

**Monroe County Department of Human Services
Meeting of January 21st, 2016
Community Services Center, Sparta, Wisconsin**

BOARD PRESENT:

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

STAFF PRESENT:

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

BOARD ABSENT:

Christopher King, Secretary
Daniel Olson
James Shilling (Excused)

Call to Order: Chairperson David Pierce called the meeting to order at 8:31 a.m.

Approval of Open Meeting Minutes for December 17th, 2015 – Discussion/Action:

Following review of the minutes from the December 17th, 2015 meeting, A MOTION WAS MADE BY JAMES RICE, SECONDED BY SUSANNE PECK, AND CARRIED WITH ALL IN FAVOR to approve the open meeting minutes for the December 17th meeting.

Public Comment Period: No one appeared at this time.

Employee Safety and Building Security – Discussion/Action: Ron Hamilton updated the Board regarding activities since last month that included providing safety training for staff from both Human Services and the Health Department, as well as a group of Department Heads and the Risk Management representative from the County's Workers Compensation agency conducting a building walk-through to identify potential issues. Some of the findings of the walk-through included the need to limit building access, visitor check in, use of visitor and staff identification badges, improved signage, and installation of doors to control public access to the lobbies. This group is scheduled to meet again on February 17th to evaluate the recommendations and begin to prioritize and evaluate the costs for options.

Director/Staff Oral Reports/Discussions:

Director's Update: Mr. Hamilton did not have anything further to share with the Board at this point other than the topic that was previously discussed.

WREA Consortium Update: Diana Lambries informed the Board that Economic Support staff are currently participating in refresher training of all program components in preparation of the shift to providing "one-touch" service that is set to begin on February 1st.

Behavioral Health Unit including WRIC Collaboration: Tracy Thorsen updated the Board that the Western Region for Integrated Care (WRIC) has hired a psychiatric nurse who is anticipated to begin in May following the end of her maternity leave, and have approved hiring a Limited Term Nurse in the interim.

Aging and Disability Resource Center Update: Sue Rettler highlighted that the front office coverage and phone reception at the Aging and Disability Resource Center are now being provided by Social Workers who rotate coverage throughout the week. All callers are being referred to the toll-free number and routed back to the Monroe County office to actually speak with a Social Worker, who will assume the case.

Children and Family Services Unit Update: Daina Dobbs shared statistics regarding the number of cases screened in for investigation by the Access unit from 2012 through 2015, with numbers increasing over the four-year period from 173 to 259 referrals. She also noted that the number of referrals received dropped by 130, but more cases were actually screened in for investigation due to changes in the screening criteria over time. She also noted that the number of children placed in alternate care in 2013 were 19, increasing to 33 in 2014, and 66 in 2015. Ms. Dobbs also described the steps involved in establishing adequate steps to terminate parental rights and move toward more permanence for the child through either guardianship or adoption.

Mr. Hamilton updated Board members about the status of the development of a consortium that will receive Child Protective Services/Access referrals and determine whether to screen them in for investigation or not. He noted that currently there are three counties that continue to be interested in proceeding with the research of this option, and they are searching for other counties in the area to join the group. Mr. Hamilton indicated that this would be the first such consortium providing Child Protective Services Access State-wide and there is strong support from the Division of Children and Family Secretary to proceed with investigating this option. He noted that if this project proceeds, initial start-up would be targeted to begin mid-year to be fully functioning by January 2017.

Board Member Oral Reports/Discussions:

Aging and Disability Resource Center Advisory Committee: Board member James Rice indicated there was nothing new to report as the next scheduled meeting is set for March.

Mississippi Valley Health Services Board: Mr. Hamilton and David Pierce indicated that the next meeting of the Mississippi Valley Health Services Board is planned for March 16th for both the agency Directors, as well as the Board, and there was nothing new to report at this time.

Western Wisconsin Cares Board: James Shilling was not present at this meeting so no report was provided about the activities of the Western Wisconsin Cares Board.

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

Notice of Privacy Practices Policy (Review): Following Mr. Hamilton's description of the policy and having addressed questions, A MOTION WAS MADE CYNDI WISE, SECONDED BY SUSANNE PECK, AND CARRIED WITH ALL IN FAVOR to approve the Notice of Privacy Practices Policy as it had been presented without changes.

Patient Privacy Rights Policy (Review): Following a brief description provided by Mr. Hamilton, A MOTION WAS MADE JAMES RICE, SECONDED BY SUSANNE PECK, AND CARRIED WITH ALL IN FAVOR to approve the Patient Privacy Rights Policy as presented without changes.

