

**Monroe County Health and Human Services Board  
Meeting of June 4, 2024  
Monroe County Assembly Room, Sparta, Wisconsin**

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

**Members Excused:** Kristy Brown, David Pierce

**Staff Present:** Pam Weber, ADRC; Tracy Thorsen & Kelly Gronau, Human Services; Tiffany Giesler, Health Department

**Others in Attendance:** Tina Osterberg, County Administrator

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

Introduction of newest member, David Burnett.

**Approval of Health & Human Services Board Regular Meeting Minutes for May 7, 2024 – Discussion/Action:** A MOTION WAS MADE BY JOEY ESTERLINE, SECONDED BY MARY COOK, AND CARRIED WITH ALL IN FAVOR to approve the Health and Human Services Board regular meeting minutes from May 2024.

**Public Comment Period:** None

**Monroe County Health Department:**

**New Position/Reclassification & Health Department Reorganization - Discussion/Action:** Ms. Giesler discussed the current status of the health department's organizational structure, 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 also outlined the budget associated with the proposed changes. Ms. Giesler answered questions and the committee members were in favor of pursuing these potential changes and exploring funding to enact these changes. A MOTION WAS MADE BY DR. EMMA LEDBETTER, SECONDED BY MARY COOK AND CARRIED WITH ALL IN FAVOR to approve the restructure and reclassification as presented.

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

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

**Monroe County Department of Human Services:**

**New Position Analysis – Discussion/Action:**

- a. **Service Coordinator Positions:** Tracy Thorsen provided a presentation showing the need for 6 new service coordinator positions to accommodate the number of referrals current staffing levels are unable to provide services for. No County levy required for

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the positions. A MOTION WAS MADE BY DR. EMMA LEDBETTER, SECONDED BY CYNDI WISE AND CARRIED 7-0-2 to approve the proposed positions as presented.

- b. ADRC Administrative Assistant:** Ms. Thorsen presented a request for a 0.5 FTE administrative assistant position for the ADRC. There is currently only one Administrative Assistant and current workload is too high for one person to keep up with. A MOTION WAS MADE BY JOEY ESTERLINE, SECONDED BY MARY COOK AND CARRIED 7-0-2 to approve the position as presented.

**Request to Establish New 2024 Purchase of Service Contracts – Discussion/Action:** Tracy Thorsen presented a request for a new contract with Driftless Recovery, an adult residential treatment provider, and Christian Servants Home Care, LLC. A MOTION WAS MADE BY DR EMMA LEDBETTER, SECONDED BY JOEY ESTERLINE, AND CARRIED WITH ALL IN FAVOR to approve the contracts as presented.

**Request to Amend 2024 Purchase of Service Contracts – Discussion/Action:** Ms. Thorsen presented amendments for contracts already established with The Parenting Place. A MOTION WAS MADE BY DR. EMMA LEDBETTER, SECONDED BY CYNDI WISE AND CARRIED WITH ALL IN FAVOR to approve the contract amendment as presented.

**Request for Credit Card Approvals – Discussion/Action:** Ms. Thorsen presented a request for a credit card for new CCS/CLTS dual enrollment staff, Damian Dauphin. A MOTION WAS MADE BY DR. EMMA LEDBETTER, SECONDED BY CYNDI WISE AND CARRIED WITH ALL IN FAVOR to approve the credit card request as presented. This request will be forwarded to the Finance Committee for their 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, Community Based Services, Economic Support and Children and Families Services.

**Financial Report – YTD 2024 - Discussion:** Tracy Thorsen 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, July 2, 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 July 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 MARY COOK, AND CARRIED WITH ALL IN FAVOR to adjourn the meeting at 10:03 a.m.

Respectfully Submitted,

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Monroe County Department of Human Services

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Kelly J. Gronau  
Office Manager

/kjg

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