

**Monroe County Department of Human Services
Meeting of September 17th, 2015
Community Services Center, Sparta, Wisconsin**

BOARD PRESENT:

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

STAFF PRESENT:

Ron Hamilton, Director
Tracy Thorsen, Clinical Administrator
Sue Rettler, ADRC Supervisor
Diana Lambries, Econ. Suprt. 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 8:33 a.m.

Approval of Open and Annual Public Meeting Minutes for August 20th, 2015 –

Discussion/Action: Following brief review and with no corrections noted, A MOTION WAS MADE BY CRAIG BUSWELL, SECONDED BY JAMES SHILLING, AND CARRIED WITH ALL IN FAVOR to approve the open meeting minutes from August 20th, 2015 as printed. In addition, following review, A MOTION WAS MADE BY JAMES RICE, SECONDED BY SUSANNE PECK, AND CARRIED WITH ALL IN FAVOR to approve the annual public budget meeting minutes from August 20th, 2015 as presented.

Public Comment Period: No one appeared at this time.

Director/Staff Oral Reports/Discussions:

Director's Update including WREA Consortium: Mr. Hamilton introduced Diana Lambries, the newly hired Economic Support Supervisor. She shared details about her background.

WREA Consortium Update: Ms. Lambries informed Board members that the Western Region for Economic Assistance (WREA) had been awarded the 2014 Midwest Region Supplemental Nutrition and Assistance Program (SNAP) Accuracy Award for exceeding the expected goal (98%) with a rate of 99.17% accuracy. She routed the plaque that was received for Board members' view.

Behavioral Health Unit including WRIC Collaboration: Tracy Thorsen reported that the contract with Northwest Connections to provide Monroe County's after-hours mobile response and 24 hour/7 day/week telephone crisis line is set to begin on October 13th. Community stakeholders meetings will be held in Sparta and Tomah on October 6th and 7th to share the changes in the system for agencies that may have the need to utilize it for their clients. She also noted that the Advanced Practice Nurse Prescriber began employment this week, and the client caseload in the Comprehensive Community Services Program continues to grow.

Aging and Disability Resource Center (ADRC) Update: Sue Rettler updated Board members about the changes that will impact the local Aging and Disability Resource Center as a result of the approved State budget. Areas that will change include one state-wide mission statement, forms, marketing materials, and options counseling all being the same across the state. She also noted changes in time tracking to 15-minute increments, the website, a state-wide database for tracking cases, and a survey of hours of operation and office location. Staffing changes will also include warm line transfers of calls to a worker who will follow through on the case and the potential hire of a dementia specialist.

Children and Family Services Unit Update: Mr. Hamilton distributed a copy of the Communication Plan for the consortium that is looking at regionalizing the Child Protective Services Access process. Monroe County has been asked to serve as the financial lead and the contract holder if this process proceeds. Mr. Hamilton indicated that he had discussed this option with the County Administrator and Finance Director and received their initial concurrence to continue with the process. He noted that the State has indicated there may be some start-up funding available next year, but this process couldn't be considered a pilot project for funding purposes. Mr. Hamilton noted the next meeting would be October 9th and the four counties are continuing to discuss details of a merged process.

Board Member Oral Reports/Discussions:

Aging and Disability Resource Center (ADRC) Advisory Committee: Board member James Rice noted that the next meeting will be held on September 29th in Vernon County.

Mississippi Valley Health Services (MVHS) Board: Mr. Hamilton and David Pierce reported nothing new since the August 19th meeting with regard to the Mississippi Valley Health Services Board and Directors meetings. Mr. Pierce did note that he was received a letter that we had agreed to the increased per diem rate of \$100 effective October 1st.

Western Wisconsin Cares (WWC) Board: James Shilling shared information about a staff job description review that was being conducted, results of a survey regarding program costs, some issues with Board representation and attendance, adjustments to the nursing home relocation program, and some issues with third party payments to providers. He also shared that advocacy/support group meetings are being set up across the state to gather information from consumers in an effort to provide more complete information to the legislature. The next meeting of the Western Wisconsin Cares Board is set for September 22nd.

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

Grievance Policy (Review): Following a brief description provided by Mr. Hamilton, A MOTION WAS MADE SUSANNE PECK, SECONDED BY JAMES SHILLING, AND CARRIED WITH ALL IN FAVOR to approve the Grievance Policy with the grammatical change being made and the date of review moved to “with change”.

Safety and Emergency Incident Policy (Review Without Change): Following a brief description provided by Mr. Hamilton, A MOTION WAS MADE CYNDI WISE, SECONDED BY CRAIG BUSWELL, AND CARRIED WITH ALL IN FAVOR to approve the Safety and Emergency Incident Policy as presented without any changes.

Staffing Update - Discussion: Ron Hamilton notified the Board that some current agency staff shifted their roles within the department resulting in the need to recruit two social worker positions. One staff moved from the Behavioral Health unit to the Aging and Disability Resource Center effective September 28th as a result of a resignation, leaving one social worker position to be recruited. Further, there was a shift in functions within the Behavioral Health unit that will result in recruitment for a second social worker. A Limited Term Employee (LTE) has been hired part-time to fill in the Children and Family Services unit to allow a current staff person to begin working on reducing the Children's Long-Term Support Waiver waiting list prior to the end of this year. The worker that shifted to this position is expected to continue performing this function next year. Since this is the newly created social worker position for the CLTSW program, a third social worker position will need to be recruited in the Children and Family Services unit next year. Mr. Hamilton noted that with the anticipation of all positions soon being filled, office space in the Department has become a premium.

Fiscal Reports:

Request to Approve Staff Credit Cards – Discussion/Action: Ron Hamilton explained the request for credit card for the Economic Support Supervisor that has recently been hired, followed by A MOTION WAS MADE BY CRAIG BUSWELL, SECONDED BY JAMES SHILLING, 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 Purchase of Service Contracts – Discussion/Action: Mr. Hamilton explained the need to establish a purchase of service contract with Flock's Guardians to provide the Energy Assistance Program in the amount of \$119,470 for the contract year from October 1st 2015 through September 30, 2016. A MOTION WAS MADE BY JAMES RICE, SECONDED BY CRAIG BUSWELL, AND CARRIED WITH ALL IN FAVOR to approve the 2015-2016 purchase of service contract for the above listed amount and forward on to the Finance Committee for their review and action.

Monthly Financial Report - Discussion: Mr. Hamilton presented Board members with the financial report for July indicating \$126,105 under-budget (2.7%), and noted specific areas under the revenue and expense lines that were noteworthy.

Payment of Agency's Monthly Vouchers – Discussion/Action: Following individual review by Board members, A MOTION WAS MADE BY CYNDI WISE, SECONDED BY SUSANNE PECK, AND CARRIED WITH ALL IN FAVOR to approve the monthly vouchers for August.

Date of Next Meeting: October 15th, 2015: The next regular monthly meeting is planned for Thursday, October 15th 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 JAMES SHILLING, AND CARRIED WITH ALL IN FAVOR to adjourn the meeting. The meeting was adjourned at 9:27 a.m.

Respectfully Submitted,



Cathy L. Abbott
Administrative Services Coordinator

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