Monroe County Health and Human Services Board
Meeting of January 3rd, 2017
Community Services Center, Sparta, Wisconsin

Board Members Present: Chairperson David Pierce, Vice-Chairperson Mary Cook, Sharon Folcey, James Shilling, Marlene Sund, Mary Von Ruden, Cyndi Wise

Board Members Excused: Dr. Emma Ledbetter and Dean Peterson

Staff Present: Sharon Nelson and Julie Anderson, Health Department, Ron Hamilton and Cathy Abbott, Human Services

Call to Order: Chairperson David Pierce called the meeting to order at 8:30 a.m.

Approve Health and Human Services Board Meeting Minutes of December 6th, 2016 – Discussion/Action: One correction was noted to the December 6th meeting minutes followed by A MOTION MADE BY MARY VON RUDEN, SECONDED BY MARY COOK, AND CARRIED WITH ALL IN FAVOR to approve the Health and Human Services meeting minutes from the December 6th 2016, with one correction made under the Health Department's Line Item Transfer noting the amount actually was $6,000 rather than the $4,000 as indicated.

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

Space Utilization Plan and Relocation Update – Discussion: Board members were informed that a meeting was held with department heads, supervisors, and the architect to discuss the potential layout for the Gundersen Health building on Oak Street to determine the most beneficial layout for the building to address departmental space needs, workflow, technology, and necessary modifications. This topic will be placed on the Property and Maintenance Committee agenda for January 11th with the expectation that a proposed layout could be made available by that time.

Closing on the purchase of the Medical Clinic is set for March 15th and Mr. Hamilton noted that the hope is to have the Aging and Disability Resource Center in their new location as early as possible, with a logical deadline prior to July 1st to coincide with the dissolution of the current, four-county Consortium and the initiation of Monroe County's stand-alone program.

Ms. Nelson noted that moving expenses and renovation costs for the Health Department's portion of the relocation are in question at this point. The grant received for use toward the integration of the Aging and Disability Resource Center and Senior Services will be available to address expenses associated for those two agencies; however, these funds will not be available for any needs associated with the Health Department's relocation expenses. An amount of $52,500 has been designated for the relocation and renovation expenses for both of the Gundersen Health buildings (Behavioral Health and the Medical Clinic.)

Monroe County Health Department:

2017 Notice of Budgetary Adjustment – Discussion/Action: Ms. Nelson detailed the need for a budget adjustment to their 2017 budget in the amount of $1,125 resulting from additional revenue received for educational scholarships toward attendance at the Wisconsin Governor's Conference on Emergency Management and Homeland Security and for improved public health preparedness efforts from the Wisconsin Department of Public Health. A MOTION WAS MADE BY MARY COOK, SECONDED BY SHARON FOLCEY, AND CARRIED WITH ALL IN FAVOR to approve the budget adjustment in an amount of $1,125 and forward to the Finance Committee for their review and action.

Ms. Nelson provided a budget report through December noting revenues collected at 92% and expenditures at 89.76% with 92% being the anticipated rate at this point in the year. She indicated that revenues will continue to be received through February. Ms. Nelson also noted that due to the early date of this meeting, a program report was not available.

Community Health Improvement Plan (CHIP) – Julie Anderson, RN, MSN, PHN – Discussion: Julie Anderson from the Health Department presented a report on Monroe County's Community Health Assessment and Improvement Plan (2015-2018.) Copies of the report were provided to Board members and Ms. Anderson highlighted various items contained in the report including demographics, mortality data, health focus areas, actions, and three specific workgroups. She noted there was very good public participation in this planning process and that continual review and updates will occur with this report and the associated activities. Also discussed were areas that the community could "partner" in accomplishing identified short, medium, and long-term objectives and activities. Board members were encouraged to review the report in more depth and assist with moving toward achievement of the suggested goals through either involvement in the established workgroups or through the support of membership from community-oriented groups.

