

Monroe County Health and Human Services Board
Meeting of February 7th, 2017
Community Services Center, Sparta, Wisconsin

Board Members Present: Chairperson David Pierce, Vice-Chairperson Mary Cook, Sharon Folcey, Dean Peterson, James Shilling, Marlene Sund, Mary Von Ruden, Cyndi Wise

Board Members Excused: Dr. Emma Ledbetter

Staff Present: Laura Moriarty, Senior Services, Sharon Nelson, Health Department, Jamie Mattson and Kaylee Lyons, Student Interns with Health Department, Ron Hamilton, Sue Rettler, and Cathy Abbott, Human Services

Call to Order: Chairperson David Pierce called the meeting to order at 8:31 a.m.

Approve Health and Human Services Board Meeting Minutes of January 3rd, 2017 – Discussion/Action: Following brief review of the minutes, A MOTION MADE BY MARY VON RUDEN, SECONDED BY MARY COOK, AND CARRIED WITH ALL IN FAVOR to approve the Health and Human Services meeting minutes from the January 3rd, 2017 as presented.

Public Comment Period: There was no one present to comment at this time. Two guests, nursing student interns with the Health Department, were introduced.

Monroe County Senior Services:

53.10 Vehicle Purchase Bid Results – Discussion/Action: Ms. Moriarty described that there were three bids received for purchase of a bariatric transport vehicle, with two not meeting specifications. She noted that Rolling Hills and Senior Services collaborated on applying for funding for two vehicles at a cost of 20% of the total or \$9,038, which was approved previously in the budget. Following this description, A MOTION WAS MADE BY MARY COOK, SECONDED BY JAMES SHILLING, AND CARRIED WITH ALL IN FAVOR to approve the purchase of the vehicle as described.

Line Item Transfer – Discussion/Action: Ms. Moriarty noted that a line item transfer in 2016 budget was necessary in the amount of \$180 to cover increased costs for volunteer drivers for Christmas. After this explanation, A MOTION WAS MADE BY DEAN PETERSON, SECONDED BY JAMES SHILLING, AND CARRIED WITH ALL IN FAVOR to approve the line item transfer in 2016 in the amount of \$180 as described and forward this request to the Finance Committee for their review and action as may be necessary.

Budget Adjustment – Discussion/Action: An adjustment in the budget for 2016 in the amount of \$514 was requested to cover expenses associated with recreational trips, which are fully funded by participant contributions. Following the request, A MOTION WAS MADE BY DEAN PETERSON, SECONDED BY MARY COOK, AND CARRIED WITH ALL IN FAVOR to approve the budget adjustment for 2016 in the amount of \$514 as described and forward this request to the Finance Committee for their review and action as may be necessary.

Elder Rights Project – Discussion: Ms. Moriarty shared information about a three-year grant that would allow an attorney to be hired to assist the elderly with identification theft, domestic violence, and victimization. She provided a flyer with the contact information to share with Board members.

State Aging Advisory Council – Discussion: Ms. Moriarty noted that the State GWAAR group is seeking advisory and advocate members to be a part of their council. This group meets four times per year and spouses are welcome to accompany members. All costs for travel, motel, and food will be covered and the next meeting is scheduled to occur in Madison and then Stevens Point. Currently, this committee has eight members and they are seeking one additional person interested in serving. Any Board member who may be interested should notify Ms. Moriarty.

Program Report – Discussion: Board members were provided with a meal site report for December 2016 and the full year 2016. Also provided was a copy of the Vintage newsletter for Board members' review.

Financials – Discussion: The financial report through November 2016 was provided and reviewed at this time.

Ms. Moriarty announced that she would be retiring from her position of Senior Services Director effective March 31st. She noted that she has begun work on the Celebration of Seniors scheduled for May 25th and new staff will be able to pick up the planning upon their hire.

Monroe County Health Department:

Notice of Budgetary Adjustment – Discussion/Action: Ms. Nelson detailed the reduction in funding from the Department of Transportation in the amount of \$1,500 utilized toward the Child Car Seat Program. With this reduction, the budget will be reduced from \$4,000 to \$2,500 in the 2017 budget. She also shared that they have received word of new funding that will be available for this program to cover the loss in revenue. Due to this decrease A MOTION WAS MADE BY MARY COOK, SECONDED BY SHARON FOLCEY, AND CARRIED WITH ALL IN FAVOR to approve the budget adjustment in an amount of \$1,500 and forward to the Finance Committee for their review and action.

