

**Monroe County Health and Human Services Board
Meeting of May 7, 2024
Monroe County Assembly Room, Sparta, Wisconsin**

Board Members Present: Chairperson Jason Jandt, David Pierce, Mary Cook, Dr. Emma Ledbetter, Cyndi Wise, Joey Esterline & James Kuhn

Members Excused: Kristy Brown

Staff Present: Tracy Thorsen, Chelsea Stenulson, Alicia Braun, Erica Brandau & Kelly Gronau, Human Services; Tiffany Giesler & Hannah Schimanek, Health Department

Call to Order: Jason Jandt called the meeting to order at 8:30 a.m.

Board Office Appointment, Vice Chairperson – Discussion/Action: A MOTION WAS MADE BY DAVID PIERCE, SECONDED BY CYNDI WISE AND CARRIED WITH ALL IN FAVOR to nominate and appointment Mary Cook as Vice Chairperson.

Establish Date/Time Regular Meeting – Discussion/Action: After brief discussion, it was agreed upon by all to keep the regularly scheduled meeting on the first Tuesday of each month at 8:30am.

Committee/Citizen Board Appointments – Discussion/Action: Cyndi Wise and Dr. Emma Ledbetter both indicated they were interested in retaining their committee membership. David Burnett was nominated to take over the vacant committee seat. Kristy Brown was not in attendance but was nominated to retain her membership if she should agree. All members agreed to appoint Cyndi Wise, Dr. Emma Ledbetter, David Burnett, and Kristy Brown to the Health & Human Service Committee. These appointments will be forwarded to the full County Board for approval.

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

Public Comment Period: None

Monroe County Health Department:

Agent of the State, Survey Results & Next Steps – Discussion/Action: Hannah Schimanek provided results of the 40 surveys returned from the 198 sent out to local applicable businesses regarding feedback on the potential for the Health Department to become an agent of the state. Following the presentation and discussion, A MOTION WAS MADE BY DR. EMMA LEDBETTER, SECONDED BY MARY COOK AND CARRIED WITH ALL IN FAVOR to pursue writing an ordinance and take further steps in becoming an agent of the state.

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

Grants – Discussion: Ms. Giesler provided an overview of grants that have already been awarded to the Health department as well as grants that are in the application process or will be pursued in the future.

Staffing/Structure Discussion/Action: Ms. Giesler discussed the current status of the health department’s organizational structure, including vacancies within. Ms. Giesler then outlined a proposed new organizational structure that would combine some of the part time positions and roles into a single position, as well as breaking out into different program focuses. Ms. Giesler answered questions and the committee members were in favor of pursuing these potential changes and exploring funding to enact these changes.

2024 Monthly Programs Reports – Discussion: Ms. Giesler presented the March 2024 programs report.

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

Monroe County Department of Human Services:

Restructure/Reorganization of Units – Discussion/Action: Tracy Thorsen provided handouts outlining the creation of a new Community Based Services (CBS) unit by combining the Birth to Three, Comprehensive Community Services (CCS), Children’s Long Term Support (CLTS), CCOP and CST programs. An updated organizational chart was provided, listing all units, supervisors & managers, and staff within each unit. Ms. Thorsen asked for committee endorsement of the changes to the organizational structure. A MOTION WAS MADE BY DR. EMMA LEDBETTER, SECONDED BY DAVID PIERCE AND CARRIED WITH ALL IN FAVOR to endorse the reorganization as presented.

CCS & CLTS Presentation – Discussion: Alicia Braun and Erica Brandau presented information regarding the similarities and differences of the CLTS & CCS programs. Information provided included eligibility requirements, caseload capacity for service coordinators, and status of referral lists for each program.

Request to Establish New 2024 Purchase of Service Contracts – Discussion/Action: Tracy Thorsen presented a request for a new contract with Just a Horse Rescue & Sanctuary, Inc., a service provider for the CLTS program. A MOTION WAS MADE BY JAMES KUHN, SECONDED BY CYNDI WISE, AND CARRIED WITH ALL IN FAVOR to approve the contract as presented. Ms. Thorsen brought a second page of new contracts for Rawhide, Inc. and Positive Alternatives, Inc., both residential placements for children. A MOTION WAS MADE BY JAMES KUHN, SECONDED BY DAVID PIERCE AND CARRIED WITH ALL IN FAVOR to approve the new contracts as presented.

Request to Amend 2024 Purchase of Service Contracts – Discussion/Action: Ms. Thorsen presented amendments for contracts already established with Compass Group, Windy Ridge Care, Inc., and Stein Counseling and Consulting Services, LTD. A MOTION WAS MADE BY DAVID PIERCE, SECONDED BY JAMES KUHN AND CARRIED WITH ALL IN FAVOR to approve the contract amendments as presented.

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, Community Based Services, Economic Support and Children and Families Services.

Financial Report – YTD 2024 - Discussion: Chelsea Stenulson presented the year to date 2024 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, June 4, 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 June 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 JAMES KUHN, SECONDED BY DAVID PIERCE, AND CARRIED WITH ALL IN FAVOR to adjourn the meeting at 10:10 a.m.

Respectfully Submitted,

Kelly J. Gronau
Office Manager

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