

**Monroe County Health and Human Services Board
Meeting of November 1st, 2016
Community Services Center, Sparta, Wisconsin**

Board Members Present: Chairperson David Pierce, Vice-Chairperson Mary Cook, Dr. Emma Ledbetter, Dean Peterson, James Shilling, Marlene Sund, Mary Von Ruden, Cyndi Wise

Board Members Excused: Sharon Folcey

Staff Present: Laura Moriarty, Senior Services; Sharon Nelson, Health Department; Ron Hamilton, Susan Rettler, and Cathy Abbott, Human Services

Guest: Cathy Schmit, County Administrator; Diana Adamski, Div. of Health Services; Neal Mingue, Office on Aging; Audra Martine, ADRC-WW, Mary Witt, Aging Advisory Committee

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

Approve Health and Human Services Board Regular Meetings Minutes of October 4th, 2016 – Discussion/Action: A MOTION WAS MADE BY MARY COOK, SECONDED BY JAMES SHILLING, AND CARRIED WITH ALL IN FAVOR to approve the regular Health and Human Services meeting minutes from the October 4th, 2016.

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

Space Utilization Plan – Discussion: Mr. Hamilton noted no new updates at this time other than the fact that the County Board is anticipated to be making a decision about whether to authorize the purchase of the Gundersen Health building at their annual budget meeting scheduled for the next evening, November 2nd.

Monroe County Health Department:

Notice of Budgetary Adjustment – Theisen’s Grant – Discussion/Action: Ms. Nelson notified Board members that the Health Department has been awarded a \$1,000 grant from Theisen’s for use in expanding literacy through their Reading Empowers Development (RED) Program in 2017. This additional funding will allow for expansion of partnerships and providing books to program eligible children. A MOTION WAS MADE BY JAMES SHILLING, SECONDED BY MARY COOK, AND CARRIED WITH ALL IN FAVOR to adjust the 2017 budget to reflect receipt of the \$1,000 Theisen’s grant toward the Reading Empowers Development Program.

Notice of Budgetary Adjustment – Remembering Jesse Parker, Inc. Grant – Discussion/Action: Ms. Nelson noted that funding previously had received through the Department of Transportation for use in providing child car seats was reduced due to a reevaluation of the formula. To assist with continuation of this program a grant request was submitted to Remembering Jesse Parker, Inc. An amount of \$500 was approved to assist with purchasing additional child car seats this year. A MOTION WAS MADE BY DR. EMMA LEDBETTER, SECOND BY CYNDI WISE, AND CARRIED WITH ALL IN FAVOR to adjust the 2016 budget to reflect receipt of the \$500 Remembering Jesse Parker, Inc. Grant for the child car seats program.

Line Item Transfer – Discussion/Action: Ms. Nelson explained that due to increased Public Health Nurses' home visits, as well as an increase in the follow-up on reportable communicable diseases that require home visits, the Department's 2016 budgeted amount for mileage will require additional funds from the interpreter services line item. A MOTION WAS MADE BY MARY COOK, SECONDED BY MARY VON RUDEN, AND CARRIED WITH ALL IN FAVOR to approve the line item transfer of \$1,500 within the 2016 budget as noted.

Health Department September Program Reports – Discussion: Ms. Nelson highlighted the program activities for the month of September noting an increase in the incidences of STIs, Lyme Disease and E. Coli. She also noted 19 WIC clinic days in the month serving a total of 695 clients, and many immunization clinic dates that have been scheduled as well.

Health Department October Budget Report – Discussion: Ms. Nelson provided a summary budget report through October noting it was very close to the target through 10 months (77%) with revenues at 83% and expenses at 76% at this point.

Monroe County Senior Services:

85.21 Transportation Grant – Discussion: Ms. Moriarty explained that each year as part of the Transportation Grant application, public input is sought to identify any transportation gaps and improved methods to collaborate with other agencies. She informed Board members there would be a public hearing in Tomah on November 11th and invited them to participate if they have suggestions for consideration. The Transportation Coordinating Committee will also discuss this topic at their meeting on November 17th.

Approval of Aging Unit Plan Amendments and Budget – Discussion/Action: Ms. Moriarty reviewed the minimal changes made to the Aging Unit Plan and indicated that the budget used will remain the same as the current year's allocation. A MOTION WAS MADE BY DR. EMMA LEDBETTER, SECONDED BY JAMES SHILLING, AND CARRIED WITH ALL IN FAVOR to approve the Aging Unit Plan Budget as noted. In addition, A MOTION WAS MADE BY JAMES SHILLING, SECONDED BY CYNDI WISE, AND CARRIED WITH ALL IN FAVOR to approve the amendments noted to the Aging Unit Plan as described.

Voucher Program Update – Discussion: Ms. Moriarty indicated that there are no restaurants in the Sparta area interested in participating in the noon meal voucher program primarily due to the amount of paperwork involved. Suggestions for alternate options for noon meals in the community were identified by Board members.

Senior Services Program Report – Discussion: Ms. Moriarty provided a report on meal sites through September for Board members' information. Board members were provided with copies of the November issue of The Vintage Express, and flyers about the Lunch Bunch Memory Café, free Memory Screenings, a Caregiver Retreat, and a Caregiver Stress workshop

Senior Services Financial Report – Discussion: Both detailed and summary reports of the Department's expenses and revenues through September was also provided for Board members' review.

