

**Monroe County Health and Human Services Board
Meeting of December 6th, 2016
Community Services Center, Sparta, Wisconsin**

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

Board Members Excused: Marlene Sund (Excused)

Staff Present: Laura Moriarty, Senior Services; Sharon Nelson, Health Department; Diane Erickson, Diana Lambries, 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 Regular Meetings Minutes of November 1st, 2016 – Discussion/Action: A MOTION WAS MADE BY MARY VON RUDEN, SECONDED BY JAMES SHILLING, AND CARRIED WITH ALL IN FAVOR to approve the regular Health and Human Services meeting minutes from the November 1st, 2016.

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

Space Utilization Plan and Relocation Update – Discussion: Staff reported that a walk-through of the Gundersen Health building was conducted December 1st to review the areas that will need attention upon purchase of the building. They reviewed technology needs, office space distribution, storage areas, and possible furnishings that would remain. Further discussion is planned with an architect to develop a remodeling plan that can be implemented after the closing date that has been set for March 15th. It was also noted that the Division of Health Services has agreed to allow the \$121,303 for integration expenses to be extended through 2017, instead of expiring at the end of the first quarter, as originally was anticipated. To allow adequate time for any building modifications or remodeling, at this point, a projection for moving would be mid-summer.

Monroe County Senior Services:

2016-2017 Budget Adjustment – Discussion/Action: Ms. Moriarty explained about the delay in being able to purchase the mini-van this year and requested an amount of \$53,400 be adjusted in the 2017 budget to allow for purchase of a vehicle next year. Following this discussion, A MOTION WAS MADE BY CYNDI WISE, SECONDED BY MARY COOK, AND CARRIED WITH ALL IN FAVOR to approve the budget adjustment of \$53,400 from 2016 to 2017 for the purpose of purchasing a vehicle.

Ms. Moriarty also noted a budget adjustment that is necessary to cover increased revenue and expenses associated with recreational trips in the amount of \$945. A MOTION WAS MADE BY DR. EMMA LEDBETTER, SECONDED BY JAMES SHILLING, AND CARRIED WITH ALL IN FAVOR to approve the 2016 budgetary adjustment in the amount of \$945 for recreational trips.

2016 Line Item Transfer – Discussion/Action: Ms. Moriarty noted a request to transfer \$2,400 among line items in the 2016 budget to cover added office and mileage expenses associated with the Elderly Benefit Specialist and home delivered meals. A MOTION WAS MADE BY JAMES SHILLING, SECONDED BY MARY VON RUDEN, AND CARRIED WITH ALL IN FAVOR to approve the line item transfer of \$2,400 as noted in this discussion.

Aging/Aging and Disability Resource Center (ADRC) Integration Update – Discussion: Ms. Moriarty and Ms. Erickson shared details about a meeting held with Jackson County to discuss the potential of partnering Aging and Disability Resource Center (ADRC) Program services beginning July 1st, when La Crosse County will no longer be involved with the regional ADRC. Staff positions that will be needed in our County-operated program were noted to be a Disability Benefit Specialist and a potential receptionist position.

Senior Services Program and Financial Report – Discussion: Ms. Moriarty provided a report on meal sites through October for Board members' information, and noted that a subscription fee of \$1 per edition or \$12 per year would be charged in 2017 for The Vintage Express. Both detailed and summary reports of the Department's expenses and revenues through November were also provided for Board members' review.

Monroe County Health Department:

Line Item Transfer – Discussion/Action: Ms. Nelson explained the need to transfer \$4,000 from the staff salary line to the prevention programs to cover the purchase of additional Shingles, Hepatitis B, and flu vaccines. A MOTION WAS MADE BY DR. EMMA LEDBETTER, SECONDED BY JAMES SHILLING, AND CARRIED WITH ALL IN FAVOR to approve the line item transfer in the amount of \$6,000 within the 2016 budget as noted in this discussion.

Communicable Disease Prevention Initiative – Discussion: Ms. Nelson referenced a copy of a budget request letter that was prepared by the Wisconsin Public Health Association (WPHA) and Wisconsin Association of Local Public Health Departments and Boards (WALPHD.) She shared that this request proposes a \$1 per capita funding to assist in covering costs for follow-up on communicable disease reports. If implemented, this would equate to approximately \$40,000 for Monroe County that would potentially allow for the addition of a health educator to provide necessary follow-up services. It was agreed that a sample letter of support would be discussed at the January Board meeting, and if approved could then be utilized to encourage this legislative change in the 2017-2019 budget.

