

Monroe County Health and Human Services Board
Meeting of March 5th, 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, James Shilling, Marlene Sund, and Cynthia Wise

Staff Present: Ron Hamilton, Diane Erickson, Julie Leis, and Cathy Abbott, Human Services; Sharon Nelson, Health Department;

Others in Attendance: Jim Bialecki, County Administrator

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

Approve of Health & Human Services Board Regular Meeting Minutes for February 6th, 2018 – Discussion/Action: Upon brief review, A MOTION WAS MADE BY DR. EMMA LEDBETTER, SECONDED BY MARY VON RUDEN, AND CARRIED WITH ALL IN FAVOR to approve the Health and Human Services Board meeting minutes from February 6th, 2018 as presented.

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

Aging and Disability Resource Center (ADRC):

Transportation, Congregate and Home Delivered Meal Program Report –Discussion: Ms. Leis shared activity reports for the transportation and congregate site and home delivered meals activity report for the month of January, 2018. She also shared that Patsy Lawrence, the office assistant, received recognition for her recent article on Glaucoma. Ms. Leis also commented on the status of hiring additional meal delivery and site staff.

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.

Monroe County Health Department:

Notice of Budgetary Adjustment – Car Seat Program – Discussion/Action: Ms. Sharon Nelson outlined details of a grant received from the Tomah Memorial Hospital Foundation in the amount of \$1,437, as well as a \$136.84 donation to support the car seat program. 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 \$1,573.84 to the 2018 budget, and forward to the Finance Committee and subsequently, to the County Board, for their review and action.

Notice of Budgetary Adjustment – SAK Pack Program – Discussion/Action: Ms. Nelson provided details of a request to adjust the 2018 budget to address a donation from the Tomah's First United Methodist Church Piecemakers in the amount of \$250 to support the Safety for All Kids (SAK) Pack Program. Following this explanation, A MOTION WAS MADE BY DEAN PETERSON, SECONDED BY MARY COOK, AND CARRIED WITH ALL IN FAVOR to approve the budgetary adjustment of \$250 to the 2018 budget and forward to the Finance Committee and subsequently, to the County Board, for their review and action.

January 2018 Program Report – Discussion: Ms. Nelson reviewed the program statistical report for January denoting significant areas of interest. She noted details, and Board members commented about, Influenza cases, well water testing, WIC participation, Radon testing, and an update on the case of West Nile virus.

2018 YTD Fiscal Report – Discussion: Ms. Nelson shared the fiscal report for February 2018 indicating receipt of \$508,255.76 in revenues (58.5%) and expending \$100,139.64 (11.53%).

2017 Year-End Fiscal Report – Discussion: Board members were provided a report on the 2017 year-end budget report for the Health Department indicating revenues received at this time at \$887,728 (101.75%) and expenditures at \$850,226 (97.46%) of the budget. Ms. Nelson anticipated their 2017 budget would end on a good note when closed in a few weeks, and noted that any remaining revenue over expenditures would be returned to the County's General Fund.

Monroe County Department of Human Services:

Replacement of HHS Board Member – Discussion/Action: Mr. James Shilling indicated he will be moving from the county most likely in June, and thus the Board would need to have a citizen member appointed to fill this resulting vacancy. A few names were mentioned at a previous meeting that might be approached for consideration of appointment by the County Board Chair. It was determined that following the Spring election, a replacement member will be considered to fill this vacancy.

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 have signed the 66.03 governance agreement to participate in this Consortium and are awaiting final approval to move forward from the State. Staff are beginning to train in preparation of Taylor County's "soft start" on April 1st once the toll-free phone number has been arranged. Plans are for all four counties to "be live" by July 1st.

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 March 16th. There is still no definite move date, but it is being targeted for mid-May at this time. He noted the

importance of having an exact date as soon as possible so that notice of the address change can be provided to all vendors, contract agencies, postal service, and other governmental entities as soon as is possible.

The Property and Maintenance Committee will be considering contracting for drywall to be completed to help move the project along a little quicker. Mr. Hamilton noted that the asbestos test came back clear. He also shared that the Behavioral Health staff are gearing up for the Telework option beginning in early April. An inquiry about the parking issue was raised, not only how the increased employee parking will be accommodated, but also the volume of consumers that will need to visit the building.

Update on MyEvolv Software – Discussion: Mr. Hamilton informed Board members that staff were involved with on-site training for MyEvolv during the past week, and that continual progress is being made with regard to the development of data entry forms and decisions about various workflow options. The next phase of writing reports is being considered as the process moves forward. This software will encompass the Children’s Long-Term Support, Birth to Three, and Transportation Programs, as well as miscellaneous billing, chart tracking, release tracking, and document scanning.

Human Services Program and Fiscal Reports/Updates:

Program Area Staff Updates – Discussion: Mr. Hamilton noted a resignation had been received following the last Board meeting from a Mental Health Crisis Social Worker and noted that she was leaving on March 15th. Recruitment to fill this vacancy is underway at this time.

Request for 2017 Budgetary Adjustment - Discussion/Action: Mr. Hamilton and Ms. Erickson reviewed the request to adjust the 2017 budget in an amount up to, but not greater than \$87,000, with funding coming from the County’s Contingency Fund. They reviewed that all agency funds were depleted to cover the over-expenditure last year, including the WIMCR revenue and the agency reserve fund. Ms. Erickson also noted that there could be some additional revenue still forthcoming that may reduce this amount even more prior to the end of March when considered by the County Board. Following significant discussion on various aspects of the overage, A MOTION WAS MADE BY DR. EMMA LEDBETTER, SECONDED BY MARY COOK, AND CARRIED WITH ALL IN FAVOR to approve amending the 2017 budgetary adjustment of up to \$87,000, and forward to the Finance Committee and subsequently, to the County Board, for their review and action.

Agency Financial Update - Discussion: Mr. Hamilton noted that due to it being so early in the year, the customary financial report was not available, nor would it be depictive of actual transactions at this point in the year. He indicated that a final 2017 year-end, as well as a 2018 financial report should be available at the next meeting.

Date of Next Meeting and Location: The next planned regular monthly meeting of the Health and Human Services Board would be Tuesday, April 3rd 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 April meeting were the regular reports and program updates, as well as discussing the Child Abuse Prevention Month activities planned in April.

Adjournment: With no further topics for discussion in this meeting, A MOTION WAS MADE BY DEAN PETERSON, SECONDED BY JAMES SHILLING, AND CARRIED WITH ALL IN FAVOR to adjourn the meeting. The meeting was adjourned at 9:41 a.m.

Respectfully Submitted,

Cathy L. Abbott

Cathy L. Abbott
Administrative Services Coordinator

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