

**Monroe County Department of Human Services  
Meeting of August 20<sup>th</sup>, 2015  
Community Services Center, Sparta, Wisconsin**

**BOARD PRESENT:**

David Pierce, Chairperson  
Craig Buswell, Vice Chairperson  
Wade Blackdeer  
James Rice  
Cynthia Wise

**STAFF PRESENT:**

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

**BOARD ABSENT:**

Christopher King, Secretary  
Daniel Olson  
Susanne Peck (Excused)  
James Shilling (Excused)

**GUEST:**

Sarah Koenen, MCDHS Social Worker  
Patricia Jenkins, MCDHS Accountant I

**Call to Order:** Chairperson David Pierce called the meeting to order at 8:32 a.m. A quorum of the Board was achieved with the arrival of Craig Buswell at 8:35 a.m.

**Employee Recognitions:** Two agency employees were recognized for their years of service to the Department, i.e., Patricia Jenkins, Accountant I, and Sarah Koenen, Children and Family Services Social Worker, for 30 and 10 years respectively. It was noted that Ms. Koenen has a total of nearly 23 years of employment with the Department, but due to an interruption in her employment and subsequent return, she was currently being recognized for the 10 years.

**Approval of Open Meeting Minutes for July 16<sup>th</sup>, 2015 – Discussion/Action:** Following brief review, it was noted that under the Director's Report section, the funding provided by the Affordable Care Act for the Economic Support positions was actually reduced in half rather than ended. With this correction noted, A MOTION WAS MADE BY CYNDI WISE, SECONDED BY JAMES RICE, AND CARRIED WITH ALL IN FAVOR to approve the open meeting minutes from July 16<sup>th</sup>, 2015 as corrected.

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

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

***Director's Update including WREA Consortium:*** Mr. Hamilton shared that the new Economic Support Supervisor has been hired effective September 1<sup>st</sup> and will be providing 65% of her time in Monroe County and 35% in Vernon County. He also indicated that the WREA Consortium Directors have been asked to participate in the performance review of the Consortium Coordinator.

Mr. Hamilton informed Board members about an upcoming resolution on pay for performance that will be presented at the upcoming August County Board meeting. He noted the concept behind the resolution, but stated that this resolution would not include the agency's Social Worker unionized employees, only non-union and administrative staff.

***Behavioral Health Unit including WRIC Collaboration:*** Tracy Thorsen reported that our psychiatrist's contract to provide services in the agency would end effective October 31<sup>st</sup> and the nurse prescriber would begin work on September 14<sup>th</sup>. A transition of clients will occur throughout the next two months and beginning in November, the WRIC Collaborative will provide a psychiatrist/medical director that will be shared with all three counties. She also shared that the electronic health record would be delayed again until October 5<sup>th</sup> due to details that are still being addressed. Ms. Thorsen also announced that the 24 hour/7 day crisis intervention service that is being contracted through Northwest Connections is set to begin in mid-October and stakeholders meetings are being planned for early October.

***Ageing and Disability Resource Center (ADRC) Update:*** Sue Rettler noted the current recruitment for a Social Worker staff replacement at the ADRC.

***Children and Family Services Unit Update:*** Mr. Hamilton reported on the status of the regional planning group reviewing options for handling Child Protective Services Access/Screening. The study group is looking at developing a budget and procedural items and will continue meeting for further discussion and planning.

He reported that he received notice just this week that the Children's Long-Term Support Waiver Program, which had previously been set to transition into a regional program through the Western Region for Integrated Care (WRIC) on January 1<sup>st</sup> would not be moving forward since the State is not supporting the transition at this time and it will most likely be delayed until at least 2017. He assured the Board that this program would continue to be provided by agency staff until a time when this transition may occur.

#### **Board Member Oral Reports/Discussions:**

***Ageing and Disability Resource Center (ADRC) Advisory Committee:*** Board member James Rice noted that the next meeting will be held in September in Vernon County.

