

Monroe County Health and Human Services Board
Meeting of April 4, 2023
Monroe County Justice Center Assembly Room, Sparta, Wisconsin

Board Members Present: Chairperson David Pierce, Vice Chairperson Mary Cook, Dr. Emma Ledbetter, Eric Devine, Jason Jandt & Kristy Brown

Members excused: Shelly Egstad, Cyndi Wise, Joey Esterline

Staff Present: Tracy Thorsen, Alicia Darling, Erica Brandau & Kelly Gronau, Human Services; Tiffany Giesler, Sue Danielson & Hannah Shimanek, Health Department

Call to Order: Chairperson David Pierce called the meeting to order at 9:00 a.m.

Approval of Health & Human Services Board Regular Meeting Minutes for March 7, 2023

– Discussion/Action: Upon brief review, A MOTION WAS MADE BY DR. EMMA LEDBETTER, SECONDED BY ERIC DEVINE, AND CARRIED WITH ALL IN FAVOR to approve the Health and Human Services Board regular meeting minutes from March 7, 2023.

Public Comment Period: None

Monroe County Health Department:

Introduction of New Staff – Discussion: Tiffany Giesler introduced Susan Danielson, newly hired Public Health Nurse.

Agent of the State Presentation – Discussion/Action: Hannah Shimanek presented a PowerPoint explaining what it means for the Health Department to become an Agency of the State and highlighted the benefits of doing so. A MOTION MADE BY DR. EMMA LEDBETTER, SECONDED BY ERIC DEVINE for the Health Department to pursue becoming an agent of the state. MOTION CARRIED (6-0-3).

2023 Monthly Programs Reports – Discussion: Ms. Giesler provided February 2023 programs report.

2023 YTD Fiscal Reports – Discussion: Ms. Giesler shared the fiscal report for March 2023.

Monroe County Department of Human Services:

Comprehensive Community Services & Children’s Long Term Support Presentation –

Discussion: Alicia Darling and Erica Brandau offered a joint presentation on the respective programs each supervise. Information presented overviews of the programs, current staffing levels, and current status of referral lists.

Bulk Food Delivery RFP – Discussion/Action: No bids were received for the Bulk Food Delivery RFP. MOTION MADE BY DR. EMMA LEDBETTER, SECONDED BY MARY COOK, AND CARRIED WITH ALL IN FAVOR to accept the lack of response to the RFP.

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

New Position Analysis, Bulk Food Delivery Driver – Discussion/Action: Tracy Thorsen presented a resolution to create a part time bulk food delivery driver for the nutrition program to transport meals from La Crosse to each congregate meal site daily. A MOTION WAS MADE BY DR. EMMA LEDBETTER, SECONDED BY KRISTY BROWN AND CARRIED WITH ALL IN FAVOR to approve the new position analysis as presented. This request will be forwarded to the Finance Committee for their review and action.

Notice of Budgetary Adjustment for Purpose of Bulk Food Delivery Vehicle Purchase – Discussion/Action: MOTION MADE BY KRISTY BROWN, SECONDED BY MARY COOK to approve the budgetary adjustment in the amount of \$45,000 to purchase a County vehicle to be used for bulk food delivery transport. Discussion. MOTION CARRIED (6-0-3). This request will be forwarded to the Finance Committee for review and action.

Request to Establish New 2023 Purchase of Service Contract – Discussion/Action: MOTION MADE BY MARY COOK, SECONDED BY JASON JANDT to approve the 2023 contract for Robert E Berry House, Inc (a CBRF) as presented. MOTION CARRIED (6-0-3).

Request to Amend 2023 Purchase of Service Contract – Discussion/Action: MOTION MADE BY DR. EMMA LEDBETTER, SECONDED BY MARY COOK to approve the amended contract for Northwest Passage, LTD as presented. MOTION CARRIED (6-0-3).

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: No budget report was presented at today's meeting, but will be emailed to members once completed.

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, May 2, 2023 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 May meeting at this time were the regular reports and program updates.

Adjournment – Discussion/Action: With no further topics for discussion in this meeting, A MOTION WAS MADE BY ERIC DEVINE, SECONDED BY JASON JANDT, AND CARRIED WITH ALL IN FAVOR to adjourn the meeting at 10:33 a.m.

Respectfully Submitted,

Kelly J. Gronau
Office Manager

/kjg

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