Monroe County Human Services:

Termination of Aging and Disability Resource Center (ADRC-WW) Consortium Contract – Discussion: Mr. Hamilton presented Board members with a letter dated December 12th from the Director of La Crosse County Human Services Department notifying us of their intent to terminate the Aging and Disability Resource Center (ADRC-WW) Consortium Contract effective July 1st, 2017. He shared details about actions taken since receipt of this notice including meetings held with Jackson County to discuss the potential of an ADRC partnership between the two counties.

He also explained the process and timeline for making application to the State to develop a locally operated ADRC with the plan needing to be submitted no later than 90 days prior to initiation, which would require all details of a program to be completed by April 1st. Since consideration of other options appear at this time to not be feasible, Mr. Hamilton indicated his decision is to move forward with an application to become a stand-alone ADRC. Also, as part of

this application, the integration of the services and responsibilities of the Aging and Disability Resource Center and Senior Services will be included in this planning process.

Intent to Apply to be Stand-Alone Aging and Disability Resource Center – Discussion/Action: Based on the above discussion of La Crosse County's intent to terminate the ADRC-WW Consortium Contract and research with Jackson County, A MOTION WAS MADE BY MARY VON RUDEN, SECONDED BY SHARON FOLCEY, AND CARRIED WITH ALL IN FAVOR to approve of Monroe County Department of Human Services notifying the Wisconsin Department of Health Services of its "Intent to Submit an Application" as a stand-alone Aging and Disability Resource Center. Furthermore, to approve that this application will incorporate a plan to integrate the services and responsibilities of the current Aging and Disability Center and Senior Services with the single title of Aging and Disability Resource Center under the umbrella of Monroe County Department of Human Services. Mr. Hamilton noted that a resolution to proceed with the above action would need to be brought forward next month for this Board's review and action prior to forwarding onto the County Board for their review and action.

Review and Approval of Development and Implementation Policy – Discussion/Action: Mr. Hamilton reviewed the Development and Implementation Policy changes followed by A MOTION MADE BY CYNDI WISE, SECONDED BY JAMES SHILLING, AND CARRIED WITH ALL IN FAVOR to approve the Development and Implementation Policy as presented with proposed changes. He noted that in the future, Human Services policies would be reviewed by the administrative staff and any policies with changes would be brought before the Board for review and action.

Human Services Program and Fiscal Reports/Updates:

Request for Proposals Being Sought for Computer Software: Mr. Hamilton informed Board members that a Request for Proposal will be issued today to seek proposals for a software program to cover the remaining programs and functions that will not be covered under those included through Western Region for Integrated Care (WRIC) with the Avatar software. The deadline for submission of these proposals is January 30th with expected approval by the end of February to allow for development and rollout to be fully implemented by the end of 2017, when the currently utilized software will no longer be supported. He noted that there has been an amount of $100,000 carried over in the budget for the past few years that will be used toward covering this purchase.

Status of Resolution to Approve Two Economic Support Positions: Mr. Hamilton explained that the resolutions regarding approval of two Economic Support Specialists that had been approved at the December Board meeting did not go to the County Board in December as their meeting was cancelled. This resolution is expected to be on the County Board's January meeting agenda for their review and action.

He also noted that the Western Region for Economic Support (WREA) will be discussing plans for two more Economic Support Specialist positions at their January 12th meeting. Noting that

Monroe County is in a deficit of 2.5 positions based on the number of cases served, he explained that WREA Directors may suggest that these two additional positions be authorized to Monroe County if the Board deems appropriate. If it is determined that Monroe County could proceed for these positions, a resolution will be placed on the February Board meeting for review and potential approval prior to forwarding on to the County Board. Approving these positions would generate about 50% in AMSO revenue and would eliminate the need to pay another county for administrative costs.

Aging and Disability Resource Center's Disability Specialist Position: Mr. Hamilton updated the Board that future consideration of a Disability Benefit Specialist position for the Aging and Disability Resource Center would need to be discussed at a another meeting. Currently, this position is hired by La Crosse County and works in Monroe and Jackson Counties. In moving forward with the stand-alone program application, one FTE position could continue to be shared between the two counties with one county hiring the position and subcontracting to the other. As the application for the stand-alone program proceeds, consideration of this option will be placed on a future Board meeting agenda for further discussion.

