

**MONROE COUNTY DEPARTMENT OF HUMAN SERVICES**  
**Meeting of July 19<sup>th</sup>, 2012**  
**Community Services Center, Sparta, Wisconsin**

**BOARD PRESENT:**

Carol Las, Chairperson  
Bruce Humphrey  
David Pierce  
James Rice  
James Shilling

**STAFF PRESENT:**

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

**BOARD ABSENT:**

Craig Buswell, Vice-Chairperson  
Christopher King, Secretary  
Susanne Peck  
Robert Retzlaff

**Call to Order:** Chairperson Carol Las called the meeting to order at 8:58 a.m. Due to lack of a quorum, County Board Chair Bruce Humphrey was asked to attend this meeting and arrived at the meeting at 9:09 a.m. Information items were discussed prior to his arrival.

**Approval of Open Meeting Minutes for June 21<sup>st</sup>, 2012:** Following brief review, A MOTION WAS MADE BY JAMES SHILLING, SECONDED BY DAVID PIERCE, AND CARRIED WITH ALL IN FAVOR to approve the minutes from the open meeting from June 21<sup>st</sup>, 2012 as printed.

**Human Services Board Orientation:** Ms. Lazer shared the indexes from the Wisconsin Statutes referencing Chapters 46, 48, 51, 54, 55, and 938 and discussed how these statutes related to the mandated services that are provided by the agency. Ms. Lazer also noted the updates to the organizational chart and introduced Patricia Lembitz, the new Business Administrator to Board members.

**Staff/Director Oral Reports:**

***Director's Update:*** Ms. Lazer shared with Board members about the county-wide personnel position review and the potential for electronic record storage that is underway, the submission of a collaborative mental health grant application being submitted for La Crosse, Monroe, and Jackson Counties on July 16<sup>th</sup>, and the inclusion of upgrades to the agency's computer software that will be included in the 2013 budget.

***Aging and Disability Resource Center and Behavioral Health Units:*** Sue Rettler updated the Board about the Western Region Crisis grant that was awarded and will provide for three training sessions this fall on crisis stabilization.

***Children and Family Services Unit:*** Ron Hamilton shared that a consultant from the Permanency Roundtable has met with agency staff and has begun the process of reviewing out-of-home placement cases.

***Western Region for Economic Assistance Consortium:*** Ms. Lazer provided Board members with updated information concerning the Western Region for Economic Assistance Consortium indicating that the resolution that was approved by the County Board regarding reduction of the funding cut did help in moving this issue through the Wisconsin County Human Services Association at the state level.

**Board Member Reports/Discussion:**

***Oral Report on Aging and Disability Resource Center of Western Wisconsin Advisory Committee Meeting:*** A meeting of the Aging and Disability Resource Centers of Western Wisconsin Advisory Committee was held June 26<sup>th</sup> in Jackson County. James Rice and Richard Yarrington attended this meeting as representatives for Monroe County. Ms. Rettler shared information about the performance improvement planning that is currently underway with the four counties involved in the ADRC.

***Oral Report on Mississippi Valley Health Services Board Meeting:*** Carol Las indicated that since 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 residents continue to remain low at the facility due to efforts of staff.

***Oral Report on Western Wisconsin Cares (WWC) Meeting:*** James Shilling provided an update on the activities of the Western Wisconsin Cares Board from the last meeting held on June 26<sup>th</sup>.

**Policy/Operational Items:**

***Building Signage Recommendation:*** Chair Carol Las referenced a document published by the Wisconsin Law Journal regarding concealed weapons signage in governmental buildings along with a resolution that was prepared by the Corporation Counsel, Andrew Kaftan, with respect to such signage. Board members discussed the potential resolution and A MOTION WAS MADE BY JAMES RICE, SECONDED BY BRUCE HUMPHREY, AND CARRIED WITH ALL IN FAVOR to table action on this recommendation until the August Board meeting when more Human Services Board members would be present.

**Fiscal Reports:**

***Monthly Financial Reports:*** Linda Lazer presented the profit loss and cash flow reports, which indicated the agency's budget through May 2012 was running at a deficit of (-\$101,556 or 3.5% of the budget.) She outlined areas that were over the budgeted amounts and line items where revenues were a little under anticipated levels

***Review and Approval of Payment of Agency's Monthly Vouchers:*** Board members reviewed and signed last month's vouchers. Following this review, A MOTION WAS MADE BY DAVID PIERCE, SECONDED BY BRUCE HUMPHREY, AND CARRIED WITH ALL IN FAVOR to approve payment of the monthly vouchers for June.

**Date of Next Meeting/Agenda Topics/Location:** The next regular monthly meeting is scheduled for Thursday, August 16<sup>th</sup> at 8:30 a.m. and will be held at the Community Services Center in Sparta. This meeting will be combined with the annual budget hearing with special notices being published in local papers to better advertise the public meeting.

**Adjournment (approximately 10:30 a.m.):** With no further topics for discussion at this meeting, A MOTION WAS MADE BY JAMES RICE, SECONDED BY DAVID PIERCE, AND CARRIED WITH ALL IN FAVOR. The meeting adjourned at 10:14 a.m.

Respectfully submitted:

  
Cathy L. Abbott

Administrative Services Coordinator