

**Monroe County Department of Human Services
Meeting of November 19th, 2015
Community Services Center, Sparta, Wisconsin**

BOARD PRESENT:

David Pierce, Chairperson
Craig Buswell, Vice-Chairperson
Wade Blackdeer
James Rice
James Shilling
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
Susanne Peck (Excused)

Call to Order: Chairperson David Pierce called the meeting to order at 8:32 a.m.

Approval of Open Meeting Minutes for September 17th and October 15th, 2015 –

Discussion/Action: Following review of the minutes from the September 17th and the October 15th, 2015 meetings, A MOTION WAS MADE BY CYNDI WISE, SECONDED BY JAMES SHILLING, AND CARRIED WITH ALL IN FAVOR to approve the open meeting minutes for these two months' meetings.

Public Comment Period: No one appeared at this time.

Director/Staff Oral Reports/Discussions:

Director's Update: Mr. Hamilton informed Board members of two recent incidents that are alarming with regard to our employees' safety and the security of our building and work setting. He explained that he has been in contact with the County Administrator and the Building Manager about these concerns and he has involved the County's Loss Control Agent to assist in identifying measures that could help alleviate some building security and safety factors. This issue was presented for the Board to be made aware of the risk and potential severity of the concern, and Mr. Hamilton noted that he would bring this topic back on the December meeting agenda for further discussion and potential support in the form of a motion as may be necessary.

WREA Consortium Update: Diana Lambries informed the Board that the Consortium is looking at some potential operational changes that have been prescribed through the results of the Income Maintenance Operational Analysis (IMOA) that was performed this past year. She identified some of the specific items that require attention (i.e., one-touch approach and increased use of the Central Document Processing Center) and noted that the WREA Manager, along with the County Directors, will be communicating with the members of the Joint Finance Committee about the areas of concern in the near future.

Behavioral Health Unit including WRIC Collaboration: Tracy Thorsen reported on some issues that are being dealt with in the computer software transition to Avatar, the initiation of discussions to include Adult Protective Services as a WRIC program sometime next year, and the transition of the Mobile Crisis Response and 24/7 Telephone Line.

Aging and Disability Resource Center Update: Sue Rettler highlighted anticipated changes that will be effective January 1st including a new phone system, diversion of all calls to the 800 phone line, implementing one-touch services with Social Workers rotating coverage for the local front office, space/building concerns, transition to a new computer software program and resource database using the 211 system, and more. She also mentioned that discussions will be ensuing about the integration of services provided through the ADRC and Aging Unit.

Children and Family Services Unit Update: Daina Dobbs shared some challenges that have been presented with the discussion about regionalizing the Access services in the Children and Family Services unit, with Clark County removing themselves from the group and a search for other counties that may be interested in joining the group. Mr. Hamilton noted that he has obtained verbal authorization from the Finance Director and County Administrator to proceed with Monroe County assuming the lead fiscal role if this regional approach continues, but informed the Board that he may need to request formal Board action in either December or January if the process continues to move forward.

Ms. Dobbs also noted that beginning November 1st, 2016, the State will be requiring the counties to provide assessments and ongoing services for the children Autism Waiver, and as of May 2016, the current service provider, Lutheran Social Services, will begin to transition cases to local counties. A significant factor is that the State requires a caseload size to be limited at 20 children, and with current workload, it is anticipated that a new position will need to be created to perform this function. As more detail becomes available, Ms. Dobbs indicated that she would keep the Board apprised in future meetings.

Board Member Oral Reports/Discussions:

Aging and Disability Resource Center Advisory Committee: Board member James Rice and Ms. Rettler that the next meeting of the Aging and Disability Resource Center Advisory Committee meeting will be held December 15th at our agency. Mr. Rice complimented Ms. Rettler for her advanced knowledge of the ADRC programs and for her dedication in returning from retirement to work with our Department again.

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 16th for both the agency Directors as well as the Board. It was noted that the building project is on target with occupancy expected in October 2016, and a reduction in the number of licensed beds to 50 by that time.

Western Wisconsin Cares Board: James Shilling provided an update about recent Western Wisconsin Cares Board activities noting changes with the third party payer, continued review of potential programming modifications, addressing employee concerns, setting of the new capitation rate, and concern over a shortage in psychiatric care in the area.

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

Fee Setting Policy with 2016 Rates (Review): Following Mr. Hamilton's description of the policy and having addressed questions, A MOTION WAS MADE JAMES RICE, SECONDED BY JAMES SHILLING, AND CARRIED WITH ALL IN FAVOR to approve the Fee Setting Policy with 2016 Rates as presented.

Recoupment of Benefit Overpayment Policy (Review): Following a brief description provided by Ms. Erickson, A MOTION WAS MADE JAMES SHILLING, SECONDED BY CYNDI WISE, AND CARRIED WITH ALL IN FAVOR to approve the Recoupment of Benefit Overpayment Policy with the accurate date of approval listed.

Conflict of Interest Policy (Review): Following Mr. Hamilton's brief description of the changes made to this policy, A MOTION WAS MADE JAMES RICE, SECONDED BY JAMES SHILLING, AND CARRIED WITH ALL IN FAVOR to approve the Conflict of Interest Policy as presented.

Staffing Update - Discussion: Ron Hamilton reviewed staffing changes noting the hire of the third new Comprehensive Community Services Social Work positions, the internal transfer of a Social Worker who provided Adult Protective Services in the Behavioral Health unit to the Aging and Disability Resource Center and subsequent hire of a replacement, as well as the hire of an Economic Support Specialist to replace a recent vacancy.

Fiscal Reports:

Request to Approve Staff Credit Cards – Discussion/Action: Upon hearing the request for approval for a staff credit card, A MOTION WAS MADE BY CRAIG BUSWELL, SECONDED BY WADE BLACKDEER, 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 Purchase of Service New and Amended Contracts – Discussion/Action: Ms. Erickson reviewed specific details for four amended and two new purchase of service contracts. Following brief discussion, A MOTION WAS MADE BY CYNDI WISE, SECONDED BY JAMES SHILLING, AND CARRIED WITH ALL IN FAVOR to approve the new and amended 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 September indicating \$123,871 under-budget (2.1%), noting increased children's placement costs, decreased mental health detentions, and the addition of Comprehensive Community Services (CCS) and WIMCR revenue.

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

Date of Next Meeting: December 17th, 2015: The next regular monthly meeting is planned for Thursday, December 17th 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 CYNDI WISE, SECONDED BY JAMES SHILLING, AND CARRIED WITH ALL IN FAVOR to adjourn the meeting. The meeting adjourned this meeting at 9:56 a.m.

Respectfully Submitted,



Cathy L. Abbott
Administrative Services Coordinator

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