

**Monroe County Department of Human Services
Meeting of March 17th, 2016
Community Services Center, Sparta, Wisconsin**

BOARD PRESENT:

Craig Buswell, Vice-Chairperson
Wade Blackdeer
Susanne Peck
James Rice
James Shilling
Cyndi Wise

STAFF PRESENT:

Ron Hamilton, Director
Tracy Thorsen, Clinical Administrator
Sue Rettler, ADRC Supervisor
Daina Dobbs, Social Work Supervisor
Diana Lambries, Economic Supt. Suprv.
Diane Erickson, Business Administrator
Cathy Abbott, Admin. Services Coord.

BOARD ABSENT:

David Pierce, Chairperson
Christopher King, Secretary
Daniel Olson

Call to Order: Vice-Chairperson Craig Buswell called the meeting to order at 8:36 a.m.

Approval of Open Meeting Minutes for February 18th, 2016 – Discussion/Action: A MOTION WAS MADE BY WADE BLACKDEER, SECONDED BY SUSANNE PECK, AND CARRIED WITH ALL IN FAVOR to approve the open meeting minutes for the February 18th, 2016 meeting.

Public Comment Period: No one appeared at this time.

Employee Safety and Building Security – Discussion: Ron Hamilton distributed copies of the prioritized recommendations concerning building modifications that would help to address employee safety and building security, and discussed the individual items. A MOTION WAS MADE BY JAMES RICE, SECONDED BY JAMES SHILLING, CARRIED WITH ALL IN FAVOR that the Human Services Board formally endorse their support of the recommendations presented in the Physical Security Assessment Report dated February 17th, 2016 and forward this document to the Property and Purchasing Committee for their further action.

Regional Child Protective Services Access and Screening – Discussion: Mr. Hamilton provided details about the developments in the regional CAN Report Partnership and specific considerations that need to be addressed in moving forward with the plan.

Director/Staff Oral Reports/Discussions:

Director's Update: Mr. Hamilton thanked Board members for their service on the Human Services Board with certificates of appreciation. Board members and administrative staff reflected on the past years working together.

WREA Consortium Update: Diana Lambries reported on numbers of calls processed and staff taking on new roles within Western Region for Economic Support.

Behavioral Health Unit Update including WRIC Collaboration: Tracy Thorsen provided Board members with statistics about the Adult Protective Services (APS) and guardianship services.

Aging and Disability Resource Center Update: Sue Rettler updated the Board about numbers of contacts and handling time since the first of the year, as well as the building accessibility assessment that had been conducted, and the Memory Cafes planned to begin later in April.

Children and Family Services Unit Update: Daina Dobbs shared information about activities that were conducted during the month of April to recognize Child Abuse Prevention Awareness.

Board Member Oral Reports/Discussions:

Aging and Disability Resource Center Advisory Committee: Board member James Rice indicated there was nothing new to report as the next scheduled meeting is set for March 22nd.

Mississippi Valley Health Services Board: Mr. Hamilton and David Pierce reported on the meeting of the Mississippi Valley Health Services Board held March 16th for both the agency Directors, as well as the Board, and shared details about the building project and transition plan for the planned project completion this fall. They also noted the next meeting would be in August, at which time the 2017 per diem rates are expected to be available.

Western Wisconsin Cares Board: James Shilling shared the results of the Western Wisconsin Cares Board and Executive Committee meetings that he attended in the past week and last month, noting anticipated, significant changes in programming that will result from legislative changes to Family Care programming in the State.

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

The following three policies were presented with no changes being recommended by administrative staff and were approved as follows:

Handling Client Funds, Non-Federal Share of Medicaid, and Petty Cash Policies (Review): A MOTION WAS MADE WADE BLACKDEER, SECONDED BY JAMES RICE, AND CARRIED WITH ALL IN FAVOR to approve the Handling Client Funds, Non-Federal Share of Medicaid, and Petty Cash Policies as had been presented without changes.

Staffing Update - Discussion: Ron Hamilton announced the hire of a new Economic Support Specialist in March to replace a staff person who recently retired.

Fiscal Reports:

2015 Line Item Transfer – Discussion/Action: A MOTION WAS MOTION MADE BY JAMES SHILLING, SECONDED BY JAMES RICE, AND CARRIED WITH ALL IN FAVOR to approve the 2015 line item transfer in the amount of \$45,647 as outlined. This request had already been presented and approved by the Finance Committee at their March 16th meeting.

2016 Budget Adjustment – Discussion/Action: A MOTION WAS MOTION MADE BY CYNDI WISE, SECONDED BY SUSANNE PECK, AND CARRIED WITH ALL IN FAVOR to approve the 2016 budget adjustment in the amount of \$63,300 as presented and forward this request to the Finance Committee for their review and action.

2016 Purchase of Service New and Amended Contract(s) – Discussion/Action: A MOTION WAS MADE BY SUSANNE PECK, SECONDED BY JAMES RICE, AND CARRIED WITH ALL IN FAVOR to approve the new 2016 purchase of service contract with The Psychology Center in the amount of \$30,000 and forward the request to the Finance Committee for their review and action.

A MOTION WAS MADE BY JAMES SHILLING, SECONDED BY CYNDI WISE, AND CARRIED WITH ALL IN FAVOR to approve the amended 2016 purchase of service contracts with Lutheran Social Services-Milwaukee, Northwest Passage, and Flocks' Guardians for Energy Assistance (WHEAP) with a total increase of \$182,872, and forward the request to the Finance Committee for their review and action.

Monthly Financial Report – Discussion: Board members were informed that preliminary figures from the 2015 audit indicate that last year's budget was underutilized by between \$210,000 to \$225,000. More definitive figures will be available in the next month or two.

Payment of Agency's Monthly Vouchers – Discussion/Action: A MOTION WAS MADE BY JAMES RICE, SECONDED BY CYNDI WISE, AND CARRIED WITH ALL IN FAVOR to approve the February monthly vouchers as presented.

Date of Next Meeting: Board members had agreed in February that there would not be a meeting held in April due to the timing of appointment of the new committee following the elections. Also, it was noted that the May meeting date and time would need to be announced upon completion of appointment of the new Health and Human Services Board.

Adjournment: With no further topics for discussion in this meeting, A MOTION WAS MADE BY JAMES SHILLING, SECONDED BY JAMES RICE, AND CARRIED WITH ALL IN FAVOR to adjourn the meeting. The meeting was adjourned this meeting at 10:15 a.m.

Respectfully Submitted,



Cathy L. Abbott
Administrative Services Coordinator