

**Monroe County Health and Human Services Board  
Meeting of March 7<sup>th</sup>, 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

**Board Members Excused:** Dr. Emma Ledbetter and Cyndi Wise

**Staff Present:** Laura Moriarty, Senior Services, Sharon Nelson, Jennifer Pederson, and Irina An (Intern), Health Department, Ron Hamilton, Ashley Hoekstra, and Cathy Abbott, Human Services

**Call to Order:** Chairperson David Pierce called the meeting to order at 8:34 a.m.

**Approve of Health & Human Services Board Regular Meeting Minutes for February 7<sup>th</sup>, 2017 – Discussion/Action:** Upon brief review, A MOTION WAS MADE BY SHARON FOLCEY, SECONDED BY DEAN PETERSON, AND CARRIED WITH ALL IN FAVOR to approve the Health and Human Services Board meeting minutes from February 7<sup>th</sup>, 2017 with the page header dates being changed to reflect the correct date.

**Public Comment Period:** No one was present to comment at this time. Two guests, a Public Health Nurse and a Nursing Student Intern with the Health Department, were introduced. A cake was shared at this time in recognition of this being Laura Moriarty's last Board meeting prior to her upcoming retirement on March 31<sup>st</sup>.

**Monroe County Senior Services:**

**Line Item Transfer – Discussion/Action:** A MOTON WAS MADE BY MARY COOK, SECONDED BY MARY VON RUDEN, AND CARRIED WITH ALL IN FAVOR to approve the line item transfer in the amount of \$499 from the 2016 to 2017 budget for use at the congregate Sparta site for site supplies and bingo.

**Budgetary Adjustment – Discussion/Action:** No budgetary adjustments were noted for action at this meeting.

**February Monthly Financials – Discussion:** Ms. Moriarty reviewed the financial report for February and noted that GWAAR revenue for the last three months of 2016 had not been received yet, but is anticipated to come in April.

**2016 Annual Report – Discussion:** Ms. Moriarty reviewed the formal report noting Senior Services program/service statistics and financial information for 2016.

**Nutrition Bids for 2018 – Discussion/Action:** Board members were informed that sealed bids were being sought for a meal provider for 2018. Bids are expected to be opened on March 17<sup>th</sup> at 3:30 p.m. The recommended provider will be presented to the Board for their review and approval during the April meeting and the costs will be included in the 2018 budget. Rolling Hills has been the provider for the past two three-year terms.

**2016 State Aging Unit Self-Assessment – Discussion/Action:** Ms. Moriarty reviewed the 2016 report of accomplishments noting highlights from the report. Upon reviewing this information, A MOTON WAS MADE BY MARY VON RUDEN, SECONDED BY JAMES SHILLING, AND CARRIED WITH ALL IN FAVOR to approve the Aging Unit's Self-Assessment as presented.

Comments were shared about the collaborative efforts of the Aging and Disability Resource Center, Senior Services, and the Health Department resulting in the success of the Memory Café events. Also noted was an upcoming visit of former Lt. Gov. Schreiber to the La Crosse area to participate in a conference on the health effects of dementia of caregivers.

**Monroe County Health Department:**

**Notice of Budgetary Adjustment – Remembering Jesse Parker, Inc. – Discussion/Action:** Following a description of the additional revenue received recently, A MOTON WAS MADE BY DEAN PETERSON, SECONDED BY MARY COOK, AND CARRIED WITH ALL IN FAVOR to approve the amount of \$5,000 from Remembering Jesse Parker, Inc. toward the purchase of child car seats, cribs and Safety for All Kids (SAK) Packs, and forward this adjustment to the Finance Committee for their review and action.

**Notice of Budgetary Adjustment – Tomah Memorial Hospital Foundation Board – Discussion/Action:** As a result of writing a funding request for use with the child car seat program, an additional \$1,437 was received from the Tomah Memorial Foundation Board for this purpose. Following notice of this information, A MOTON WAS MADE BY DEAN PETERSON, SECONDED BY MARY VON RUDEN, AND CARRIED WITH ALL IN FAVOR to approve the amount of \$1,437 from the Tomah Memorial Hospital Foundation toward the child car seat program and forward this adjustment to the Finance Committee for their review and action.

**Safety and Injury Prevention Report 2012-2016 – Discussion:** Jennifer Pederson, RN PHN, and Sharon Nelson presented information about safety programs (including SAK packs, car seats, cribs), public awareness activities, child death reviews, and community education events) conducted in the period from 2012-2016 under the Wisconsin Healthiest Families Initiative. Also noted were statistics on injury related emergency room visits, hospitalizations, and deaths compiled from 2007-2014 that noted significant reductions. They highlighted details about programs implemented through resources of the Health Department in conjunction with community partners to promote safety factors and reduce injuries.

**February Program Reports – Discussion:** Sharon Nelson reviewed the program statistical report for February denoting significant areas of concern including influenza, sexually transmitted disease, HIV, Hepatitis C, and Pertussis cases. She also noted a reduction in the WIC caseload and the potential to go back to providing outreach sites in the future. Ms. Moriarty interjected that it looks like the SMRT bus will be providing transportation within the county in the near future as a feasibility study has indicated a high need in the county.

**Fiscal Reports – YTD 2016 and February/YTD 2017 – Discussion:** Ms. Nelson provided the February fiscal report that indicated 53.46% of revenue received and 11.33% expended. She also shared that the preliminary year-to-date 2016 fiscal report shows that revenues received are at 98.41% and expenses at 93.92% with an anticipated \$39,000 excess in revenue over expenses.

