

**Monroe County Health and Human Services Board  
Meeting of February 6<sup>th</sup>, 2018  
Monroe County Justice Center Assembly Room, Sparta, Wisconsin**

**Board Members Present:** Chairperson David Pierce, Vice-Chairperson Mary Cook, Secretary Mary Von Ruden, Sharon Folcey, Dr. Emma Ledbetter, Dean Peterson, and Cynthia Wise

**Board Members Excused:** James Shilling and Marlene Sund

**Staff Present:** Ron Hamilton, Jane Jackson, Tracy Thorsen, and Cathy Abbott, Human Services; Sharon Nelson, Health Department;

**Others in Attendance:** Jim Bialecki, County Administrator, and Cedric Schnitzler, County Board Chair

**Call to Order:** Chairperson David Pierce called the meeting to order at 8:31 a.m.

**Approve of Health & Human Services Board Regular Meeting Minutes for January 2<sup>nd</sup>, 2018 – Discussion/Action:** Upon brief review, A MOTION WAS MADE BY MARY COOK, SECONDED BY DR. EMMA LEDBETTER, AND CARRIED WITH ALL IN FAVOR to approve the Health and Human Services Board meeting minutes from January 2<sup>nd</sup>, 2018 as presented.

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

**Aging and Disability Resource Center:**

**Aging and Disability Resource Center Staff Update – Discussion:** Jane Jackson distributed the February edition of the ADRC Connect newspaper. Ms. Jackson recognized office support staff, Patsy Lawrence, for her work on putting together the articles and information in the newspaper. In a recent edition, an article on glaucoma drew recognition from the State as being timely information that coincided with a meeting held at the Capitol, that two local ADRC staff attended. She noted upcoming interviews to hire more drivers and meal site staff and the necessity to close meal sites twice thus far this winter due to weather issues.

**Recommendation for County Supervisor to Serve on Commission on Aging (ADRC) Advisory Committee – Discussion/Action:** Board members were provided reference to the Resolution 08-16-14 that indicated the composition of the Commission on Aging (ADRC) Advisory Committee. In noting that James Shilling would need to resign his position upon moving from Monroe County mid-year, it was recommended that this opportunity would be the time to assure that a third County Supervisor be appointed to serve on this Advisory Committee. Currently, Sharon Folcey and Mary Von Ruden are members of this Committee. With Mary Cook volunteering to serve if appointed to this Committee, A MOTION WAS MADE BY DR. EMMA LEDBETTER, SECONDED BY CYNDI WISE, AND CARRIED WITH ALL IN FAVOR to recommend that Mary Cook be appointed to serve on the ADRC (Commission on Aging) Advisory Committee, and would be forwarded appropriately for review and appointment.

**Congregate and Home Delivered Meal Program Report for December Report –Discussion:** Ms. Jackson provided the congregate site and home delivered meals activity report for the month of December.

**ADRC Fiscal Reports – Discussion:** Board members were informed of the fiscal reports for the ADRC as of December noting the revenue at \$813,221 and expenditures at \$846,031 or 85.59% of the budget expended at this point. Ms. Jackson reported that the following budgets have been approved: 85.21 grant for the minibus, 53.10 grant for the purchase of a bariatric van, and the GWAAR contract.

**Monroe County Health Department:**

**Notice of Budgetary Adjustment – Prescription Drug Grant – Discussion/Action:** Ms. Sharon Nelson outlined details of a grant received in August from the Safe Community Coalition with funds awarded through the Interstate Post-Graduate Medical Association (IPMA.) This grant was to work in partnership for community outreach to help prevent prescription drug use and misuse. Funds will be used during the grant year (July 1<sup>st</sup>, 2017 through June 30, 2018) to organize Wake Up Call events in county schools. She noted that only \$990 was able to be expended in 2017, and that \$8,000 would need to be moved to the 2018 budget to complete the planned activities within the current calendar year. Based on this request, A MOTION WAS MADE BY DR. EMMA LEDBETTER, SECONDED BY DEAN PETERSON, AND CARRIED WITH ALL IN FAVOR to approve the budgetary adjustment of \$8,000 from the 2017 to 2018 budget, and forward to the Finance Committee and subsequently, to the County Board, for their review and action.