Health Department October/November Program Reports – Discussion: Ms. Nelson highlighted the program activities for the months of October and November noting details about the child car seat program, WIC decline in clients, Public Health visits increase, and media/educational presentations. Ms. Nelson was asked about the involvement of child car seats in reported accidents and she indicated that she would provide that information at a future meeting.

Health Department November Budget Report – Discussion: Ms. Nelson provided a summary budget report through November noting it was very close to the target through 11 months (85%) with revenues at 87% and expenses at 83% at this point.

Monroe County Human Services:

Approval of New Position Analysis – Economic Support Specialists (2) – Discussion/Action: Ms. Erickson and Ms. Lambries explained the background for requesting two additional Economic Support Specialist positions and addressed questions from Board members. These positions have been approved through the Western Region for Economic Assistance (WREA) to alleviate the stressors of being understaffed and needing to maintain high levels of work during staff turnover, medical leaves, and training periods. Following this discussion, A MOTION WAS MADE BY JAMES SHILLING, SECONDED BY MARY VON RUDEN, AND CARRIED WITH ALL IN FAVOR to approve the request for two Economic Support Specialist positions and forward the request on to the Personnel Committee for their review and action.

Human Services Program and Fiscal Reports/Updates:

Child Abuse & Neglect (CAN) Reporting Partnership Multi-County Meeting – Discussion: A letter was presented to Board members inviting them to attend an informational meeting on December 16th to hear more details about the Child Abuse and Neglect (CAN) Reporting Partnership. Area legislators, the County Board Chair, and the County Administrator have also been invited to this meeting. A second meeting was held to cover the other legislative district in November. Board members were encouraged to plan to attend if their schedules would allow. Some details about how the new system would operate and staffing were shared.

Program Area Statistical Reports and Staff Updates – Discussion: Board members were provided the Human Services Program Area Statistical Report for their information and review. Ms. Erickson noted staffing changes that have occurred recently including a retirement and two resignations, resulting in the internal shift of current staff to different functions, and the hire of a new Social Worker at the ADRC.

2016 Purchase of Service Addendum Contracts – Discussion/Action: Ms. Erickson provided details about the need to establish a contract with CCLS in the amount of \$14,514, followed by A MOTION BEING MADE BY MARY COOK, SECONDED BY CYNDI WISE, AND CARRIED WITH ALL IN FAVOR to approve a 2016 contract with CCLS for the amount of \$14,514, and forward to the Finance Committee for their review and potential action.

2017 Purchase of Services Contracts – Discussion/Action: Ms. Erickson presented a list of contracts for 2017 and requested approval to proceed with establishing contracts for services with the twelve facilities listed. Upon review, A MOTION WAS MADE BY DR. EMMA LEDBETTER, SECONDED BY MARY VON RUDEN, AND CARRIED WITH ALL IN FAVOR to approve the establishment of contracts for 2017 with the list of agencies as presented. Ms. Erickson noted that there will be additional contracts brought to the January meeting.

Monthly Financial Reports – Discussion: Board members were provided financial reports for October and Ms. Erickson reported the budget is \$29,057 over budget (or – 0.4% of the budget.) She noted that funding from the Reserve Fund has been applied to this budget; however, high expenses and reduced revenues are still resulting in a negative bottom line. She noted that although the budget appears to be significantly improved from the previous month's report, both adult and child placement expenses are continuing high through the end of this year.

Date of Next Meeting: The next regular monthly meeting of the Health and Human Services Board is planned for Tuesday, January 3rd at 8:30 a.m. and will be held in room 443-444 at the Community Services Center, Building A, in Sparta. In addition to the regular items and reports, specific agenda items noted for inclusion on the January meeting's agenda were a presentation from the Health Department on the Community Health Improvement Plan, approval of a letter of support for the Communicable Disease Prevention Initiative, and additional 2017 Human Services Purchase of Service contracts.

Adjournment: A MOTION WAS MADE BY DR. EMMA LEDBETTER, SECONDED BY JAMES SHILLING, AND CARRIED WITH ALL IN FAVOR to adjourn the meeting. The meeting was adjourned at 9:45 a.m.

Respectfully Submitted,



Cathy L. Abbott, Recording Secretary

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