

**Monroe County Department of Human Services
Meeting of January 15th, 2015
Community Services Center, Sparta, Wisconsin**

BOARD PRESENT:

David Pierce, Chairperson
Craig Buswell, Vice-Chairperson
Wade Blackdeer
Susanne Peck
Cyndi Wise

STAFF PRESENT:

Ron Hamilton, Director
Tracy Thorsen, Clinical Administrator
Daina Dobbs, Social Work Supervisor
Diane Erickson, Business Administrator
Cathy Abbott, Admin. Services Coord.

BOARD ABSENT:

Christopher King, Secretary
Daniel Olson
James Rice (Excused)
James Shilling (Excused)

Call to Order: Chairperson David Pierce called the meeting to order at 8:34 a.m.

Approval of Open Meeting Minutes for December 18th, 2014 – Discussion/Action:

Following brief review, A MOTION WAS MADE BY CYNDI WISE, SECONDED BY SUSANNE PECK, AND CARRIED WITH ALL IN FAVOR to approve the open meeting minutes from December 18th, 2014 as presented.

Public Comment Period: No one appeared at this time.

Director/Staff Oral Reports/Discussions:

Director's Update: Mr. Hamilton noted a new organizational chart was provided for Board members and he highlighted the new and vacant positions, as well as the newly hired staff. Also noted was that the Aging and Disability Resource Center now has its own section with a separate supervisor. Mr. Hamilton shared that he is expecting to be out of the office on a medical leave for a few weeks and most likely would be missing the next Board meeting.

He also shared details about an increased workload for the Western Region for Economic Support due to the reduction in staff late in the year as a result of less Affordable Care Act funding, as well as the current open enrollment period for the Healthcare Marketplace. Also noted was the change in staff at the Aging and Disability Resource Center.

Behavioral Health Unit and Aging and Disability Resource Center Update: Tracy Thorsen reported about the fiscal impact of the Western Region for Integrated Care (WRIC) with regard to the Comprehensive Community Services (CCS) revenue. She also shared that her unit staff were experiencing an increase in the number of referrals to this program. Board members were informed that the State would be conducting a site visit on January 21st for regional certification of the WRIC Behavioral Health Clinical Services. Ms. Thorsen also noted that WRIC will be looking at how to tap revenues for Crisis Recovery Services that will potentially help offset residential placement costs and are seeking a vendor to provide after-hours, on-site response to and a direct 800-phone number for handling crisis calls.

Children and Family Services Unit Update: Daina Dobbs shared that she has been invited to be a part of a county team that will work collaboratively in providing better permanence for children in returning them home sooner and reducing their safety risks in the process. She will be attending an out-of-state training in Kentucky with one of our judges and a guardian ad litem attorney. Monroe County was one of three Wisconsin counties selected for this judicial initiative, along with one urban and one metropolitan county. All costs for the training are covered through the initiative and local meetings will be held to work through implementation of new procedures following their return.

Board Member Oral Reports/Discussions:

Aging and Disability Resource Center Advisory Committee: Board member James Rice was not present at this meeting, but had reported previously on the December 16th meeting held in Monroe County. The next meeting is set for mid-March.

Mississippi Valley Health Services Board: Mr. Hamilton confirmed that David Pierce was appointed as the Monroe County representative to the Mississippi Valley Health Services Board. He also noted that their next Board meeting is scheduled for March 18th, 2015.

Western Wisconsin Cares Board: Board member James Shilling was not present at this meeting, so no report was provided this month on the Western Wisconsin Cares Board.

Policies/Operational Items: Policy Review – Discussion/Action:

Notice of Privacy Practices, Patient Privacy Rights, and Use of Camera in Investigations Policies (Review): Ron Hamilton noted that the Notice of Privacy Practices and Patient Privacy Rights Policies were reviewed by administration with no recommended changes. He noted that the Use of Camera in Investigations Policy will require some additional attention, and so he noted it would be brought back to the February Board meeting for review. Upon review of the two policies, A MOTION WAS MADE BY SUSANNE PECK, SECONDED BY WADE BLACKDEER, AND CARRIED WITH ALL IN FAVOR to approve the Notice of Privacy Practices Policy as presented. Second, A MOTION WAS MADE BY CYNDI WISE, SECONDED BY SUSANNE PECK, AND CARRIED WITH ALL IN FAVOR to approve the Patient Privacy Rights Policy as presented.

Staffing Update - Discussion: Ron Hamilton reviewed staffing changes due to internal moves to different roles, resignations, and retirements, and the status of recruitment for positions. He noted new staff included two new Social Workers, one in the Children and Family Services unit and the other in the Behavioral Health unit, a new Economic Support Specialist, a Clerical Support staff, and a half-time Supervisor at the Aging and Disability Resource Center. He also noted that ongoing recruitment will be necessary to fill the vacancy for a pending retirement of another clerical person this spring, and as the Comprehensive Community Services Program grows, the hiring of an additional two social workers as the caseloads continue to expand (anticipating one hiring in the spring and one in the fall.)

Fiscal Reports:

2014 Line Item Transfer – Discussion/Action: Ms. Erickson explained that due to the number of new hires this year, the budgeted amount for education and training has exceeded the budget line and would need to be amended accordingly by transferring \$1,000 from the collection fees to the education line item. Following this discussion, A MOTION WAS MADE BY CRAIG BUSWELL, SECONDED BY SUSANNE PECK, AND CARRIED WITH ALL IN FAVOR to approve the 2014 line item transfer as presented and forward this transfer request on to the Finance Committee for their review.

2014 Purchase of Service Contract Addendums – Discussion/Action: Ms. Erickson provided a six purchase of service contracts for 2014 for a total variation of \$217,140 and noted that funds were transferred from other contracts that were currently being under-utilized. Upon review, A MOTION WAS MADE BY CYNDI WISE, SECONDED BY SUSANNE PECK, AND CARRIED WITH ALL IN FAVOR to approve the 2014 purchase of service contract addendums as listed and forward them on to the Finance Committee.

Monthly Financial Report - Discussion: Diane Erickson updated Board members about the financial report for November indicating it being \$144,213 under-budget (2.1%), and noted unanticipated revenue of \$128,633 from Intoxicated Driver Program grant and WIMCR. She explained that some of the expenditures from the transition of the Community Support Program to the new vendor are still being worked out, as well as how to recoup revenues for the Comprehensive Community Services Program.

Payment of Agency's Monthly Vouchers – Discussion/Action: Following individual review by Board members, A MOTION WAS MADE BY SUSANNE PECK, SECONDED BY CYNDI WISE, AND CARRIED WITH ALL IN FAVOR to approve the monthly vouchers for December.

Date of Next Meeting: February 18th, 2014: The next regular monthly meeting is planned for Thursday, February 18th at 8:30 a.m. and will be held in room 443-444 at the Community Services Center, Building A, in Sparta. Mr. Hamilton noted that if he is on medical leave, Tracy Thorsen will conduct the meeting on his behalf. Discussion and potential action about policies and fiscal items were identified for next month's agenda, as well as the staff and Board member oral reports and discussions. A suggestion was made to arrange if possible for an update on the Affordable Care Act/Healthcare Marketplace at the next meeting.

Adjournment: With no further topics for discussion in this meeting, A MOTION WAS MADE BY CRAIG BUSWELL, SECONDED BY SUSANNE PECK, AND CARRIED WITH ALL IN FAVOR to adjourn the meeting. The meeting was adjourned at 9:36 a.m.

Respectfully Submitted,



Cathy L. Abbott
Administrative Services Coordinator