

Monroe County Health and Human Services Board
Meeting of August 2nd, 2016
Community Services Center, Sparta, Wisconsin

Board Members Present: Chairperson David Pierce, Vice-Chairperson Mary Cook, Sharon Folcey, Dr. Emma Ledbetter, Marlene Sund, Mary Von Ruden, and Cyndi Wise

Board Members Absent/Excused: Dean Peterson and James Shilling

Staff Present: Sharon Nelson, Julie Anderson and Emily Kelm, Health Department, Laura Moriarty, Senior Services, Ron Hamilton, Diana Lambries and Cathy Abbott, Human Services

Call to Order: Chairperson David Pierce called the Monroe County Health and Human Services Board meeting to order at 8:32 a.m. on August 2nd, 2016.

Approve Health and Human Service Board Meeting Minutes of July 5th, 2016 – Discussion/Action: A MOTION WAS MADE BY MARY VON RUDEN, SECONDED BY MARY COOK, AND CARRIED WITH ALL IN FAVOR to approve the Health and Human Services Board meeting minutes from July 5th, 2016 as written.

Public Comment Period: There was no one present to comment at this time.

Monroe County Senior Services:

2016 Budget Adjustment – Discussion/Action: Ms. Moriarty noted there was a need to roll over some unused grant funds for Rural Housing Home Repairs in the amount of \$1,099.75. Following this discussion, A MOTION WAS MADE BY CYNDI WISE, SECONDED BY MARY VON RUDEN, AND CARRIED WITH ALL IN FAVOR to approve the budget adjustment for Senior Services in the amount of \$1,099.75 and forward this recommendation to the Finance Committee for their review and action.

Credit Card Request for Administrative Assistant – Discussion/Action: Due to the brief employment of the initial Administrative Assistant, Ms. Moriarty noted that a second person has been hired for this position and requested authorization for a credit card for the second person. A MOTION WAS MADE BY DR. EMMA LEDBETTER, SECONDED BY MARY COOK, AND CARRIED WITH ALL IN FAVOR to request a credit card with a limit of \$1,000 for the Senior Services Administrative Assistant and forward this request to the Finance Committee for their review and action. It was noted that this amount is the minimum level for credit cards authorized in the county.

Approval of 2017 match Funding for 53.10 Transportation Grant – Discussion/Action: Ms. Moriarty explained that to proceed with the 53.10 transportation grant application, an amount of \$17,500 matching funds would need to receive authorization from this Board. A MOTION WAS MADE BY MARY COOK, SECONDED BY MARY VON RUDEN, AND CARRIED WITH ALL IN FAVOR to authorize match funding in the amount of \$17,500 to proceed with the 53.10 transportation grant application for purchase of two mini-vans in 2017.

Senior Services Financial Report – Discussion: Laura Moriarty provided flyers about programs that Senior Services was organizing or partnering to provide in the community including the Vintage Vagabond Trips, Know the 10 Signs of Alzheimer's, Low Vision Support Group, and the Lunch Bunch Memory Cafés being cosponsored with the Aging and Disability Resource Center of Western Wisconsin. She also provided and reviewed the minutes from the Senior Services Advisory Committee meeting held on July 20th, 2016. Board members were also provided a detailed report for the month of June and for first six months of the year at the various meal site locations.

Monroe County Health Department:

Community Health Improvement Plan (CHIP) Summary – Discussion: Julie Anderson from Monroe County Health Department presented details and shared the 2015-2018 Community Health Improvement Plan (CHIP) Draft Summary. She reviewed significant details contained in the report and shared information about who was involved in the process, how the document can be utilized moving forward with planning, and the three workgroups that will continue the work in the main topical areas of Mental Health, Alcohol and Other Drug Use, and Nutrition. Board members were invited to join any of the workgroups at future meetings. Ms. Nelson also introduced an intern that is currently working with the Health Department and noted that throughout the year, they serve as a host learning experience for several interning students.

