

Monroe County Health and Human Services Board
Meeting of April 4th, 2017
Community Services Center, Sparta, Wisconsin

Board Members Present: Chairperson David Pierce, Dr. Emma Ledbetter, Dean Peterson, James Shilling, Marlene Sund, and Mary Von Ruden

Board Members Excused: Mary Cook, Sharon Folcey, and Cyndi Wise

Staff Present: Sharon Nelson, Health Department, Ron Hamilton and Cathy Abbott, Human Services

Call to Order: Chairperson David Pierce called the meeting to order at 8:00 a.m.

Approve of Health & Human Services Board Regular Meeting Minutes for March 7th, 2017 – Discussion/Action: Upon brief review, A MOTION WAS MADE BY MARY VON RUDEN, SECONDED BY DR. EMMA LEDBETTER, AND CARRIED WITH ALL IN FAVOR to approve the Health and Human Services Board meeting minutes from March 7th, 2017.

Public Comment Period: No one was present to comment at this time.

Monroe County Senior Services:

Request for Line Item Transfer – Discussion/Action: Upon brief review, A MOTION WAS MADE BY DEAN PETERSON, SECONDED BY MARY VON RUDEN, AND CARRIED WITH ALL IN FAVOR to approve the line item transfer in the amount of \$508 from the mini-bus to the volunteer driver line item to cover additional expenditures, and forward this transfer request to the Finance Committee for their review and action.

Request for Credit Card Approval for ADRC Coordinator – Discussion/Action: After hearing the request, A MOTION WAS MADE BY DEAN PETERSON, SECONDED BY MARLENE SUND, AND CARRIED WITH ALL IN FAVOR to approve the request for a credit card for the new ADRC Coordinator (Senior Services Director), Jane Jackson, in the amount of \$1,000, and forward this request to the Finance Committee for their review and action.

Monthly Financials – Discussion: Mr. Hamilton reviewed the financial report through March 28th, indicating no significant anomalies. He also noted that \$10,863 from GWAAR has now been received for the months of October and November, 2016.

Approval of 2018 Senior Meal Bid – Discussion/Action: Board members were informed that a bid had been received from Rolling Hills Nursing and Rehabilitation Home for meal preparation in 2018 at a cost of \$3.80 per meal (an increase of .15 per meal from the current contract.) This was followed by A MOTION BEING MADE BY DR. EMMA LEDBETTER, SECONDED BY DEAN PETERSON, AND CARRIED WITH ALL IN FAVOR to accept the bid from Rolling Hills for the 2018 contract to prepare meals at a cost of \$3.80 per meal.

Approval of 2018 Meal Delivery Bid – Discussion/Action: Board members were also informed that a bid had been received from Larry Trute for meal delivery in 2018 at a cost of \$120.00 per day, followed by A MOTON BEING MADE BY DEAN PETERSON, SECONDED BY MARY VON RUDEN, AND CARRIED WITH ALL IN FAVOR to accept the bid from Mr. Trute for the 2018 contract to deliver meals at a cost of \$120.00 per day.

Monroe County Health Department:

Notice of Budgetary Adjustment – WI Division of Public Health - Discussion/Action: Following a description of the additional 2017 revenue received recently from the Wisconsin Department of Public Health to strengthen infrastructure and respond to infectious diseases at the local level. Following this information, A MOTON WAS MADE BY DEAN PETERSON, SECONDED BY DR. EMMA LEDBETTER, AND CARRIED WITH ALL IN FAVOR to approve the additional revenue in the amount of \$2,608.40 from the preparedness grant and forward this adjustment to the Finance Committee for their review and action.

Notice of Budgetary Adjustment – WI Institute for Healthy Aging - Discussion/Action: Following a description of the additional 2017 revenue received recently through the Wisconsin Institute for Healthy Aging's Stepping Up-Stepping On Program to enhance the fall prevention workshops, A MOTON WAS MADE BY DEAN PETERSON, SECONDED BY MARLENE SUND, AND CARRIED WITH ALL IN FAVOR to approve the additional revenue in the amount of \$300 and forward this adjustment to the Finance Committee for their review and action.

Notice of Budgetary Adjustment – Monroe County Medical Society - Discussion/Action: Following a description of the additional 2017 revenue received recently from the Monroe County Medical Society to provide needed program supplies for infants, children, and their families, A MOTON WAS MADE BY DR. EMMA LEDBETTER, SECONDED BY DEAN PETERSON, AND CARRIED WITH ALL IN FAVOR to approve the additional revenue in the amount of \$3,900 and forward this adjustment to the Finance Committee for their review and action.

DNR Annual Onsite Contract Review, March 16, 2017 – Discussion: Ms. Nelson shared a letter from the Department of Natural Resources regarding their annual county contact review on March 16th, noting the Health Department's positive work and efforts in complying with the program that conducts sampling and inspecting of county transient non-community water systems.

2016 Annual Report – Discussion: Ms. Nelson shared details from the Health Department's 2016 annual report highlighting their specific programs and services, accomplishments attained over the past year that addressed specific essential services, and total revenues and expenditures. She addressed Board members questions and highlighted many of the projects that were provided in the past year.