Monroe County Human Services:

Human Services Program and Fiscal Reports/Updates:

Program Area Statistical Reports and Staff Updates – Discussion: Board members were provided the Human Services Program Area Statistical Report for their information and review. Mr. Hamilton distributed a copy of the state map that indicated the counties that would comprise the Family Care Combined Services Regions effective in January 2017, noting that the eight counties previously a part of Western Wisconsin Cares would be included in the new organization.

Approval of 2017 Fee Setting Policy and Fee Schedule – Discussion/Action: Mr. Hamilton reviewed the changes made to the Department's Fee Setting Policy and noted the recommended changes to the Fee Schedule for 2017. A MOTION WAS MADE BY MARY VON RUDEN, SECONDED BY MARY COOK, AND CARRIED WITH ALL IN FAVOR to approve changes made to the Fee Setting Policy and the 2017 Fee Schedule. Board members' questions about fees charged, types of clients served, and required service areas were addressed.

Presentation on the Aging and Disability Resource Center (ADRC)/Senior Services Integration: At this point in the meeting all guests had arrived and the remaining agenda items were postponed until after discussion of this topic was completed. Guests invited to this meeting included Diana Adamski, Division of Health Services, Neal Mingue, Office on Aging, and Audra Martine, ADRC of Western Wisconsin.

Discussion began with Ms. Adamski sharing information from the Division of Health about the emphasis of moving toward integration of ADRCs and Aging Departments in counties that choose to do so. Mr. Mingue noted the perspective of an increasingly aging population and seeing how the need for services to this target group will grow in the future. Ms. Martine shared the history of the ADRC Consortium and provided examples of past integrated efforts, as well as potential strengths for integrating services.

Cathy Schmit, County Administrator, offered her support of bringing a regional model to the local level and noted that the determination to move the Senior Services Director under the supervision of the Human Services Director effective January 1st, 2017 should assist with streamlining the integration as the next year proceeds.

The purpose in hosting this discussion at the Board level was to provide Board members with a better understanding of considerations involved and to allow for their potential questions to be raised as the process moves forward. Board members inquired about such areas as State funding and revenue stream changes, the challenges or hurdles of moving forward, operations of La Crosse County's co-managed services, impacts on local citizens and consumers, methods for publicizing this transition to target populations, and potential consistency across programs.

The guests were thanked for attending this meeting and providing their knowledge and expertise in consideration of moving forward with the integration process for these two program areas. All visitors left the meeting at approximately 9:55 a.m. and the remaining agenda items were then discussed.

Credit Card Request – Discussion/Action: Following the description about the need for a credit card for a newly hired Social Service Aide, and the increase to a current Social Worker's card limit, A MOTION WAS MADE BY JAMES SHILLING, SECONDED BY DEAN PETERSON, AND CARRIED WITH ALL IN FAVOR to approve the credit card request for the newly hired Social Service Aide with a limit of \$1,000 and to increase the limit for a Social Worker from \$1,000 to \$2,500, and forward to these requests to the Finance Committee for their review and action.

2016 Purchase of Service Addendum Contracts – Discussion/Action: Following a description of three amended purchase of service contracts, A MOTION WAS MADE BY JAMES SHILING, SECONDED BY CYNDI WISE, AND CARRIED WITH ALL IN FAVOR to approve the adjustments to the three current purchase of services contracts as identified in this discussion with an increased amount of \$123,064 and forward to the Finance Committee for their review and action.

Monthly Financial Reports – Discussion: Board members were provided a financial report for September and Mr. Hamilton reported the budget is \$198,066 over budget (or -3.2% of the budget.) He explained areas where costs were running higher than anticipated when the budget was established, as well as areas where the revenues were not as high as expected. Mr. Hamilton noted that when the amount of \$210,000 from the Department's Reserve Fund is applied to the budget, it is hoped that expenditures level off for the rest of the year to more closely balance at the end of the year.

Mr. Hamilton shared that he is anticipating that La Crosse County will be formally notifying us prior to the end of this year of their intent to discontinue their involvement in the Aging and Disability Resource Center Consortium effective July 1st, 2017. They have indicated that since they integrated Aging Services, the demand and workload on their management and staff have increased to a point that they feel they can no longer continue in this Consortium. Should this actually occur, Monroe County's options would be to operate a "stand alone" ADRC or look to potentially partnering with Jackson County for a joint program serving both counties. Mr. Hamilton noted that a meeting is set with Jackson County management on November 11th to begin discussion about the latter option.

Ms. Schmit complimented Mr. Hamilton and Ms. Moriarty for their the work they are doing in working with the State in moving forward with the integration of the ADRC and Senior Services and noted the added effort required to make this transition seamless to Monroe County citizens.

Date of Next Meeting: The next regular monthly meeting of the Health and Human Services Board is planned for Tuesday, December 6th at 8:30 a.m. and will be held in room 443-444 at the Community Services Center, Building A, in Sparta. Mr. Hamilton noted that he would not be present at this meeting, but he will have another member of the administrative team attend in his absence. No specific agenda items were noted for inclusion on the December meeting's agenda, other than regular items and reports. Ms. Nelson invited Board members to watch a Channel 8 News interview with Julie Anderson from the Health Department on the Community Health Improvement Plan in regard to families in Monroe County and food insecurity.

Adjournment: A MOTION WAS MADE BY JAMES SHILLING, SECONDED BY MARY VON RUDEN, AND CARRIED WITH ALL IN FAVOR to adjourn the meeting. The meeting was adjourned at 10:10 a.m.

Respectfully Submitted,

A handwritten signature in cursive script that reads "Cathy L. Abbott".

Cathy L. Abbott, Recording Secretary

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