

**Monroe County Department of Human Services  
Meeting of May 21<sup>st</sup>, 2015  
Community Services Center, Sparta, Wisconsin**

**BOARD PRESENT:**

David Pierce, Chairperson  
Craig Buswell, Vice-Chairperson  
Christopher King, Secretary  
Wade Blackdeer  
Susanne Peck  
James Rice  
James Shilling  
Cyndi Wise

**STAFF PRESENT:**

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

**GUESTS:**

Jamie Nordin, MCDHS Social Worker

**BOARD ABSENT:**

Daniel Olson

**Call to Order:** Chairperson David Pierce called the meeting to order at 8:35 a.m.

**Approval of Open Meeting Minutes for April 16<sup>th</sup>, 2015 – Discussion/Action:** Following brief review, A MOTION WAS MADE BY JAMES SHILLING, SECONDED BY CYNDI WISE, AND CARRIED WITH ALL IN FAVOR to approve the open meeting minutes from April 16<sup>th</sup>, 2015 as presented.

**Public Comment Period:** No one appeared at this time.

**Presentation on Children's Long-Term Support Waiver Program – Jamie Nordin –**

**Discussion:** Jamie Nordin, a Social Worker in the Children and Family Services Unit, presented information concerning the Children's Long-Term Support Waiver Program. She provided details about the program and the types of supportive services that are made available to children through this program, the involved assessment process that accompanies the determination to receive these services, and the required follow-up components of the program. Ms. Nordin also shared information about the number of children currently receiving services and the number that continue on a waiting list unable to be included in the program.

Ms. Dobbs and Mr. Hamilton also noted that this program is being considered as part of the Western Region for Integrated Care (WRIC) Collaborative and it is strongly recommended that we attempt to reduce the numbers on our wait list prior to this becoming a fully designated regional program. Mr. Hamilton noted that he would be pursuing a request for a New Position Analysis at the June Board meeting to add a second staff person specifically designated to address the children on the wait list and allow them to receive services prior to the program being fully regionalized.

**Director/Staff Oral Reports/Discussions:**

***Director's Update Including WREA Consortium:*** Mr. Hamilton indicated that he would have further reports to discuss later in the meeting under future agenda items.

***Behavioral Health Unit Including WRIC Collaboration:*** Tracy Thorsen shared that the Comprehensive Community Services Program (CCS) is proceeding through the Western Region for Integrated Care (WRIC) process. She noted that staff will be receiving training soon on the new computer program that will be implemented along with the CCS Program. She reported that regionalization for Behavioral Health services will most likely be delayed until after the first part of 2016 to allow the State to adjust procedures for Medical Assistance to allow for regionalized clinical services to be provided. Ms. Thorsen also shared that discussions are underway with a contract agency regarding a potential for them to provide after-hours, on-call, crisis intervention services. More details about this change will be shared as they develop.

***Aging and Disability Resource Center Update:*** Sue Rettler updated Board members regarding the status of legislative changes to the ADRC and indicated that the final outcome is anticipated to be made available soon. She also invited Board members to stop in for the Open House planned at the Aging and Disability Resource Center on May 28<sup>th</sup> from 10 a.m. until 2 p.m.

***Children and Family Services Unit Update:*** Daina Dobbs commented on the prior presentation provided by Jamie Nordin regarding the planning going into the regionalized Children's Long-Term Support Waiver Program and the benefit of having more staff time involved in the program.

**Board Member Oral Reports/Discussions:**

***Aging and Disability Resource Center (ADRC) Advisory Committee:*** Board member James Rice reported that the next Aging and Disability Resource Center Advisory Committee meeting is planned for June in Vernon County.

***Mississippi Valley Health Services Board:*** Mr. Hamilton shared an update from the Mississippi Valley Health Services Director's meeting held this past week, at which time a discussion was held with regard to an anticipated increase in the per diem rate charged in 2016. He also noted that the next Board meeting is scheduled for later this summer.

