

**MONROE COUNTY DEPARTMENT OF HUMAN SERVICES**  
**Meeting of October 18<sup>th</sup>, 2012**  
**Community Services Center, Sparta, Wisconsin**

**BOARD PRESENT:**

Carol Las, Chairperson  
Craig Buswell, Vice Chairperson  
Christopher King, Secretary  
David Pierce  
Robert Retzlaff  
James Rice  
James Shilling

**STAFF PRESENT:**

Linda Lazer, Director  
Susan Rettler, Clinic Administrator  
Patricia Lembitz, Business Administrator  
Cathy Abbott, Admin. Services Coord.

**BOARD ABSENT:**

Susanne Peck (excused)

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

**Recognition:** No employee recognitions were presented at this month's meeting.

**Approval of Open Meeting Minutes for September 20<sup>th</sup>, 2012:** Following brief review, A MOTION WAS MADE BY CRAIG BUSWELL, SECONDED BY JAMES RICE, AND CARRIED WITH ALL IN FAVOR to approve the minutes from the regular open meeting of September 20<sup>th</sup>, 2012 as printed.

**Human Services Board Orientation:**

Ms. Lazer noted that the revised version of the Human Services Committee Composition and Duties and an updated organizational chart have been placed in the Board book.

**Staff/Director Oral Reports:**

***Director's Update:*** Ms. Lazer informed Board members that October is noted for being Domestic Violence Awareness Month and shared documents highlighting information and statistics about the local domestic violence agency, Brighter Tomorrows. She reported that a biannual all-staff meeting would be reinstated in January and September to review required policies and various topics. Ms. Lazer reported that the Citizens' Advisory and Long-Term Support meeting and a meeting with WIPFLI regarding Lakeview Health Care Center are scheduled for October 25<sup>th</sup>. Additionally, the AODA workgroup under the Health Department's CHIPP Project will meet on October 22<sup>nd</sup>. The Homelessness and Veterans Summit was held on October 11<sup>th</sup>. Permanency Roundtable meetings for the Child and Family Services unit began on September 26<sup>th</sup> and monthly meetings are scheduled through March of 2013. The Public Child Welfare Conference was held in La Crosse for Directors and Supervisors on October 9-11<sup>th</sup>. State representatives will be providing training and updates on EWISACWIS on October 30<sup>th</sup>. The Birth to Three Program completed a self-assessment review with State representatives on September 27<sup>th</sup>. The Aging and Disability Resource Center Advisory Committee meeting was held October 2<sup>nd</sup>. A WREA Directors' meeting was held on Oct. 11<sup>th</sup> to discuss 2013 funding, Consortium workload status, and staffing needs.

Ms. Lazer also noted that the Avatar software upgrade was removed from the 2013 budget request although other software requests remained in the budget. The Justice Program relocated to a different building, 919 Hoeschler Drive. She informed the Board that county personnel insurance premiums will stay the same for 2013; however, employee contributions for retirement will increase to 6.5%

***Aging and Disability Resource Center and Behavioral Health Units:*** Ms. Rettler updated Board members about the relocation of some of the residents from Lakeview Health Care Center to other facilities. The Children's Long-Term Support review was completed by the State in September. There is a recertification visit of four Behavioral Health programs scheduled for late November. In preparation for the recertification visit, a client satisfaction survey was conducted. Sue shared the results of the survey with the Board. Ms. Rettler provided an overview of the OWI Treatment Court Program and shared current client statistics. She also shared with the Board a call she received from a past client thanking the agency for the assistance that was provided to them on their road to recovery.

***Children and Family Services Unit:*** Mr. Hamilton was absent due to his attendance at the Judicial Training in Spring Green.

***Western Region for Economic Assistance Consortium:*** Ms. Lazer indicated that WREA reports will continue to be provided as part of the Director's report at future meetings.

**Board Member Reports/Discussion:**

***Oral Report on Aging and Disability Resource Center of Western Wisconsin Advisory Committee Meeting:*** James Rice reported that the Aging and Disability Resource Centers of Western Wisconsin Advisory Committee met on October 2<sup>nd</sup> in Vernon County. He stated the ADRC announced it will expand the membership of the Committee to include a HoChunk representative. He also discussed his attendance at a session on ADRC's during the Wisconsin Counties Association Conference recently.

***Oral Report on Mississippi Valley Health Services Board Meeting:*** Carol Las indicated no meetings of the Mississippi Valley Health Services Board have been held. As noted above, a meeting with a WIPFLI consultant is scheduled for October 25<sup>th</sup> to review the building/facility and service needs for the future.

***Oral Report on Western Wisconsin Cares (WWC) Meeting:*** James Shilling indicated there was a meeting of the Western Wisconsin Cares Board on September 25<sup>th</sup>. He indicated members reviewed the status of: the office space modifications, employee advisory group meetings, the financial status, the potential for more counties joining WWC, the submission of the business plan, and the request for proposal to the State for 2013.

**Policy/Operational Items:**

***Caregiver Background Check and Misconduct Policy:*** Ms. Lazer shared a copy of the Caregiver Background Check and Misconduct Policy denoting the only changes were made on page four correcting the phone numbers listed. A MOTION MADE BY CHRISTOPHER KING, SECONDED BY JAMES SHILLING, AND CARRIED WITH ALL IN FAVOR to approve the policy change as noted above. Ms. Lazer also noted that the Drug Court Observation Policy form the previous meeting has been forwarded to the Justice Department for their review and determination of the need for such a policy since the Drug Court no longer exists.

**Fiscal Reports:**

***Monthly Financial Report:*** Patricia Lembitz presented the profit loss report indicating the department's budget through August 2012 was running a slight deficit. Ms. Lembitz commented on the variation from the previous month primarily due to not having received all July expenses prior to preparing the financial report.

***Review and Approval of Payment of Agency's Monthly Vouchers:*** Following the Board members' individually reviewing the September vouchers, A MOTION WAS MADE BY ROBERT RETZLAFF, SECONDED BY CHRISTOPHER KING, AND CARRIED WITH ALL IN FAVOR to approve payment of the monthly vouchers for September.

**Date of Next Meeting/Agenda Topics/Location:** The next regular monthly meeting is scheduled for Thursday, November 15<sup>th</sup> at 8:30 a.m. and will be held at the Community Services Center in Sparta. It was determined that this meeting will move to room 443-444 for future meetings. Board members requested the following items be placed on next month's agenda: a time for public comment, a replacement citizen member to this Board, a status update about the building maintenance and safety factors, and discussion about the weapons signage on this building.

**Adjournment (approximately 10:30 a.m.):** With no further topics for discussion, this meeting adjourned after A MOTION WAS MADE BY JAMES SHILLING, SECONDED BY DAVID PIERCE, AND CARRIED WITH ALL IN FAVOR. The meeting adjourned at 10:35 a.m.

Respectfully submitted:



Cathy L. Abbott  
Administrative Services Coordinator