**Notice of Budgetary Adjustment – Bader Philanthropies Grant – Discussion/Action:** Ms. Nelson provided details of a request to adjust the budget to address an award from the Bader Philanthropies Grant in the amount of \$20,800. She noted that these funds would be utilized to develop and implement a Dementia Friendly Community Initiative Coalition, initiate a registry of individuals who wander through a Project Lifesaver model, and conduct educational workshops in the community. Ms. Nelson also shared details about the Longest Day presentation being planned for June 21<sup>st</sup> with Governor Schreiber being the keynote speaker on the topic of caring for family members with Alzheimer’s Disease.

Following explanation of the necessity to adjust the Health Department budget to include this grant amount, A MOTION WAS MADE BY DEAN PETERSON, SECONDED BY MARY VON RUDEN, AND CARRIED WITH ALL IN FAVOR to approve the budgetary adjustment of \$20,800 to the 2018 budget and forward to the Finance Committee and subsequently, to the County Board, for their review and action.

**December 2017 Program Report – Discussion:** Ms. Nelson reviewed the program statistical report for December denoting significant areas of interest. She noted details about Influenza A and B and Norovirus cases, reports from area School Nurses, increases in Maternal Child Health and Prenatal Care Coordination cases, as well as immunizations, WIC Program participation, Car Seats, 1<sup>st</sup> Breath Program, Mantoux tests, SAK Packs, and well water tests.

**Merck Vaccine Patient Assistance Program for Shingles Vaccine Policy and Procedures – Discussion/Action:** Sharon Nelson reviewed procedures utilized with the administration of the Merck Vaccine Patient Assistance Program for shingles. She noted the eligibility guidelines, appointment coordination, administrative cost of \$40, and the application submission process. Following discussion of this program, A MOTION WAS MADE BY DEAN PETERSON, SECONDED BY MARY VON RUDEN, AND CARRIED WITH ALL IN FAVOR to approve the Merck Vaccine Patient Assistance Program Policy and Procedure as presented. (County Board Chairperson Cedric Schnitzler left the meeting at this point.)

**2017 Year-End Fiscal Report – Discussion:** Board members were provided a report on the year-end budget report for the Health Department indicating revenues received at this time at \$856,196 (98.14%) and expenditures at \$850,354 (97.47%) of the budget. Ms. Nelson anticipated their 2017 budget would end on a good note when closed in a few weeks.

**2018 YTD Fiscal Report – Discussion:** Ms. Nelson shared the fiscal report for January 2018 indicating receipt of \$479,039 in revenues (54.79%) and expending \$31,391 (3.61%).

**Monroe County Department of Human Services:**

**Presentation on Staff Telework – Tracy Thorsen – Discussion:** Ron Hamilton explained that the Department has been researching and is nearly ready to implement the option of allowing select social work staff to pilot working from remote sites or telework. He has been discussing this potential change with the County Administrator, Personnel Director, and IT Director to assure that all aspects are being considered prior to making this change in work setting for staff. He introduced Behavioral Health Clinical Administrator, Tracy Thorsen, who shared a PowerPoint presentation outlining details that enter into this decision including greater productivity, less absenteeism, space limitations at the Courthouse, improved employee retention, and higher motivation and employee satisfaction.

She noted that considerations being reviewed include: identifying appropriate staff positions, establishing policies and procedures, providing IT and technical resources, addressing security and confidentiality issues, creating a telework agreement, and providing ongoing supervision and management support. Next steps that need to be addressed were identified as completing the telework policy and staff agreements, conducting a limited trial, reviewing, evaluating, and expanding as determined appropriate. The target date for beginning telework would be prior to the Department's move to the Courthouse in early April.

**Replacement of HHS Board Member – Discussion/Action:** Mr. Hamilton noted that with James Shilling moving from the county mid-year, it will be necessary to seek and recommend appointment of a replacement Health and Human Services Board member. Board members mentioned some possible replacements that could be considered, but a recommendation was agreed upon to delay any decision until possibly May or at least until after the April election is completed.