Use of Camera in Investigations Policy (Review): Following a brief description provided by Mr. Hamilton, A MOTION WAS MADE WADE BLACKDEER, SECONDED BY JAMES RICE, AND CARRIED WITH ALL IN FAVOR to approve the Use of Camera in Investigation Policy as presented without changes.

Staffing Update - Discussion: Ron Hamilton noted that a Social Worker has been hired to fill the vacancy in the Children and Family Services unit as a result of an internal transfer of a Social Worker to work with the Children's Long-Term Support Waiver Program, and noted that with this hire the Department was fully staffed at this point.

Fiscal Reports:

Credit Bureau Data Report – Discussion: Diane Erickson shared a performance report about the funds collected by Credit Bureau Data over the past three years and the amounts that were paid to them for collecting these accounts. The amounts collected ranged from \$76,443 in 2013, \$61,598 in 2014, and \$62,980 this past year. The amount paid to Credit Bureau Data for the collection of these funds ranged from \$15,058 in 2013 down to \$12,638 in 2015 (an average rate of 19.68%.) She also noted the amount listed for collection in 2014 was \$526,001 encompassing 266 accounts with an average account balance of \$1,977, and \$337,838 for 187 accounts with an average account balance of \$1,806 in 2015.

Request to Approve Staff Credit Card – Discussion/Action: Upon hearing the request for approval for a staff credit card, A MOTION WAS MADE BY WADE BLACKDEER, SECONDED BY CYNDI WISE, AND CARRIED WITH ALL IN FAVOR to approve the credit card request for a Social Worker with a limit of \$1,000 and forward this request to the Finance Committee for their review and action.

2015 Line Item Transfer – Discussion/Action: Ms. Erickson informed Board members about the necessity to transfer funds to cover increases resulting from ADRC computer expenses, staff travel associated with training costs, and Winnebago Mental Health Institute placements. Funds are recommended to be transferred from underspent lines from the ADRC salaries, collection fees, and underutilized contracts for a total amount of \$124,532. A MOTION WAS MOTION MADE BY JAMES RICE, SECONDED BY SUSANNE PECK, AND CARRIED WITH ALL IN FAVOR to approve the 2015 line item transfer as presented and forward this request to the Finance Committee for their review and action.

2015 Budget Adjustment – Discussion/Action: Ms. Erickson noted since WIMCR and Medical Assistance funds have been received in the amount of \$137,090, adjustments are recommended to the budget lines in an equivalent amount. Adjustments would be suggested under the Trempealeau County Health Care and Winnebago Mental Health Institute contracts and Economic Support expenses.

A MOTION WAS MOTION MADE BY JAMES RICE, SECONDED BY SUSANNE PECK, AND CARRIED WITH ALL IN FAVOR to approve the 2015 budget adjustment as presented and forward this request to the Finance Committee for their review and action.

2015 Purchase of Service Amended Contracts – Discussion/Action: Ms. Erickson reviewed specific details for the request to amend two purchase of service contracts, i.e., Ravenwood/Maplewood, and Trempealeau County Health Care Center, increasing them by a total of \$74,700. Following brief discussion, A MOTION WAS MADE BY CYNDI WISE, SECONDED BY CRAIG BUSWELL, AND CARRIED WITH ALL IN FAVOR to approve the amended 2015 purchase of service contracts as presented and forward the request to the Finance Committee for their review and action.

Monthly Financial Report - Discussion: Diane Erickson updated Board members about the financial report for November indicating \$197,043 under-budget (2.7%), noting a reduction in the psychiatrist contract, an increase in Intoxicated Driver Program and WIMCR funds, and revenue still being anticipated for Comprehensive Community Services (CCS) expenses.

Payment of Agency's Monthly Vouchers – Discussion/Action: Following individual review by Board members, A MOTION WAS MADE BY JAMES RICE, SECONDED BY SUSANNE PECK, AND CARRIED WITH ALL IN FAVOR to approve the December monthly vouchers. Ms. Erickson and Mr. Hamilton addressed the Board's inquiry about a projection for the year-end budget. They noted that it appears that the 2015 figures will come in under budget; however, it is still uncertain as to the exact amount until all revenues have been received and invoices for 2015 are processed. They indicated that they would keep the Board apprised as more details are available.

Date of Next Meeting: February 18th, 2016: 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. 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 SUSANNE PECK, SECONDED BY CYNDI WISE, AND CARRIED WITH ALL IN FAVOR to adjourn the meeting. The meeting was adjourned this meeting at 9:30 a.m.

Respectfully Submitted,



Cathy L. Abbott
Administrative Services Coordinator