**Monroe County Department of Human Services:**

**Presentation on Child Abuse Prevention Awareness Month – Discussion:** Ashley Hoekstra, a Social Worker in the Children and Family Services unit, provided Board members with an overview of activities organized during the month of April in recognition of it being Child Abuse Prevention Month. She invited Board members to a formal signing of a Proclamation on April 4<sup>th</sup> at 10 a.m. She listed member agencies that participate in the Child Abuse Prevention Task Force and shared the winning button drawings and poems submitted by county students that will be used in promotional items during the month. Ms. Hoekstra also shared statistics from 2015 to 2016 that reflected a significant increase in the numbers of referrals received, investigations conducted, and cases being screened in.

**Review and Approval of Committee Composition and Description Policy Including Selection of Board Secretary Position – Discussion/Action:** Following Mary Von Ruden expressing willingness to serve in the role of Secretary for Health and Human Services Board, A MOTION WAS MADE BY JAMES SHILLING, SECONDED BY MARY COOK, AND CARRIED WITH ALL IN FAVOR to approve the Committee Composition and Description Policy with Mary Von Ruden being designated in the position of Board Secretary.

**Human Services Program and Fiscal Reports/Updates:**

***Program Area Statistical Reports and Staff Updates – Discussion:***

- Mr. Hamilton and Ms. Moriarty noted that recruitment to replace her position occurred recently with two individuals being interviewed with the hiring to be completed hopefully prior to Ms. Moriarty leaving her position. The position title will be changing as a result of the anticipated integration with the Aging and Disability Resource Center to ADRC Coordinator.
- Board members were provided with a copy of a draft bill prepared by the Legislative Review Bureau to address the issue of future collaboration and support across counties in the area of child protective service investigations. This draft legislation is a result of the efforts of the four-county Child Abuse Neglect (CAN) Reporting Partnership. He will be forwarding this to Monroe County legislators encouraging their support at the point that it is moved through Committees and is hopefully presented for their vote sometime over the next several weeks or months.

- Mr. Hamilton shared the report on Human Services program statistics, noting increased numbers of crisis contacts especially in the last half of the year, which equate to high placement costs as well.
- He also noted that in the State budget for 2018-2019 an increase is anticipated in the Children and Family Services area; however, it is unknown at this point, whether this will filter down to the county level until further details are made available. With the increase in investigations and higher caseloads, he noted that additional funding would be greatly needed to help offset increased child placement expenses.
- Board members were updated on the status of the ADRC and Senior Services Integration including the application process currently underway to be a single-county ADRC, planning for building renovation and the upcoming move to the downtown location this summer, phone and technology connections in the new building, development of promotional items including an 800- phone number and a new website.

**2016 Line Item Transfer – Discussion/Action:** After the description of the need for reallocation of funds to cover expenses, A MOTION WAS MADE BY DEAN PETERSON, SECONDED BY SHARON FOLCEY, AND CARRIED WITH ALL IN FAVOR to approve the line item transfer in the amount of \$3,950 from community living services to in-home services and community treatment, and forward this transfer to the Finance Committee for their review and action.

**2017 Purchase of Service New Contracts – Discussion/Action:** A MOTION WAS MADE BY MARY VON RUDEN, SECONDED BY MARY COOK, AND CARRIED WITH ALL IN FAVOR to approve two new purchase of services contracts for Family Works and Longview Home for Boys in the amount of \$138,320, and forward to the Finance Committee for their review and action.

**Monthly Financial Report - Discussion:** Mr. Hamilton noted a very preliminary financial report for January indicating the budget was already \$83,276 over budget (11.6%.) He shared both adult community treatment and child residential placements that were significantly over-budget in 2016 are carrying over into the new year and have not yet been deflected. He also noted the impact that high staff turnover has on the budget with new workers taking a much more conservative route with investigations and placements than would be the case with more experienced workers. Board members were informed that at this point it appears that the 2016 budget will be exceeded by \$200,000 to \$225,000 with a significant amount being utilized from the Human Services' reserve fund to balance out this overage.

**Date of Next Meeting:** The next regular monthly meeting of the Health and Human Services Board is planned for Tuesday, April 4<sup>th</sup>, one-half hour earlier than the usual time, at 8:00 a.m. to accommodate Mr. Hamilton's and any interested Board members' attendance at the Child Abuse Prevention Proclamation signing at 10 a.m. The April 4<sup>th</sup> meeting will be held in room 443-444 at the Community Services Center, Building A, in Sparta. Mary Cook noted that she would be absent from this meeting.

Agenda items noted for inclusion for the April meeting, in addition to regular reports, include approval of nutrition bids for 2018 budget, Health Department Annual Report, timeline for the move of the ADRC, Senior Services, and Health Department, and a draft of the 2016 Human Services' unaudited budget report. It was agreed that presentations would be kept to a minimum at this meeting to accommodate finalizing the meeting prior to the time of the proclamation signing (as noted above.) In a future meeting, Mr. Hamilton indicated he would invite Credit Bureau Data to present on the collections processed on behalf of Human Services.

**Adjournment:** With no further topics for discussion in this meeting, A MOTION WAS MADE BY DEAN PETERSON, SECONDED BY SHARON FOLCEY, AND CARRIED WITH ALL IN FAVOR to adjourn the meeting. The meeting was adjourned at 10:43 a.m.

Respectfully Submitted,



Cathy L. Abbott  
Administrative Services Coordinator

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