December 2016 Program Reports – Discussion: Ms. Nelson shared details about Health Department programs for the month of December 2016, noting significant changes in specific areas.

January 2017 Program Reports – Discussion: Board members were also provided with program information for the month of January 2017, again noting significant increases in specific areas.

Reading Empowers Development (RED) Program Policy/Procedure – Discussion/Action: Ms. Nelson reviewed the Reading Empowers Development (RED) Policy and Procedures and provided details about how the program operates. She shared copies of the books that were being provided to young children to encourage parents to read with their children and also noted

that a \$1,000 grant from Theisen's assists with providing this program. Following brief discussion, A MOTION WAS MADE BY DEAN PETERSON, SECONDED BY SHARON FOLCEY, AND CARRIED WITH ALL IN FAVOR to approve the Reading Empowers Development (RED) Policy and Procedure as presented.

2016 YTD Fiscal Report – Discussion: Ms. Nelson presented a YTD fiscal report through December 2016 noting 95.27% of the revenue being collected and 93.92% expenditures. She noted that additional 2016 revenues are expected to be received in the next couple of months.

2017 Fiscal Reports – Discussion: Ms. Nelson also provided a fiscal report for January 2017 noting 52.64% of the revenue already received and less than 4% of the budget in expenses.

Monroe County Human Services:

Presentation of Aging and Disability Resource Center Integration and Application Process – Discussion: Board members were apprised of the work being done to prepare an application to the State prior to April 1st requesting permission to establish a stand-alone ADRC. Ms. Rettler discussed aspects of the proposed integration with Senior Services that is proposed to coincide with the initiation of a separate ADRC. She noted that in developing the program plan, consumer surveys were obtained through the Vintage newsletter, the meal sites, and ads in the Sparta newspaper. Mr. Hamilton updated Board members about the status of the purchase of the Gundersen Health building with closing on the building set for March 15th and planning with the architect to allow for any remodeling to begin shortly after that time. The anticipated move to the new facility is hoped for mid-May to June so that the integrated services are ready by July 1st.

Resolution on Restructuring of the Aging and Disability Resource Center –

Discussion/Action: Mr. Hamilton reviewed language in a resolution about restructuring the Aging and Disability Resource Center to allow for integration with Senior Services, incorporation into the Human Services Department, the merging of the Senior Services Director position with the ADRC Supervisor to create one ADRC Coordinator position, and adjustment of two current staff positions. It was noted that there is no anticipated fiscal impact to this resolution, Board members requested that a fiscal note be added to the resolution prior to presenting it to the County Board. With this consideration A MOTION WAS MADE BY JAMES SHILLING, SECONDED BY CYNDI WISE, AND CARRIED WITH ALL IN FAVOR to approve this resolution, with a fiscal note being added, and forward to the Finance Committee and then the full County Board for their review and action.

Request for New Position Analysis Disability Specialist and Office Clerk I –

Discussion/Action: Mr. Hamilton presented two New Position Analysis forms requesting approval for the creation of a Disability Specialist, and the increase of a part-time to a full-time clerical position, with both positions designated to work in the newly integrated ADRC agency. Associated costs with these positions were noted with a start date if approve of June 1st for the Disability Specialist and July 1st for the clerical position.

After consideration, A MOTION WAS MADE BY SHARON FOLCEY, SECONDED BY MARY VON RUDEN, AND CARRIED WITH ALL IN FAVOR to approve the Disability

Specialist position as proposed and forward this request on to the Personnel and Finance Committees and subsequently to the full County Board for their review and action.

After review of the clerical position request, A MOTION WAS MADE BY JAMES SHILLING, SECONDED BY MARY VON RUDEN, AND CARRIED WITH ALL IN FAVOR to approve the increase in hours for the clerical position as proposed and forward this request on to the Personnel and Finance Committee and subsequently to the full County Board for their review and action.

Request for Proposal Award for Software Replacement – Discussion/Action: Mr. Hamilton explained that a Request for Proposal process to seek replacement software had resulted in only one respondent. He noted that the cost was far higher than was anticipated and was more than double the amount that had been carried over in the budget for this purpose. In order to proceed with seeking a software vendor within a reasonable cost, A MOTION WAS MADE BY JAMES SHILLING, SECONDED BY CYNDI WISE, AND CARRIED WITH ALL IN FAVOR to reject the proposal received from the one vendor for the software package due to the high cost. Mr. Hamilton noted that a replacement vendor will continue to be sought, and if possible, he will establish possible negotiations with this vendor to see if there can be some alternate solution that would be more affordable.