Child Abuse Neglect (CAN) Report Partnership Multi-County Meeting – Discussion: Mr. Hamilton reviewed details about the multi-county meeting on the Child Abuse Neglect (CAN) Report Partnership held on December 16th. Partnership counties include Monroe, Pepin, Chippewa, and Taylor Counties. The meeting was held to share details about the development of the proposed method for handling Child Protective Services Access referrals. Health and Human Services Board members attending this meeting included David Pierce, Dr. Emma Ledbetter, James Shilling, and Mary Von Ruden, along with Legislators Nancy VanderMeer and Lee Nerison. Mr. Hamilton noted that he would be meeting individually with Senator Jennifer Shilling on January 6th to review details about the partnership with her.

Program Area Statistical Reports and Staff Updates – Discussion: Board members were provided the Human Services Program Area Statistical Report for their review. No comments were made nor any questions asked regarding this report.

Mr. Hamilton noted the updated agency organizational chart listing all the agency staff positions. He shared that two Social Workers in the Behavioral Health unit had resigned and recruitment for replacement staff is underway. In addition, a Social Worker from the ADRC shifted to the Behavioral Health unit and recruitment of a replacement at the ADRC has occurred. Finally, one clerical staff person has resigned with a subsequent shift of internal staff and recruitment to fill the vacancy.

2016 Line Item Transfer – Discussion/Action: Mr. Hamilton described specific line items that required adjustments reallocating budgeted amounts to cover current expenses. A MOTION WAS MADE BY JAMES SHILLING, SECONDED BY MARY VON RUDEN, AND CARRIED WITH ALL IN FAVOR to approve the line item transfers in a total amount of $35,700 as described and forward to the Finance Committee for their review and action.

2016 Purchase of Service Addendum Contracts – Discussion/Action: Following explanation of three contracts that require increases, A MOTION WAS MADE BY CYNDY WISE, SECONDED BY JAMES SHILLING, AND CARRIED WITH ALL IN FAVOR to approve the adjustments to the purchase of services contracts identified in this discussion with an increased amount of $93,000 and forward to the Finance Committee for their review and action.

2017 Purchase of Service New Contracts – Discussion/Action: Following presentation of a list of sixteen purchase of service contracts that will need approval for 2017, A MOTION WAS MADE BY JAMES SHILLING, SECONDED BY MARY COOK, AND CARRIED WITH ALL IN FAVOR to approve development of these purchase of services contracts identified in this discussion and forward to the Finance Committee for their review and action. It was noted that additional 2017 contracts would be coming forward at next month's meeting.

Monthly Financial Reports – Discussion: Board members were provided a financial report for November and Mr. Hamilton reported the budget is $81,815 over budget (or -1% of the budget.) He highlighted areas of continued concern with higher expenditures for juvenile and adult placements and reduced revenues.

Monroe County Senior Services: Ms. Moriarty was not able to be present at this meeting.

Budget Adjustment – Discussion/Action: No budget adjustments were necessary at this meeting.

Line Item Transfer – Discussion/Action: No line item transfers were necessary at this meeting.

Senior Services Program Report – Discussion: The program report will be provided at a future time.

Senior Services Financial Report – Discussion: The financial reports will be provided at a future time.

Date of Next Meeting: The next regular monthly meeting of the Health and Human Services Board is planned for Tuesday, February 7th, 2017 at 8:30 a.m. and will be held in room 443-444 at the Community Services Center, Building A, in Sparta. Agenda items noted for inclusion for the February meeting, in addition to regular reports, include a resolution regarding the integration of the Aging and Disability Resource Center and Senior Services, 2017 purchase of service contracts, and a possible request for two new Economic Support Specialist positions.

Adjournment: A MOTION WAS MADE BY JAMES SHILLING, SECONDED BY CYNDI WISE, AND CARRIED WITH ALL IN FAVOR to adjourn the meeting. The meeting was adjourned at 10:03 a.m.

Respectfully Submitted,

Cathy L. Abbott

/cla

Cathy L. Abbott, Recording Secretary