**Update on Child Abuse Neglect (CAN) Reporting Consortium – Discussion:** Mr. Hamilton updated Board members about new developments with the Child Abuse Neglect (CAN) Reporting Consortium. He noted that all four counties’ Boards have passed resolutions to participate in this Consortium and the State Counsel is currently reviewing the 66.301 for final alterations; however, full initiation of the Consortium is still awaiting the State’s final approval. Taylor County will initiate a “soft start” of the program on April 1<sup>st</sup> with all four counties “going live” by July 1<sup>st</sup>.

**Update on the Historic Courthouse – Discussion:** Mr. Hamilton reported on the remodeling project of the Courthouse noting that he has been meeting every two to three weeks with the County’s Building Manager, IT Director, County Administrator, and Finance Director to observe the status of the remodeling project. Their next meeting is scheduled for February 20<sup>th</sup>. He noted that there was a setback as it was suspected that asbestos was found during the demolition and testing is being conducted. Due to some delays in remodeling, it now appears that the initial date of completion/move (April 1<sup>st</sup>) will not be met, but an alternate move date has not yet been determined. Mr. Hamilton recognized that a significant amount of Human Services’ staff time that has been invested in assisting with developing the floor plans, and placement of walls, workstations, electrical, and computer connections.

**Update on MyEvolv Software – Discussion:** Mr. Hamilton informed Board members that staff are also spending a significant amount of time in planning and development meetings for the new MyEvolv software that is expected to be operational by July 1<sup>st</sup>. One minor issue has been resolved recently with a decision to include multiple transportation drivers under one concurrent license rather than purchasing individual licenses for each driver, which will save a significant expense in annual license fees.

#### **Human Services Program and Fiscal Reports/Updates:**

**Program Area Staff Updates – Discussion:** Mr. Hamilton noted all recruitments have been completed and all staff positions are currently filled. A 2017 report of program stats was shared with a comparison to 2016 totals.

**Request for 2017 Line Item Transfer – Discussion/Action:** Upon review of a request for a line item transfer in the 2017 budget to address cost overruns in the ADRC Transportation Program, A MOTION WAS MADE BY DR. EMMA LEDBETTER, SECONDED BY MARY COOK, AND CARRIED WITH ALL IN FAVOR to approve transferring \$2,078 to cover the cost of minibus maintenance and fuel expenses and forward this recommendation to the County Administrator and Finance Committee for their review and action.

**Request to Amend 2017 Purchase of Service Contracts – Discussion/Action:** Mr. Hamilton noted an addendum would be necessary for a 2017 purchase of service contract with Northwest Passage to cover additional placements that resulted in an increased amount of \$11,380 bringing the total contract amount to \$51,660. Upon review of this purchase of service contract addendum recommendation, A MOTION WAS MADE BY SHARON FOLCEY, SECONDED BY MARY COOK, AND CARRIED WITH ALL IN FAVOR to approve amending the 2017 purchase of service contract with Northwest Passage as noted.

**Agency Financial Update - Discussion:** Mr. Hamilton noted that the financial report for December is still being finalized with invoices still being received. He foreshadowed that the 2017 budget would be approximately \$100,000 over the budget. To assist with this overage, amounts of \$110,000 WIMCR funds and a transfer of \$120,000 from the Human Services Reserve Fund are being utilized to reduce the amount over the budget. He noted that he would be working with the Finance Director and Corporation Counsel to determine the method required for requesting the additional funds, whether from the contingency fund or via a resolution from the general fund. The final request is expected to appear on the HHS Board's March agenda.

**Date of Next Meeting and Location:** Chairperson Pierce suggested a change in the next regular monthly meeting of the Health and Human Services Board from Tuesday to Monday due to a conflict in a Board member's schedule. It was agreed that the next planned meeting would be Monday, March 5<sup>th</sup> at 8:30 a.m. This meeting will be held at the Justice Center Assembly Room in Sparta. Agenda items noted for inclusion for the March meeting were the regular reports and program updates, as well as the Human Services budget request for the 2017 budget overrun.

**Adjournment:** With no further topics for discussion in this meeting, A MOTION WAS MADE BY DEAN PETERSON, SECONDED BY MARY COOK, AND CARRIED WITH ALL IN FAVOR to adjourn the meeting. The meeting was adjourned at 10:02 a.m.

Respectfully Submitted,



Cathy L. Abbott  
Administrative Services Coordinator

/cla