Review and Approval of Committee Composition and Description Policy –

Discussion/Action: Mr. Hamilton reviewed the Committee Composition and Description Policy changes noting that a Board Secretary had not been selected and this position was currently vacant. Since selection of a Secretary was not reflected in this agenda, A MOTION WAS MADE BY CYNDI WISE, SECONDED BY DEAN PETERSON, AND CARRIED WITH ALL IN FAVOR to table action on approval of this policy and bring it back to the next meeting for selection of the Secretary prior to approving the policy.

Human Services Program and Fiscal Reports/Updates:

Program Area Statistical Reports and Staff Updates – Discussion: Board members were provided the Human Services Program Area Statistical Report for their review. No comments were made nor any questions asked regarding this report. In addition, an updated agency organization chart was provided with recently hired personnel and current vacancies noted. In addition, a new listing of Board members' contact information with updated e-mail addresses was also provided for information.

Credit Card Approval for Three Staff – Discussion/Action: Upon explanation of the request for three new Social Workers to be authorized for a credit card, A MOTION WAS MADE BY MARY COOK, SECONDED BY MARY VON RUDEN, AND CARRIED WITH ALL IN FAVOR to approve the request for three Social Workers to be issued credit cards and forward this request on to the Finance Committee for their review and approval.

2016 Purchase of Service Addendum Contracts – Discussion/Action: Following explanation of two contracts that require increases, A MOTION WAS MADE BY MARY VON RUDEN, SECONDED BY JAMES SHILLING, AND CARRIED WITH ALL IN FAVOR to approve the

adjustments to the purchase of services contracts identified in this discussion with an increased amount of \$37,321 and forward to the Finance Committee for their review and action.

2017 Purchase of Service New Contracts – Discussion/Action: Following presentation of one new purchase of service contract that will need approval for 2017, A MOTION WAS MADE BY CYNDI WISE, SECONDED BY JAMES SHILLING, AND CARRIED WITH ALL IN FAVOR to approve the purchase of service contract identified in this discussion and forward to the Finance Committee for their review and action.

2016 Line Item Transfer – Discussion/Action: Mr. Hamilton described specific line items that required adjustments reallocating budgeted amounts to cover current expenses. A MOTION WAS MADE BY MARY VON RUDEN, SECONDED BY JAMES SHILLING, AND CARRIED WITH ALL IN FAVOR to approve the line item transfers in a total amount of \$100,585 as described and forward to the Finance Committee for their review and action.

2016 Budget Adjustment – Discussion/Action: Mr. Hamilton described specific line items that required adjustments reallocating budgeted amounts to cover current expenses. He noted the addition of \$147,795 in WIMCR revenue and \$54,205 more being taken from the Human Services Reserve Fund. Following some discussion, A MOTION WAS MADE BY MARY COOK, SECONDED BY SHARON FOLCEY, AND CARRIED WITH ALL IN FAVOR to approve the budget adjustment in a total amount of \$202,000 as described and forward to the Finance Committee for their review and action

Monthly Financial Reports – Discussion: Board members were provided a financial report for December and Mr. Hamilton reported the budget is \$201,538 over budget (or -2.3% of the budget.) He highlighted areas of continued concern with higher expenditures for juvenile and adult placements and reduced revenues. He also noted that these expenditures are expected to carry over well into 2017; however, Mr. Hamilton reminded Board members that this is the first time since 2008-2009 that the agency has reflected negatively in the budget.

Date of Next Meeting: The next regular monthly meeting of the Health and Human Services Board is planned for Tuesday, March 7th, 2017 at 8:30 a.m. and will be held in room 443-444 at the Community Services Center, Building A, in Sparta. Agenda items noted for inclusion for the March meeting, in addition to regular reports, include the Human Services Committee Composition and Description Policy with selection of the Board Secretary.

Adjournment: A MOTION WAS MADE BY CYNDI WISE, SECONDED BY DEAN PETERSON, AND CARRIED WITH ALL IN FAVOR to adjourn the meeting. The meeting was adjourned at 10:16 a.m. Mr. Peterson noted that he would not be able to attend the next meeting.

Respectfully Submitted,



Cathy L. Abbott, Recording Secretary