff safety. Following a discussion, A MOTION WAS MADE BY JIM SHILLING, SECONDED BY CRAIG BUSWELL, AND CARRIED WITH ALL IN FAVOR to draft a resolution for the County Board recommending a need for consistency in no concealed weapons signage in county buildings; the draft resolution is to be brought to the next meeting.

**Fiscal Reports:**

***2013 Budget Timeline:*** Ms. Lazer reviewed the 2013 budget time frames.

***Monthly Financial Reports:*** Linda Lazer presented the April 2012 financial report that reflects a projected year end deficit of (\$122,985). The deficit amount was down slightly from the March report (\$148,774). She outlined expense areas that were above budgeted amounts and where revenues were slightly under anticipated levels.

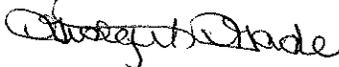
***Review and Approval of Payment of Agency's Monthly Vouchers:*** Board members reviewed the April and May vouchers; Ms. Lazer addressed specific expense item questions. Following this review, Board members unanimously approved the monthly vouchers for April and May, 2012.

**Review of Monroe County Planning Council Meeting Minutes for May 15<sup>th</sup>, 2012:** Minutes of the Monroe County Planning Council meeting for May 15<sup>th</sup>, 2012 were provided for informational purposes. Ms. Lazer stated that minutes of all Human Service sub-committee meetings will be included in the Board Books.

**Date of Next Meeting/Agenda Topics/Location:** The next Human Service Board meeting will be held Thursday, July 19<sup>th</sup> at 8:30 a.m. in the Community Services Building conference room. Board members were asked to share their suggestions for any additional agenda items with Ms. Lazer prior to the meeting. Christopher King asked to be excused from the July meeting.

**Adjournment:** With no further topics for discussion at this meeting, A MOTION WAS MADE BY JIM SHILLING, SECONDED BY CRAIG BUSWELL, CARRIED WITH ALL IN FAVOR. The meeting adjourned at 10:38 a.m.

Respectfully submitted:



Gidget Gade  
Unit Secretary