

**Monroe County Health and Human Services Board
Meeting of February 6, 2024
Monroe County Assembly Room, Sparta, Wisconsin**

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

Staff Present: Tracy Thorsen, Chelsea Stenulson & Kelly Gronau, Human Services; Tiffany Giesler, Laura Reutlinger, Karen Larkin & Abby Wuest, Health Department

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

Approval of Health & Human Services Board Regular Meeting Minutes for January 2, 2024 – Discussion/Action: A MOTION WAS MADE BY MARY COOK, SECONDED BY CYNDI WISE, AND CARRIED WITH ALL IN FAVOR to approve the Health and Human Services Board regular meeting minutes from January 2024.

Public Comment Period: None

Monroe County Health Department:

Tiffany Giesler introduced Karen Larkin, the new Health Department account technician, Abby Wuest, an intern, and Laura Reutlinger, community health educator. Laura provided a brief overview of her role and projects she is involved in.

Notice of Budgetary Adjustment, Health Donation – Discussion/Action: Tiffany Giesler presented a budgetary adjustment in the amount of \$5,000 due to an anonymous donation. MOTION MADE BY ERIC DEVINE, SECONDED BY DR. EMMA LEDBETTER AND CARRIED WITH ALL IN FAVOR to approve the budgetary adjustment as presented. This request will be forwarded to the Finance Committee for review and action

Notice of Budgetary Adjustment, Health Grant Carryover – Discussion/Action: Tiffany Giesler presented a budgetary adjustment in the amount of \$66,269.24 due to grant carryover monies. MOTION MADE BY ERIC DEVINE, SECONDED BY JASON JANDT AND CARRIED WITH ALL IN FAVOR to approve the budgetary adjustment as presented. This request will be forwarded to the Finance Committee for review and action

Notice of Budgetary Adjustment, Immunize WI Grant – Discussion/Action: Tiffany Giesler presented a budgetary adjustment in the amount of \$23,350.75 for the Immunize WI grant. MOTION MADE BY DR. EMMA LEDBETTER, SECONDED BY KRISTY BROWN AND CARRIED WITH ALL IN FAVOR to approve the budgetary adjustment as presented. This request will be forwarded to the Finance Committee for review and action

Notice of Budgetary Adjustment, Cribs for Kids – Discussion/Action: Tiffany Giesler presented a budgetary adjustment in the amount of \$3,500 due to a donation from Kindness Community. MOTION MADE BY MARY COOK, SECONDED BY CYNDI WISE AND CARRIED WITH ALL IN FAVOR to approve the budgetary adjustment as presented. 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.

2023 Monthly Programs Reports – Discussion: Tiffany Giesler presented the December 2023 programs report.

2023 YTD Fiscal Reports – Discussion: Ms. Giesler shared the fiscal report for January 2024.

Monroe County Department of Human Services:

Request to Establish 2024 Purchase of Service Contracts – Discussion/Action: Tracy Thorsen presented a request to establish a contract with Western Wisconsin Music in Medicine, LLC and Bluff & Ridge Equine Assisted Therapies, Inc. who provide services for the CLTS program and bill directly to WPS. No amount was assigned to the contracts, as Human Services will not be directly billed for any of the services provided. Following discussion A MOTION WAS MADE BY ERIC DEVINE, SECONDED BY KRISTY BROWN AND CARRIED WITH ALL IN FAVOR to approve the contract as presented.

Request to Amend 2024 Purchase of Service Contracts – Discussion/Action: Ms. Thorsen presented an amendment to the contracts with Stein Counseling & Consulting Services, LTC and Northwest Counseling and Guidance Clinic due to late notice of rate increase for 2024. MOTION MADE BY MARY COOK, SECONDED BY CYNDI WISE AND CARRIED WITH ALL IN FAVOR to approve the contract amendments as presented.

Notice of Budgetary Adjustment– Discussion/Action: Chelsea Stenulson presented a budgetary adjustment in the amount of \$76,541 for the purchase of the bariatric vehicle approved in 2023, but will be received in 2024. Funds utilized are 80% Federal/State and 20% match from ADRC DOT trust fund. MOTION MADE BY KRISTY BROWN, SECONDED BY DR. EMMA LEDBETTER AND CARRIED WITH ALL IN FAVOR to approve the budgetary adjustment as presented. This request will be forwarded to the Finance Committee for review and action

Line Item Transfer – Discussion/Action: Ms. Stenulson explained there were too many outstanding invoices to support submitting a line item transfer at this time, so no line item transfer will be considered today.

Request for Credit Card Approvals – Discussion/Action: Ms. Stenulson presented a request for credit cards with \$5,000 limits for 2 new CCS/CLTS Social Workers. A MOTION WAS MADE BY JASON JANDT, SECONDED BY KRISTY BROWN, AND CARRIED WITH ALL IN FAVOR to approve the credit cards request as presented. 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, Economic Support and Children and Families Services.

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Financial Report – YTD 2023 - Discussion: Chelsea Stenulson presented the December 2023 financial report.

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, March 5, 2024 at 8:30 a.m.** This meeting will be held at the Monroe County Assembly Room in Sparta. Agenda items noted for inclusion for the March 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 9:47 a.m.

Respectfully Submitted,

Kelly J. Gronau
Office Manager

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