

**Monroe County Department of Human Services
Meeting of October 15th, 2015
Community Services Center, Sparta, Wisconsin**

BOARD PRESENT:

David Pierce, Chairperson
James Rice
Cyndi Wise

BOARD ABSENT:

Craig Buswell, Vice-Chairperson (Excused)
Christopher King, Secretary
Wade Blackdeer (Excused)
Daniel Olson
Susanne Peck (Excused)
James Shilling (Excused)

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.

Call to Order: Chairperson David Pierce called the meeting to order at 8:35 a.m. Without a quorum of the Board being present at this meeting, all agenda items that required formal action were postponed until the next meeting, and only non-action items were discussed.

Employee Recognition: Daina Dobbs, Social Work Supervisor for the Children and Family Services Unit, was recognized for fifteen years employment with the Department.

Approval of Open Meeting Minutes for September 17th, 2015 – Discussion/Action:
Without a quorum present at this meeting, the minutes from the September 17th, 2015 meeting will be placed on the November meeting agenda for discussion and potential action.

Public Comment Period: No one appeared at this time.

Director/Staff Oral Reports/Discussions:

Director's Update: Mr. Hamilton shared with the Board that an all-staff meeting was held on October 6th with a motivational speaker presenting on change and positive attitude. He noted that the topic and presenter were received with positive comment in helping staff to deal with the many programmatic changes, as well as transitions in job functions, and hiring of new personnel.

WREA Consortium Update: Diana Lambries informed the Board that the Consortium will be hiring a full-time equivalent position that will concentrate on resolving workload discrepancies for Monroe County by the deadline of December 31st this year. La Crosse County is planning to hire two recent retirees who are trained Economic Support workers to each work part-time to fill this position.

Behavioral Health Unit including WRIC Collaboration: Tracy Thorsen reported the Nurse Prescriber has been hired and will be transitioning into the agency as the contract with the current psychiatrist ends at the end of October. She also noted that the contract with Northwest Connections to provide the mobile response and toll-free telephone crisis system for Monroe County formally began October 13th. Two separate stakeholder meetings were

held over the past week to share details of the modified system with impacted agencies. Ms. Thorsen shared that several Behavioral Health and Children and Family Services unit staff have attended training on Trauma Effectuated Children.

Aging and Disability Resource Center Update: Sue Rettler informed Board members that the ADRC continues efforts to comply with anticipated State contract changes for next year, which includes a four-year degree staff person assuming cases after handling the initial incoming calls and walk-ins, the supervisor not being able to handle cases as readily, and some potential building structure and office access modifications.

Children and Family Services Unit Update: Daina Dobbs shared that staff have been participating in training on Trauma Informed Care that will assist them in being able to view situations with both children and their parents from a more holistic approach toward a capacity for permanence for the children. Similar training is being planned for foster parents, the court system and possibly school personnel in the future. Ms. Dobbs indicated that the number of court petitions to remove children from their parental homes has already doubled this year from the number in the entire year of 2014, and 2014 was double from the number in 2013. She noted that Monroe County is in need of more foster homes and continue to recruit and train new foster parents.

Board Member Oral Reports/Discussions:

Aging and Disability Resource Center Advisory Committee: Board member James Rice and Ms. Rettler were both unable to attend the Aging and Disability Resource Center Advisory Committee meeting held in late September. However, Ms. Rettler shared that a report was provided on the number of referrals and cases for the past quarter, along with staff reviewing the State contract changes and the anticipated impacts that are expected to occur locally.

Mississippi Valley Health Services Board: Mr. Hamilton and David Pierce indicated that there have been no meetings of the Mississippi Valley Health Services Board since September and the next Board meeting is planned for March. It was noted that the increased per diem rate of \$100 per day did take effect on October 1st.

Western Wisconsin Cares Board: James Shilling was not present to report on the Western Wisconsin Cares Board activities over the past month.

Policy/Operational Items: Policy Review – Discussion/Action: Without a quorum in attendance at this meeting, discussion and potential action on the two policies that were being presented for review (Fee Setting Policy with 2016 Rates and Recoupment of Benefit Overpayment Policy) will be placed on the November meeting agenda for discussion and potential action.

Staffing Update - Discussion: Ron Hamilton reviewed staffing changes due to internal moves to different roles, resignations, and subsequent recruitments to fill vacancies. He noted that interviews are planned for October 23rd to fill two Behavioral Health vacancies as a result of internal staff shifting to fill the last of the three new Social Work positions for the Comprehensive Community Services (CCS) Program and a move of a Behavioral Health

staff person to fill in for a resignation at the ADRC. The newly created Social Work position to provide additional staff time for the Children's Long-Term Support Waiver (CLTSW) Program will begin on January 1st, and that is anticipated to result in the recruitment of a staff person in the Children and Family Services unit. Currently, this shift is being provided through a Limited Term Employee (LTE) position to accommodate the internal staff shift to work on reducing the waiting list in the CLTSW Program prior to the end of this year.

Fiscal Reports:

Update on 2016 Budget – Discussion: Ms. Erickson reviewed the minor changes that have been made to the 2016 budget after review by the County Administrator and Finance Committee prior to full County Board approval in early November. She noted that an adjustment in the Workers' Compensation rate resulted in a decrease of \$19,000, along with minor decreases in the telephone line and IT pool, for a total decrease in the operational expenses of \$44,000. Ms. Erickson has made adjustments to both the revenues and expenses to reflect these amounts.

2015 Purchase of Service New and Amended Contracts – Discussion/Action: Due to lack of a quorum at this meeting, discussion and potential action on the new and amended purchase of service contracts will be placed on the November meeting agenda.

Monthly Financial Report - Discussion: Diane Erickson updated Board members about the financial report for August indicating \$116,492 under-budget (2.2%), noting a slight decline in Winnebago Mental Health Institute expenses, a slight increase in costs due to a brief overlap with the psychiatrist and the nurse prescriber, and a slight overrun in the advertising budget due to the required ads run to announce the annual budget meeting.

Payment of Agency's Monthly Vouchers – Discussion/Action: Without a quorum at this meeting, discussion and potential action on the agency's monthly vouchers will be placed on the November meeting agenda.

Date of Next Meeting: November 19th, 2015: The next regular monthly meeting is planned for Thursday, November 19th 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 meeting minutes, 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, Chairperson David Pierce adjourned this meeting at 9:15 a.m.

Respectfully Submitted,



Cathy L. Abbott
Administrative Services Coordinator