

**Monroe County Department of Human Services
Meeting of February 19th, 2015
Community Services Center, Sparta, Wisconsin**

BOARD PRESENT:

David Pierce, Chairperson
Craig Buswell, Vice-Chairperson
Wade Blackdeer
James Rice
James Shilling
Cyndi Wise

BOARD ABSENT:

Christopher King, Secretary
Daniel Olson
Susanne Peck (Excused)

STAFF PRESENT:

Ron Hamilton, Director
Tracy Thorsen, Clinical Administrator
Diane Erickson, Business Administrator
Cathy Abbott, Admin. Services Coord.

GUESTS:

Lindsey Schwarz Nichols, Western
Region Enrollment Network
Wanda Palmer, Workforce Connections
Marina Abt, Scenic Bluffs CHC
Codi Farmer, ACS Social Work Intern

Call to Order: Chairperson David Pierce called the meeting to order at 8:32 a.m.

Approval of Open Meeting Minutes for January 15th, 2015 – Discussion/Action:

Following brief review, A MOTION WAS MADE BY JAMES RICE, SECONDED BY CYNDI WISE, AND CARRIED WITH ALL IN FAVOR to approve the open meeting minutes from January 15th, 2015 as presented.

Public Comment Period: No one appeared at this time.

Presentation on Affordable Healthcare Marketplace: Guests presenters were in attendance at this meeting to update Board members on activities involving applications to the Healthcare Marketplace. Lindsey Schwarz Nichols, from the Western Region Enrollment Network (WREN,) Wanda Palmer, from Workforce Connections, and Marina Abt, from Scenic Bluffs Community Health Centers, were available to share information about the most recent open enrollment period that was just completed. They commented on the improvements and still some challenges that were encountered, as well as provided data on the numbers of recipients assisted locally in obtaining insurance. General discussion occurred about the categories of coverage, premium rates, tax penalties for not having insurance, the on-line application process, and overall opinions about how the process had been operating, as well as them addressing questions from Board members.

Director/Staff Oral Reports/Discussions:

Director's Update including WREA Consortium: Mr. Hamilton introduced a guest at the meeting, Ms. Codi Farmer, a Social Worker Intern with Army Community Services (ACS.) It was noted that as part of her internship, she needed to attend a Board meeting. She noted that she also was in attendance to represent the Child Abuse Prevention Task Force. In so doing, she extended invitations to Board members to attend the formal proclamation signing that will be held at the Sparta City Hall on April 1st to kick off the month-long campaign for Child Abuse Prevention Awareness Month.

Mr. Hamilton also shared that his scheduled medical leave had been postponed and he is awaiting word about the potential for such in the near future. He noted that if this were to occur during the March Board meeting, administrative staff will handle the meeting during his absence.

With regard to Western Region for Economic Assistance (WREA) business, Mr. Hamilton announced that the current supervisor for Monroe County, Kara Jenkins, has submitted her resignation effective March 17th. He noted that the WREA Consortium would be approached about the procedure for filling this vacancy, as well as him working with our County Administrator and Personnel Office to proceed with recruitment of a new supervisor.

Mr. Hamilton also shared that the agency recently underwent a State program audit of the Wisconsin Home Energy Assistance Program (WHEAP,) currently being provided under contract through Flock's Guardians. The State was very complimentary of the job being done by Flock's and were pleased with how well the program is being provided, noting an increase in serving 20% more households this year over last year.

Behavioral Health Unit including WRIC Collaboration: Tracy Thorsen reported that children were now being enrolled in the new Coordinated Services Team (CST) Program that works with families and supporting agencies from the community in an attempt to better coordinate services for children to be more successful. She also noted that counties in the Western Region have met with Family Care providers to discuss crisis planning for clients and how to better respond in such situations.

Ms. Thorsen also updated Board members about how the transition of the Community Support Program is going with the new service provider, the Family and Children's Center. She also shared about the status of enrollments into the Comprehensive Community Services (CCS) Program, the addition of a new children's crisis therapist to the Behavioral Health unit in Monroe County, and continued discussions through the Western Region for Integrated Care (WRIC) concerning anticipated modifications to the clinical services and crisis response programs.

Aging and Disability Resource Center Update: Mr. Hamilton shared that Susan Rettler has returned to the agency after a brief retirement, and is now serving as the part-time supervisor at the Aging and Disability Resource Center, and it is hoped that she will be available to attend the next meeting.

Children and Family Services Unit Update: Mr. Hamilton noted that Ms. Dobbs is attending a meeting with local judges and the court system concerning a new initiative for child permanency.