2017 Draft Budget – Discussion: Board members received a copy of the Health Department's draft budget for 2017 and Ms. Nelson reviewed specific program area line items and noted variances between the 2016 and proposed 2017 budget. She addressed Board members' questions about specific areas and noted that this draft budget would be submitted to the County Administrator for review and discussion with the Finance Committee in consideration of a final budget that will be presented to the full County Board in November.

Monroe County Department of Human Services:

Presentation on Economic Support Programs – Discussion: Diana Lambries, Economic Support Supervisor, presented details about the Economic Support programs provided as a part of the eight-county Western Region for Economic Assistance (WREA.) She provided copies of a brochure that briefly outlined the food, health, and child care assistance programs, as well as addressed questions posed by Board members.

Human Services Program and Fiscal Reports/Updates – Discussion:

Program Area Statistical Reports and Staff Updates – Discussion: Program statistics were shared for services provided under Behavioral Health, Children and Families, Economic Support, and the Aging and Disability Resource Center (ADRC).

Mr. Hamilton also updated the Board that the two new Social Worker positions had received approval from the County Board and will be slated for hire in April 2017. He also shared that a discussion will be held at the August County Board meeting concerning the potential purchase of the current Gundersen Lutheran clinic building in Sparta with a possible plan for the Health Department, the Aging and Disability Resource Center, and Senior Services to be moved to that

location next spring. If this plan proceeds, additional space in this building will be available for the two added positions since space has become critically short for Human Services staff in this current location.

Mr. Hamilton also explained the Federal change regarding exempt and non-exempt employee status and the impact that will result on current agency Social Work staff with some of them being able to earn comp time and others being required to be paid overtime pay based on the amount of their base salaries. He noted that he would be addressing the overtime budget line item as part of the 2017 proposed budget.

2016 Purchase of Service Contract Addendums – Discussion/Action: Mr. Hamilton reviewed the need for some adjustments to purchase of service contracts resulting in a total of \$35,511 for the following contracted agencies: Deer Path Assisted Living, Tellurian, and Lutheran Social Services. He noted the reasons for each contract's increase. Upon review, A MOTION WAS MADE BY CYNDI WISE, SECONDED BY MARY COOK, AND CARRIED WITH ALL IN FAVOR to approve the adjustments to the three purchase of service contracts identified above with an increased amount of \$35,511 and forward to the Finance Committee for their review and action.

Monthly Financial Report – Discussion: Board members were provided a financial report for June and Mr. Hamilton addressed items in the report, noting the budget is \$186,047 over budget or (-4.5% of the budget.) He noted that due to a higher volume of both child and adult placements, and less revenue than anticipated at this time of year, the budget has been running over all year. Board members were reminded that Human Services does have a \$300,000 reserve fund should the budget continue in a downward trend for the remainder of the year, but it is hoped that these items will begin to align better over the next few months.

Date of Next Meeting: The next meeting of the Health and Human Services Board is scheduled for Tuesday, September 6th, 2016 at 8:30 a.m. in the Community Services Center, Building A, fourth floor, Room 443-444. This meeting will end prior to 10 a.m., at which time, the Annual Public Budget Meeting to review the Human Services 2017 budget will commence. Any regular meeting items remaining at 10 a.m. will resume upon completion of the budget meeting. Advertisements about the public budget meeting will be placed in county newspapers, as well as members from the Human Services Children's Long-Term Support and Citizens Advisory Committee being extended an invitation to attend the budget meeting. Agenda items noted for inclusion, in addition to regular reports, was a presentation on the Senior Services 2017 budget proposal.

Adjournment: A MOTION WAS MADE BY MARY COOK, SECONDED BY SHARON FOLCEY, AND CARRIED WITH ALL IN FAVOR to adjourn this meeting. The meeting adjourned at 10:35 a.m.

Respectfully submitted:



Cathy L. Abbott, Recording Secretary