

**Monroe County Department of Human Services
Meeting of December 17th, 2015
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
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

Call to Order: Chairperson David Pierce called the meeting to order at 8:34 a.m.

Approval of Open Meeting Minutes for November 19th, 2015 – Discussion/Action:

Following review of the minutes from the November 19th, 2015 meeting, A MOTION WAS MADE BY CRAIG BUSWELL, SECONDED BY JAMES SHILLING, AND CARRIED WITH ALL IN FAVOR to approve the open meeting minutes for the November 19th meeting.

Public Comment Period: No one appeared at this time.

Employee Safety and Building Security – Discussion/Action: Ron Hamilton updated the Board regarding activities that have occurred over the past month and that are being planned in the near future with regard to employee safety and building security. A training session for Health Department and Human Services employees is planned for January 8th with a facility walk-through scheduled prior to the training. The walk-through will involve the County's Building Manager, the Sheriff and a County Deputy, the Health Department Director, and the Risk Management staff person from the County's insurance carrier. It is anticipated that based on this review, a list of suggestions will be generated that will then need to be evaluated with regard to cost and feasibility for implementation. This list would also be shared in the future with the County Administrator, the respective Boards/Committees, and eventually, the full County Board for their review and authorization.

Board members offered and discussed at some length several options that were felt might be reasonable accommodations and improvements, and some members were adamant that actions were necessary immediately. Following the significant discussion the following was put forth, A MOTION WAS MADE BY JAMES RICE, SECONDED BY CRAIG BUSWELL, AND CARRIED WITH ALL IN FAVOR for the Human Services Board Chair, David Pierce, to discuss this topic with the County Board Chair, James Kuhn, and request that it be placed on the January full County Board meeting for their review and potential action. It was further agreed that Chair Pierce would request this ask for this topic to be included in the December County Board agenda for discussion purposes prior to the request for action in January.

Further, A MOTION WAS MADE BY SUSANNE PECK, SECONDED BY JAMES SHILLING, CARRIED WITH ALL IN FAVOR to direct the Human Services Director to perform a walk-through assessment of building security and develop a list of potential solutions and recommendations.

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 topic that was previously discussed.

WREA Consortium Update: Diana Lambries informed the Board that all Economic Support staff were being provided a comprehensive refresher/cross training in preparation for the modifications for handling callers occurring in the Call Center effective in February.

Behavioral Health Unit including WRIC Collaboration: Tracy Thorsen updated the Board that the Western Region for Integrated Care (WRIC) continues to struggle in recruiting a registered nurse that will be shared between Jackson and Monroe Counties; however, the effort continues to locate and hire a qualified candidate.

Aging and Disability Resource Center Update: Sue Rettler highlighted results of the Advisory Committee meeting held earlier this week. She identified several points that the ADRC will be investigating that are being directed by the State, such as facility location, visibility, access, state-wide consistency in marketing, handling of consumer contacts, computer database, and the integration of the ADRC and Aging units' programs.

Children and Family Services Unit Update: Daina Dobbs shared that a new assessment process, Compass Wisconsin, will be implemented in January to determine eligibility for the Children's Long-Term Support Waiver Program. She provided details of the referral process and the numbers of children presently being served and remaining on the waiting list.

Board Member Oral Reports/Discussions:

Aging and Disability Resource Center Advisory Committee: Board member James Rice and Committee member Richard Yarrington both attended the Aging and Disability Resource Center Advisory Committee meeting held on December 15th. Many of the points discussed were shared under the previous report by Ms. Rettler. The next scheduled meeting will be held in March.

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 16th 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 provided an update about recent Western Wisconsin Cares Board activities noting billing and reimbursement issues, staff morale concerns, citizen advocacy efforts, and ongoing changes with Managed Care Organizations.