***Mississippi Valley Health Services (MVHS) Board:*** Mr. Hamilton and David Pierce reported on the activities of the Mississippi Valley Health Services Board and Directors meetings held on August 19<sup>th</sup>. They noted that the per diem/assessment rate would increase to \$100 per day effective October 15<sup>th</sup>, 2015. They also shared the current occupancy rate, the number of Monroe County residents that are being funded at the facility, the expected time frame for their new building project, and the impact on the future capacity.

***Western Wisconsin Cares (WWC) Board:*** James Shilling was not present at this meeting to provide a report about the Western Wisconsin Cares Board activities over the past month, and will do so at the next meeting.

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

***Use of Social Media Policy (New Policy):*** Mr. Hamilton explained the purpose in developing this new policy and the procedures that would be used in implementing it. Followed by a brief discussion, A MOTION WAS MADE JAMES RICE, SECONDED BY CYNDI WISE,

AND CARRIED WITH ALL IN FAVOR to approve the Use of Social Media Policy as presented.

**Staffing Update - Discussion:** Ron Hamilton notified the Board of a recent resignation of a Social Worker at the Aging and Disability Resource Center, and the hiring of the new Economic Support Supervisor, who will begin work on September 1<sup>st</sup>.

**Fiscal Reports:**

Diane Erickson shared a report with Board members of the collection history with Credit Bureau Data that indicated the amounts collected from 2013 through June of this year, as well as the costs for this service for the same period of time. The report also indicated monthly amounts collected and the cost for the service for the three years, and these figures were also depicted in line graphs as well. She noted the types of charges that are forwarded to the collection agency and the process utilized with the consumers prior to forwarding their account to the agency,

***Request to Approve Staff Credit Cards – Discussion/Action:*** Diane Erickson explained the request for credit cards for one new Social Worker that has recently been hired, followed by A MOTION WAS MADE BY CRAIG BUSWELL, SECONDED BY WADE BLACKDEER, AND CARRIED WITH ALL IN FAVOR to approve the request for the credit card with a \$1,000 limit, and forward this request to the Finance Committee for their review and action.

***2015 New and Amended Purchase of Service Contracts – Discussion/Action:*** Ms. Erickson explained the need to adjust two 2015 purchase of service contracts, i.e., Lutheran Social Services by \$10,000 and Trempealeau County Health Care Center by \$150,000. In addition, she noted that two new purchase of service contracts should be initiated due to placements made recently, i.e, Windy Ridge in the amount of \$15,300 and Prentice House for an \$175,000. A MOTION WAS MADE BY JAMES RICE, SECONDED BY CRAIG BUSWELL, AND CARRIED WITH ALL IN FAVOR to approve the 2015 new and amended purchase of service contracts for the above listed amounts and forward on to the Finance Committee for their review and action.

***Monthly Financial Report - Discussion:*** Ms. Erickson updated Board members about the financial report for June indicating \$31,564 under-budget (.8%), and noted concerning expense areas, i.e., placements at Winnebago and Trempealeau County Health Care Center, and anticipated revenues from the Comprehensive Community Services Program, and local collections running higher than usual for the beginning of the year. Other anticipated revenue sources were also delineated, i.e., WIMCR, Consortium billing, and M.A. reimbursements from placements.

***Payment of Agency's Monthly Vouchers – Discussion/Action:*** Following individual review by Board members, A MOTION WAS MADE BY CRAIG BUSWELL, SECONDED BY JAMES RICE, AND CARRIED WITH ALL IN FAVOR to approve the monthly vouchers for July.

**Date of Next Meeting: September 17<sup>th</sup>, 2015:** The next regular monthly meeting is planned for Thursday, September 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. 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 CRAIG BUSWELL, SECONDED BY WADE BLACKDEER, AND CARRIED WITH ALL IN FAVOR to adjourn the meeting. The meeting was adjourned at 9:30 a.m. followed by a brief break with the Annual Public Budget meeting beginning at 9:45 a.m.

Respectfully Submitted,



Cathy L. Abbott  
Administrative Services Coordinator

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