

MONROE COUNTY DEPARTMENT OF HUMAN SERVICES
Meeting of May 17th, 2012
Community Services Center, Sparta, Wisconsin

BOARD PRESENT:

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

STAFF PRESENT:

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

BOARD ABSENT:

Ellen Graham Knight (Excused)
James Shilling (Excused)

Call to Order: Chairperson Carol Las called the meeting to order at 8:38 a.m. Introductions of staff and Board members were conducted.

Recognitions: No employee recognitions were noted at this meeting.

Approval of Open Meeting Minutes for April 19th, 2012: Following brief review, A MOTION WAS MADE BY ROBERT RETZLAFF, SECONDED BY SUSANNE PECK, AND CARRIED WITH ALL IN FAVOR to approve the minutes from the open meeting from April 19th, 2012 as printed.

Human Services Board Orientation: Ms. Lazer presented a new Board Booklet for Human Services Board members' overview and background information. Various documents included under the Board orientation section in the booklet were a summary of department services, the county ordinance on the Human Services Board's composition, powers, and duties, frequently used acronyms, policy vs procedure determinations, board/director responsibilities checklist, and the agency organizational structure. Also included in the booklet were sections for policies, agendas, minutes, budget, financial reports, subcommittee reports, and miscellaneous handouts.

Ms. Lazer recognized that May is designated as National Foster Care Month and Mental Health Month. Board members appreciated the emphasis to positively recognize the services that are provided as a part of Human Services, and suggested that an article be published in the newspaper highlighting the foster parents recognized a couple months ago at the Board meeting.

Officers and Committee Appointments: As part of the policy on Committee Composition and Descriptions, Board officers and committee appointments would be scheduled to occur at this meeting. As such, A MOTION WAS MADE BY ROBERT RETZLAFF AND SECONDED BY JAMES RICE to nominate Craig Buswell as Vice-Chair of the Human Services Board. With his accepting the nomination, THE MOTION CARRIED WITH ALL IN FAVOR FOR Mr. Buswell to be the Vice-Chair.

For the position of Secretary, A MOTION WAS MADE BY ROBERT RETZLAFF AND SECONDED BY CAROL LAS to nominate James Rice. A MOTION WAS MADE BY JAMES RICE AND SECONDED BY ROBERT RETZLAFF to nominate Christopher King for the position of Secretary of the Board. Subsequently, Mr. Rice withdrew from consideration for the nomination and Mr. King accepted his nomination. Thus, THE MOTION CARRIED WITH ALL IN FAVOR for Mr. King to be the Secretary.

Interview Committee: Chair Carol Las asked for members who were interested in serving on a rotational basis on the Interview Committee for recruitment of Human Services staff positions. Those willing and volunteering to serve in this capacity for the next two years were Susanne Peck, David Pierce, and James Rice.

A discussion occurred about the current County policy that identifies the role of the County Administrator and the past practice of the Human Services Board members' participating in the hiring and performance evaluation process for the agency director position. Board members asked for this topic to be placed on a future Human Services Board agenda for further discussion.

ADRC Advisory Committee: James Rice, as a County Board member, and Richard Yarrington, as a citizen representative, has been recommended to the County Board Chair and County Administrator for consideration and appointment to the Aging and Disability Resource Center Advisory Committee. This Committee meets quarterly on a rotating basis among the four member counties. Both are willing to serve if appointed for a two-year term.

Citizens' Advisory and Long-Term Support Programs Committee: Ellen Graham Knight, as a Human Services Board member, has been recommended to the County Board Chair and County Administrator for consideration and appointment to the Citizens' Advisory and Long-Term Support Programs Committee. Ms. Graham Knight is willing to serve if appointed. All other members of these Committees are also being reappointed for a two-year term.

Staff/Director Reports:

Aging and Disability Resource Center and Behavioral Health Units: Sue Rettler informed Board members about a Community Support Program (CSP) survey that is being completed as part of the program certification requirements. She also highlighted that Adult Protective Services (APS) reports of abuse or neglect of the elderly have seemed to increase recently.

Also, she indicated that people, who have been on the waiting list for quite some time to receive services through the Aging and Disability Resource Center, are now being processed through and offered assessments to determine eligibility for referral to Family Care through Western Wisconsin Cares (WWC). Those who remain on the waiting list have been waiting for services for about five to six months.