Board Member Oral Reports/Discussions:

Aging and Disability Resource Center Advisory Committee: Board member James Rice reported that the next meeting is set for March 18, 2015, and will report at the next meeting,

Mississippi Valley Health Services Board: Mr. Hamilton noted that County Directors met on February 18th and were updated about the status of the building project and anticipated transitions. He indicated the next meeting of the Mississippi Valley Health Services Board is scheduled for March 18th, 2015, and Mr. Pierce will be attending that meeting with an update provided at our March meeting.

Western Wisconsin Cares Board: Board member James Shilling reported that the Western Wisconsin Cares Board activities and the concern over the dramatic impacts on the Family Care organizations and their clientele as a result of the proposed Governor's budget. He noted that much of their meeting concentrated on the major changes that would result if the proposal is approved and the anticipated dramatic change that will occur in the delivery of services to consumers.

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

Code of Conduct Policy (Review): Ron Hamilton noted that the Code of Conduct policy was reviewed by administration with no recommended changes. Upon review of this policy, A MOTION WAS MADE BY WADE BLACKDEER, SECONDED BY CYNDI WISE, AND CARRIED WITH ALL IN FAVOR to approve the Code of Conduct Policy as presented without change.

Non-Federal Share of Medicaid Policy (Review): Second, the Non-Federal Share of Medicaid Policy was presented with a minor change being reflected. Following discussion, A MOTION WAS MADE BY JAMES RICE, SECONDED BY JAMES SHILLING, AND CARRIED WITH ALL IN FAVOR to approve the Non-Federal Share of Medicaid Policy with the noted change.

Use of Camera in Investigations Policy (Review): Third, amendments made to the Use of Camera in Investigations Policy were noted, followed by A MOTION BEING MADE BY JAMES SHILLING, SECONDED BY JAMES RICE, AND CARRIED WITH ALL IN FAVOR to approve the policy with the recommended amendments.

Staffing Update - Discussion: Ron Hamilton reviewed an updated staff organizational chart that was provided for Board members, along with an amended Board member and administrative staff contact list.

Fiscal Reports:

2015 Purchase of Service New and Amended Contracts – Discussion/Action: Ms. Erickson presented a request to amend one purchase of service contract and approve one new contract for 2015. She explained that the Wisconsin Home Energy Assistance Program (WHEAP) funding level was increased by \$19,883, and two new contracts were needed (Evergreen Manor and Saint A) for a total of \$92,192, which would be shifted from other underutilized contract line items. Upon review, A MOTION WAS MADE BY CYNDI WISE, SECONDED BY JAMES SHILLING, AND CARRIED WITH ALL IN FAVOR to approve the 2015 new and amended purchase of service contract as listed and forward them on to the Finance Committee.

Staff Credit Card Approvals – Discussion/Action: Ms. Erickson noted that with the hiring of three new staff, two social workers and one supervisor, the agency was requesting approval for issuance of three credit cards for these staff. Following brief review, A MOTION WAS MADE BY CRAIG BUSWELL, SECONDED BY WADE BLACKDEER, AND CARRIED WITH ALL IN FAVOR to approve the request to issue three staff credit cards and forward this request to the Finance Department.

Monthly Financial Report - Discussion: Diane Erickson updated Board members about the financial report for December indicating it being \$205,233 under-budget (2.7%.) She noted that this wasn't an absolute final figure until all final reconciliation reports and the audit had been completed, but indicated that the 2014 agency budget would reflect a significant return of underutilized funds to the general fund.

Payment of Agency's Monthly Vouchers – Discussion/Action: Following individual review by Board members, A MOTION WAS MADE BY JAMES SHILLING, SECONDED BY JAMES RICE, AND CARRIED WITH ALL IN FAVOR to approve the monthly vouchers for January. Board members agreed that due to the length of this document, this report in the future would be curtailed to a much briefer summary report. Ms. Erickson indicated that she would continue to bring the full voucher for their signatures until this procedural change has been confirmed by the auditors.

Date of Next Meeting: March 19th, 2015: The next regular monthly meeting is planned for Thursday, March 19th 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 would be on medical leave, administrative staff 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.

Adjournment: With no further topics for discussion in this meeting, A MOTION WAS MADE BY JAMES RICE, SECONDED BY WADE BLACKDEER, AND CARRIED WITH ALL IN FAVOR to adjourn the meeting. The meeting was adjourned at 10:04 a.m.

Respectfully Submitted,



Cathy L. Abbott

Administrative Services Coordinator