

**Monroe County Health and Human Services Board**  
**Meeting of March 7, 2023**  
**Monroe County Justice Center Assembly Room, Sparta, Wisconsin**

**Board Members Present:** Chairperson David Pierce, Vice Chairperson Mary Cook, Dr. Emma Ledbetter, Eric Devine, Joey Esterline, Cyndi Wise, Shelly Egstad, Jason Jandt & Kristy Brown

**Staff Present:** Tracy Thorsen, Kayte LaDue, Chelsea Stenulson & Kelly Gronau, Human Services; Tiffany Giesler, Health Department

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

**Approval of Health & Human Services Board Regular Meeting Minutes for February 7, 2023 – Discussion/Action:** Upon brief review, A MOTION WAS MADE BY DR. EMMA LEDBETTER, SECONDED BY KRISTY BROWN, AND CARRIED WITH ALL IN FAVOR to approve the Health and Human Services Board regular meeting minutes from February 7, 2023.

**Public Comment Period:** None

**Monroe County Health Department:**

**Notice of Budgetary Adjustment, D. Mubarak donation – Discussion/Action:** MOTION MADE BY DR. EMMA LEDBETTER, SECONDED BY ERIC DEVINE to approve the budgetary adjustment in the amount of \$2,524.15 Discussion. MOTION CARRIED WITH ALL IN FAVOR. This request will be forwarded to the Finance Committee for review and action

**Notice of Budgetary Adjustment, Anonymous donation – Discussion/Action:** MOTION MADE BY JASON JANDT, SECONDED BY ERIC DEVINE to approve the budgetary adjustment in the amount of \$1,500.00. Discussion. MOTION CARRIED WITH ALL IN FAVOR. This request will be forwarded to the Finance Committee for review and action

**Notice of Budgetary Adjustment, Theisens' Grant – Discussion/Action:** MOTION MADE BY ERIC DEVINE, SECONDED BY KRISTY BROWN to approve the budgetary adjustment in the amount of \$1,000.00 Discussion. MOTION CARRIED WITH ALL IN FAVOR. This request will be forwarded to the Finance Committee for review and action

**Notice of Budgetary Adjustment, Radon – Discussion/Action:** MOTION MADE BY MARY COOK, SECONDED BY CYNDI WISE to approve the budgetary adjustment in the amount of \$900.00. Discussion. MOTION CARRIED WITH ALL IN FAVOR. This request will be forwarded to the Finance Committee for review and action

**Notice of Budgetary Adjustment, Kindness Community donation – Discussion/Action:** MOTION MADE BY DR. EMMA LEDBETTER, SECONDED BY KRISTY BROWN to approve the budgetary adjustment in the amount of \$3,500.00. Discussion. MOTION CARRIED WITH ALL IN FAVOR. This request will be forwarded to the Finance Committee for review and action

*The minutes are not official until approved by the Health & Human Services Board at their next regular meeting.*

**Request for Credit Card Approval – Discussion/Action:** MOTION MADE BY JASON JANDT, SECONDED BY CYNDI WISE to approve credit cards for new Health Department staff. MOTION CARRIED WITH ALL IN FAVOR. This request will be forwarded to the Finance Committee for review and action.

**2023 Monthly & 2022 EOY Programs Reports – Discussion:** Ms. Giesler provided year end program information for 2022. The monthly report was not submitted for inclusion in the meeting packet. Ms. Giesler indicated she will get this sent to all members.

**2023 YTD & 2022 EOY Fiscal Reports – Discussion:** Ms. Giesler shared the fiscal report for February 2023. Ms. Giesler also presented the draft of the year end fiscal report for 2022.

**Monroe County Department of Human Services:**

**Economic Support Presentation, Unwinding – Discussion:** Kathryn LaDue (Kayte) provided a presentation regarding the Unwinding process and how changes with Foodshare and Badgercare are likely to affect Monroe County residents.

**Request to Establish New 2023 Purchase of Service Contracts – Discussion/Action:** MOTION MADE BY CYNDI WISE, SECONDED BY JOEY ESTERLINE to approve the 2023 contracts as presented. MOTION CARRIED WITH ALL IN FAVOR.

**Request for Credit Card Approval – Discussion/Action:** MOTION MADE BY DR. EMMA LEDBETTER, SECONDED BY JASON JANDT to approve credit cards for new Human Services staff. MOTION CARRIED WITH ALL IN FAVOR. This request will be forwarded to the Finance Committee for review and action.

**Notice of Budgetary Adjustment – Discussion/Action:** MOTION MADE BY MARY COOK, SECONDED BY ERIC DEVINE to approve the budgetary adjustment in the amount of \$1,531,104.27. Discussion. MOTION CARRIED WITH ALL IN FAVOR. This request will be forwarded to the Finance Committee for review and action.

**Human Services & ADRC Program and Fiscal Reports/Updates:**

**Program Area Staff Updates/Reports – Discussion:** Tracy Thorsen gave Human Services program and staffing updates related to the ADRC, Behavioral Health, and Children and Families Services.

**Financial Report – YTD 2022 - Discussion:** Chelsea Stenulson presented the financial report for preliminary end of year for 2022. Discussion.

**Date/Location of Next Meeting – Discussion/Action:** Board members present agreed to keep the next regular monthly meeting of the Health and Human Services Board as previously scheduled on **Tuesday, April 9, 2023, however, the time was adjusted to start at 9:00 a.m.** This meeting will be held at the Justice Center Assembly Room in Sparta. Agenda items noted for inclusion for the April meeting at this time were the regular reports and program updates.

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Prior to adjournment, Dr. Emma Ledbetter advised the minute taker to note how proud she is of both the Health Department and Human Services Department and their staff. She indicated she believes both are top notch.

**Adjournment – Discussion/Action:** With no further topics for discussion in this meeting, A MOTION WAS MADE BY DR. EMMA LEDBETTER, SECONDED BY ERIC DEVINE, AND CARRIED WITH ALL IN FAVOR to adjourn the meeting at 10:12 a.m.

Respectfully Submitted,

Kelly J. Gronau  
Office Manager

/kjg