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

Exchange of Information Between Units and Contracted Agencies (Review): Following Mr. Hamilton's description of the policy and having addressed questions, A MOTION WAS MADE JAMES SHILLING, SECONDED BY SUSANNE PECK, AND CARRIED WITH ALL IN FAVOR to approve the Exchange of Information Between Units and Contracted Agencies as it had been modified to better reflect current policy.

Kinship Care Program Eligibility and Payment Policy (Review): Following a brief description provided by Ms. Erickson, A MOTION WAS MADE CYNDI WISE, SECONDED BY JAMES RICE, AND CARRIED WITH ALL IN FAVOR to approve the Kinship Care Program Eligibility and Payment Policy as presented without changes to the policy.

Kinship Care Program Waiting List Policy (Review): Following Mr. Hamilton's brief description of the changes made to this policy, A MOTION WAS MADE JAMES RICE, SECONDED BY SUSANNE PECK, AND CARRIED WITH ALL IN FAVOR to approve the Kinship Care Program Waiting List Policy as presented without any changes to the policy.

Relinquishment of a Newborn Child Policy (Review): Following Mr. Hamilton's brief description of the changes made to this policy, A MOTION WAS MADE JAMES RICE, SECONDED BY CYNDI WISE, AND CARRIED WITH ALL IN FAVOR to approve the Relinquishment of a Newborn Child Policy as presented without any changes to the policy.

Staffing Update - Discussion: Ron Hamilton reviewed staffing changes noting an internal transition of a Social Worker within the Children and Family Services unit from providing Access services to the Children's Long-Term Support Waiver Program services effective January 1st, 2016. This transition results in the need to fill the vacancy providing Access services, which is hoped will be filled promptly through the eligibility list from a recent recruitment process.

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 JAMES SHILLING, 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.

Line Item Transfer – Discussion/Action: Ms. Erickson informed Board members about the necessity to transfer funds to cover increases in employee education/training and office supplies with funds being transferred from underspent lines for the ADRC telephone and staff travel areas. A MOTION WAS MADE BY JAMES RICE, SECONDED BY SHILLING, AND CARRIED WITH ALL IN FAVOR to approve the 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: Ms. Erickson reviewed specific details for amended purchase of service contracts. Following brief discussion, A MOTION WAS MADE BY SUSANNE PECK, SECONDED BY JAMES RICE, AND CARRIED WITH ALL IN FAVOR to approve the amended purchase of service contracts as presented and forward the request to the Finance Committee for their review and action. Cyndi Wise was excused from the meeting at 9:50 a.m.

2016 Purchase of Service Contracts – Discussion/Action: Ms. Erickson reviewed specific details for the list of 2016 purchase of service contracts. Following brief discussion, A MOTION WAS MADE BY SUSANNE PECK, SECONDED BY WADE BLACKDEER, AND CARRIED WITH ALL IN FAVOR to approve the list of agencies as presented that will requiring 2016 purchase of service contracts be established and forward the request to the County Administrator for her approval.

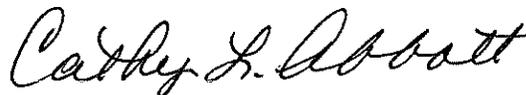
Monthly Financial Report - Discussion: Diane Erickson updated Board members about the financial report for September indicating \$134,932 under-budget (2%), noting increased children's placement costs, decreased mental health detentions, and the addition of Comprehensive Community Services (CCS) and WIMCR revenue. She noted that the WIMCR revenue is highly variable fund source and is not able to be easily predicted. She also shared WIMCR amounts received for 2014 was \$135,323, 2013 was \$92,000, and 2012 was \$261,000.

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

Date of Next Meeting: January 21st, 2016: The next regular monthly meeting is planned for Thursday, January 21st 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 JAMES SHILLING, SECONDED BY SUSANNE PECK, AND CARRIED WITH ALL IN FAVOR to adjourn the meeting. Mr. Shilling requested to be excused from the January meeting as he will be out of state. The meeting was adjourned this meeting at 10:03 a.m.

Respectfully Submitted,



Cathy L. Abbott
Administrative Services Coordinator