***Western Wisconsin Cares (WWC) Board:*** James Shilling reported on Western Wisconsin Cares Board activities over the past month including ongoing discussions about the impacts that will result on their programs if the Governor's proposed budget is approved as it currently exists. He also shared some their agency's concerns over any potential changes and how this will impact the staff, as well as the current vendor agencies.

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

***Committee Composition Description Policy (Review):*** Mr. Hamilton reviewed this policy noting no changes, followed by A MOTION WAS MADE BY JAMES SHILLING, SECONDED BY JAMES RICE, AND CARRIED WITH ALL IN FAVOR to approve the Committee Composition Description Policy as presented.

***Policy Development and Implementation Policy (Review):*** With regard to the Policy Development Policy, Mr. Hamilton noted that there would be a change necessary to reflect current Board procedure and suggested that this policy be placed on the next monthly Board meeting to allow for this modification to take place.

**Staffing Update - Discussion:**

***New Position Analysis – Economic Support Supervisor – Discussion/Action:*** Mr. Hamilton reviewed the New Position Analysis on an Economic Support Supervisor position. He noted that the position would be fully funded through funding from the Western Region for Economic Support (WREA), and would provide 65% of supervision time to Monroe County staff and 35% to Jackson County staff. Following discussion about the background for adding this position as a county staff person, A MOTION WS MADE BY JAMES SHILLING, SECONDED BY SUSANNE PECK, AND CARRIED BY MAJORITY VOTE WITH CHRISTOPHER KING OPPOSED to approve the new position analysis for the Economic Support Specialist as presented and forward this request to the Personnel and Finance Committees for determination of full County Board action.

***2015 Human Services Staff Pay Increases – Discussion/Action:*** Board Chair David Pierce presented a draft letter written on behalf of the Human Services Board that was addressed to the County Administrator, Personnel Director, and Personnel Committee. This letter expressed the collective thoughts from the Human Services Board that the agency's professional staff (Social Workers) be treated in a fair and equitable manner and be compensated at the same rate and be backdated as other Human Services employees were or will be receiving. Mr. Pierce explained what had happened over the past month and suggested that this letter was an avenue to support the staff. Following this discussion, all Board members present signed the letter with the exception of Christopher King.

***Staffing Updates - Discussion:*** Ron Hamilton reviewed staffing changes that have resulted from internal movement to different roles/units, recent resignations, and subsequent recruitment efforts to fill these vacancies.

**Fiscal Reports:**

***2015 Purchase of Services Amended Contracts – Discussion/Action:*** Ms. Erickson provided a listing of two 2015 purchase of service contracts, specifically, Trempealeau

County Health Care Center and Flock's Guardians' Energy Assistance Program, noting a total increase of \$60,374. She also noted that these increases were due to higher placements than originally anticipated and an increase in revenue. Following this explanation, A MOTION WAS MADE BY CRAIG BUSWELL, SECONDED BY SUSANNE PECK, AND CARRIED WITH ALL IN FAVOR to approve these adjustments to the two existing purchase of service contracts as listed.

**Monthly Financial Report - Discussion:** Diane Erickson updated Board members about the financial report for March indicating \$155,541 under-budget (7.9%), noting areas of increased revenues and expenditure line items.

**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 April.

**Date of Next Meeting: June 18<sup>th</sup>, 2015:** The next regular monthly meeting is planned for Thursday, June 18<sup>th</sup> at 8:30 a.m. and will be held in room 443-444 at the Community Services Center, Building A, in Sparta. Discussion and potential action about policies and fiscal items were identified for next month's agenda, as well as a request for a new Social Worker position, along with 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 JAMES SHILLING, AND CARRIED WITH ALL IN FAVOR to adjourn the meeting. The meeting was adjourned at 10:15 a.m.

Respectfully Submitted,



Cathy L. Abbott  
Administrative Services Coordinator

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