

**Monroe County Department of Human Services  
Meeting of February 18<sup>th</sup>, 2016  
Community Services Center, Sparta, Wisconsin**

**BOARD PRESENT:**

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

**STAFF PRESENT:**

Ron Hamilton, Director  
Tracy Thorsen, Clinical Administrator  
Sue Rettler, ADRC Supervisor  
Diana Lambries, Economic Supt. Suprv.  
Cathy Abbott, Admin. Services Coord.

**BOARD ABSENT:**

Christopher King, Secretary  
Daniel Olson

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

**Approval of Open Meeting Minutes for January 21<sup>st</sup>, 2016 – Discussion/Action:** Following review of the minutes from the January 21<sup>st</sup>, 2016 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 January 21<sup>st</sup>, 2016 meeting.

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

**Employee Safety and Building Security – Discussion:** Ron Hamilton updated the Board regarding activities that occurred during the past month concerning the topic of employee safety and building security. The Safety Committee met on February 17<sup>th</sup> to review the recommendations that resulted from the walk-through conducted in January and to begin the process of prioritizing the recommendations and evaluating the costs for each option. Mr. Hamilton reviewed each recommendation, including limiting access within the building for visitors, maintaining properly controlled entry points, utilizing staff and visitor identification badges, installing secured entrance card readers, cameras, and emergency egress equipment, improving signage both inside and outside the building, and expanding lighting in the parking lot. He noted that these priority areas would be presented to the Property and Purchasing Committee for their review and consideration at their next meetings, and this topic would be brought back with further information to the Human Services Board meeting in March.

**Regional Child Protective Services Access and Screening – Discussion:** Mr. Hamilton updated the Board on the status of research on multiple counties working together to provide the Child Protective Services Access and Screening services through a consortium model. There are now four counties that have designated their support of this initiative and draft budgets are being proposed so that the project can move forward. Mr. Hamilton indicated that at some point, Board support will most likely be necessary since the date targeted to initiate is June 2016, with the goal of being fully operational by January 2017. Many details of this shared service still are being considered and developed. He indicated that this topic will most likely be placed on the March Human Services Board agenda to continue to keep the Board apprised of the planning process.

**Future Human Services Board Meetings – Discussion:** Mr. Hamilton informed the Board that with the reduction of the County Board Supervisor positions occurring with the April election, it is anticipated that this Board will be combined into a joint board/committee that will cover Human Services, Health Department, and Senior Services. It is unsure yet how the new Committee will impact current Board members' service in the future, but it appears that there will be a committee comprised of five County Board Supervisor positions, and four community members (which will include a doctor and nurse per the Health Department requirements), leaving two general community members representing the other two departments. Mr. Hamilton indicated that he should have additional information to report at the March Board meeting.

With respect to the April elections and restructuring of the Committees/Boards, a discussion occurred regarding whether there would be enough Board members to represent a quorum to hold the April Board meeting. After consideration, it was determined by consensus that the April meeting would be cancelled while awaiting the appointments to the new Committee/Board that will meet at a date in May yet to be determined.

**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 topics that were previously discussed.

***WREA Consortium Update:*** Diana Lambries reported that the changes implemented in the Economic Support unit at the beginning of February are meeting with positive customer comments; however, there have been some setbacks as the method for dealing with customer calls has transitioned. She noted that the new business model is moving forward and difficulties are being addressed with regard to staff transitions and new roles/responsibilities.

***Behavioral Health Unit Update including WRIC Collaboration:*** Tracy Thorsen updated the Board on the Western Region for Integrated Care (WRIC) and provided some statistics with regard to crisis services and emergency detention cases for 2015. She also noted the numbers of cases being served through the Comprehensive Community Services and Coordinated Services Team Programs.

***Aging and Disability Resource Center Update:*** Sue Rettler updated the Board about the transition in service delivery at the Aging and Disability Resource Center since the beginning of this year, indicating that with the new model, staff are finding that it takes longer to schedule consumer appointments, even though these new procedures are receiving some positive comments from callers.

***Children and Family Services Unit Update:*** There was no additional information to share with the Board at this point considering the discussion held under the previous agenda item.

**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 22<sup>nd</sup>.

***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 16<sup>th</sup> 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 unable to report on the activities of the Western Wisconsin Cares Board and Executive Committee as he had missed both meetings this past month due to being out of the area.

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

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

**Staffing Update - Discussion:** Ron Hamilton noted that an Economic Support Specialist staff person had resigned this past month and that the usual recruitment process had been initiated and the application deadline is February 19<sup>th</sup>.

**Fiscal Reports:**

***2015 Budget Adjustment – Discussion/Action:*** Mr. Hamilton reviewed the need to make an adjustment in the 2015 budget with regard to the 3rd party billing agent for the Children's Waiver services. He recommended an adjustment to both the revenue and expense line items in the amount of \$70,000. A MOTION WAS MOTION MADE BY SUSANNE PECK, SECONDED BY JAMES SHILLING, 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 Line Item Transfer – Discussion/Action:*** Mr. Hamilton informed Board members about the necessity to transfer funds among line items to balance out revenues and expenditures for 2015. He noted the specific areas that would provide revenues for the detailed list of expense lines with a total transfer of \$104,332. Following this discussion, A MOTION WAS MOTION MADE BY JAMES RICE, SECONDED BY CRAIG BUSWELL, 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 Purchase of Service Amended Contracts – Discussion/Action:*** Mr. Hamilton reviewed specific details for the request to amend one purchase of service contract, i.e., Monroe County Shelter Care – Respite for the Children's Long-Term Support Waiver, increasing it by \$5,000. Following brief discussion, A MOTION WAS MADE BY JAMES RICE, SECONDED BY SUSANNE PECK, AND CARRIED WITH ALL IN FAVOR to approve the amended 2015 purchase of service contract as presented and forward the request to the Finance Committee for their review and action.

**2016 Purchase of Service New Contracts – Discussion/Action:** Mr. Hamilton reviewed specific details for the request to establish three new purchase of service contracts, i.e., Deer Path Estates, Family and Children’s Center, and Catholic Charities, for a total amount of \$52,095. Following brief discussion, A MOTION WAS MADE BY CYNDI WISE, SECONDED BY JAMES SHILLING, AND CARRIED WITH ALL IN FAVOR to approve the three new 2016 purchase of service contracts as presented and forward the request to the Finance Committee for their review and action.

**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 January monthly vouchers as presented. Mr. Hamilton noted that this document would appear different beginning next month and Ms. Erickson would address any questions that they would have about the changed format.

**Date of Next Meeting: March 17<sup>th</sup>, 2016:** The next regular monthly meeting is planned for Thursday, March 17<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. Three items were noted for the March agenda, i.e., Employee Safety and Building Security, Regional Child Protective Services Access and Screening, and Board Meeting/Committee Structure. In addition, discussion and potential action about policies and fiscal items, as well as the staff and Board member oral reports and discussions, will appear on the next month’s agenda. Chair David Pierce indicated that he would not be in attendance at this meeting and Vice-Chair Craig Buswell agreed to chair the meeting during his absence.

**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 this meeting at 9:41 a.m.

Respectfully Submitted,



Cathy L. Abbott  
Administrative Services Coordinator

/cla