Children and Family Services Unit: Ron Hamilton updated the Board regarding upcoming training for implementation of the Permanency Roundtable (PRT) that is targeted to be implemented in August or September. He also indicated that In-Home Safety Services is

anticipated to begin in June, and this will assist in circumventing out-of-home placements for Child Protective Services (CPS) cases and increase the staff time involved in supporting efforts to maintain children's placement in their homes.

Western Region for Economic Assistance Consortium: Ms. Lazer shared information about the Western Region for Economic Assistance Consortium, including a workflow model, the team assignments, and the timeliness dashboard. She also updated the Board about current Economic Support operational items including the revenue and staffing reductions in comparison to the increase in caseload due to the Enrollment Services Center clients being transferred to the Consortium.

Board Member Reports/Discussion:

Oral Report on Aging and Disability Resource Center of Western Wisconsin Advisory Committee Meeting: The next meeting of the Aging and Disability Resource Centers of Western Wisconsin Advisory Committee is planned for June in Jackson County. Representatives for Monroe County on this Committee will be designated by the County Board Chair to attend this meeting.

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, no new information could be shared at this point. It was noted that placements are continuing to decline due to Susan Rettler evaluating current residents for movement to less restrictive environments, as well as a cooperative relationship with the Lakeview Health Care Center staff contacting Ms. Rettler about new referrals prior to placement. The number of residents placed at Lakeview Health Care Center in March 2011 was seventeen, but as of June 2012, the number is anticipated to be reduced to four.

Oral Report on Western Wisconsin Cares (WWC) Meeting: James Shilling was not available at this meeting to update the Board regarding activities of the Western Wisconsin Cares Board over the past month.

Policy/Operational Items: Ms. Lazer presented the policy on Committee Composition and Description for initial review with few alterations made. Final review and approval of this policy will be scheduled for next month's meeting. A summary listing of all agency policies was presented for Board members' information, along with indicating that various policies will be scheduled for review at future meetings throughout the upcoming year. The Policy Development and Implementation Policy was also highlighted confirming the intent of policy review at Board meetings.

Fiscal Reports:

Monthly Financial Reports: Linda Lazer presented the profit loss and cash flow reports, which indicated the agency's budget through March 2012 was running at a deficit of (-\$148,774.) She outlined areas that were over the budgeted amounts and line items where State revenues had

been significantly reduced. She also indicated that with these anticipated expenditures and reduced revenues, this year will present as a real challenge to come in under budget. Ms. Lazer indicated that she may be looking at developing a different report than the cash flow report to better reflect fiscal information.

Budget Information Format: Ms. Lazer informed Board members about the plans for the budget format, which will be included as part of the Board Booklet at a future meeting.

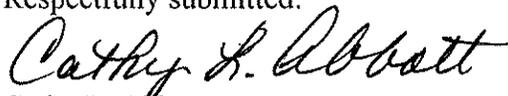
Review and Approval of Payment of Agency's Monthly Vouchers: Board members were informed that the past month's vouchers were not available at this time and would be made available for their review and approval at the next monthly meeting.

Review of Monroe County Planning Council Meeting Minutes for April 17th, 2012 and Long-Term Support and Citizens' Advisory Committee Meeting for April 26th, 2012: Minutes of the Monroe County Planning Council meeting for April 17th, 2012 and the Long-Term Support and Citizens Advisory Committee for April 26th, 2012 were presented for the Board members' information.

Date of Next Meeting/Agenda Topics/Location: The next regular monthly meeting is scheduled for Thursday, June 21st at 8:30 a.m. The meeting will be held at the Community Services Center in Sparta. Items for inclusion on the next regular agenda were reports on associated Boards/Committees, policies for review, fiscal reports, personnel updates, and any other updates on pending issues. Board members were asked to share their suggestions for any additional agenda items with Ms. Lazer.

Adjournment (approximately 10:30 a.m.): With no further topics for discussion at this meeting, A MOTION WAS MADE BY ROBERT RETZLAFF AND SECONDED BY CHRISTOPHER KING, CARRIED WITH ALL IN FAVOR. The meeting adjourned at 10:38 a.m.

Respectfully submitted:



Cathy L. Abbott

Administrative Services Coordinator