Question, Persuade, Refer (QPR) Training – Save the Date – Discussion: Board members were informed about the proclamation signing on Thursday, May 4th in recognition of May

being Mental Health Awareness Month. Following the signing, an hour and a half training session is being offered on Question, Persuade, and Refer (QPR) at the Sparta City Hall. This training will provide attendees with the skills to recognize the warning signs, clues, and suicidal communications of people in trouble to act quickly to prevent a possible tragedy. A flyer was provided to Board members to share with anyone that may be interested in attending these events.

Fiscal Reports – YTD 2016 and YTD 2017 – Discussion: Ms. Nelson shared that the fiscal report through March that showed revenues received are at 54.14% and expenses at 21.65%. She also provided the 2016 fiscal report that indicated \$851,807 or 98.83% of revenue received and \$809,121.57 or 93.87% of the budget being expended.

Monroe County Department of Human Services:

Child Abuse Prevention Awareness Month Proclamation – 10:00 a.m. Today -

Discussion: Mr. Hamilton reminded Board members that they are invited to attend the proclamation signing immediately following this meeting today in recognition of Child Abuse Prevention Awareness Month. He also noted that buttons were available for \$5.

Resolution on Dissolution of Long-Term Care District – Discussion/Action: A resolution to dissolve the Long-Term Care District was presented for Board members' review. Mr. Hamilton explained that this formal action was necessary since Western Wisconsin Cares had merged with two other Family Care organizations to form Community Link at the beginning of this year. Following this explanation, A MOTION WAS MADE BY MARY VON RUDEN, SECONDED BY JAMES SHILLING, AND CARRIED WITH ALL IN FAVOR to approve the resolution as presented and forward on to the County Board for their review and further action.

Letter of Support for Aging/Senior Services and ADRC Integration – Discussion/Action: Mr. Hamilton presented a draft letter to Ms. Anne Olson, Director of the Office for Resource Center Development at the Department of Health Services, notifying her of our Department's intent to apply to create a stand-alone, single-county Aging and Disability Resource Center, as well as integrate with the Aging Services (Senior Services) as part of this process. Following review of the correspondence, A MOTION WAS MADE BY DR. EMMA LEDBETTER, SECONDED BY DEAN PETERSON, AND CARRIED WITH ALL IN FAVOR to approve the Health and Human Services Board Chair, David Pierce, to sign and send this correspondence on behalf of the Board.

Human Services Program and Fiscal Reports/Updates:

Update on Relocation of ADRC/Senior Services/Health Department – Discussion: Mr. Hamilton and Ms. Nelson updated the Board members about activities associated with moving forward with relocating the combined services. It was noted that the County closed on the purchase of the building on March 15th and bids have been sent out last week and are due back by April 13th. As for the tight timeline, it is anticipated that all remodeling would be complete by the end of May to allow for the agencies to move into the facility by mid-June, since the ADRC/Senior Services will need to be fully functioning in this location by July 1st.

Both Ms. Nelson and Mr. Hamilton reviewed some of the tasks that are anticipated to be completed in the remodeling project and addressed Board members' questions.

Program Area Statistical Reports and Staff Updates – Discussion: Mr. Hamilton updated the Board on the hiring of four new Economic Support Specialists with hire/start dates between March 27th and April 30th. He also shared some of the issues that staff are encountering with the Avatar software and noted that staff are currently researching another software that would provide for the remaining programs and services not included in Avatar.

2017 Purchase of Service Addendum Contracts – Discussion/Action: A MOTION WAS MADE BY MARY VON RUDEN, SECONDED BY JAMES SHILLING, AND CARRIED WITH ALL IN FAVOR to approve an addendum purchase of service contract with Flock's Guardians due to increased WHEAP Program revenue in the amount of \$48,179, and forward to the Finance Committee for their review and action.

2017 Purchase of Service New Contracts – Discussion/Action: A MOTION WAS MADE BY DR. EMMA LEDBETTER, SECONDED BY MARY VON RUDEN, AND CARRIED WITH ALL IN FAVOR to approve new purchase of services contracts for three living facilities for a total amount of \$99,261, and forward to the Finance Committee for their review and action.

Monthly Financial Report - Discussion: Mr. Hamilton noted a estimated financial report for February indicating the budget was already \$74,714 over budget (-5.2%). He shared both adult and child placements are already significantly over-budget and the scenario from 2016 is unfortunately carrying over into the new year. He noted that two youth were recently placed at Lincoln Hills with one being at our cost, also reflecting negatively on this year's budget.

Date of Next Meeting: The next regular monthly meeting of the Health and Human Services Board is planned for Tuesday, May 2nd at 8:30 a.m. in room 443-444 at the Community Services Center, Building A, in Sparta. Marlene Sund indicated she would be unable to attend this meeting due to a conflict in her schedule. Agenda items noted for inclusion for the April meeting, in addition to regular reports, include a budgetary adjustment for Senior Services and a draft of the 2016 Human Services' unaudited budget report. Prior to adjournment, James Shilling updated the Board on the status of the Family Care budget and activities happening with Community Link from the meeting he attended on March 30th.

Adjournment: With no further topics for discussion in this meeting, A MOTION WAS MADE BY MARY VON RUDEN, SECONDED BY JAMES SHILLING, AND CARRIED WITH ALL IN FAVOR to adjourn the meeting. The meeting was adjourned at 9:38 a.m.

Respectfully Submitted,



Cathy L. Abbott

Administrative Services Coordinator