

Monroe County Health and Human Services Board
Meeting of September 5th, 2017
Monroe County Justice Center Assembly Room, Sparta, Wisconsin

Board Members Present: Chairperson David Pierce, Vice-Chairperson Mary Cook, Secretary Mary Von Ruden, Sharon Folcey, Dr. Emma Ledbetter, James Shilling, and Cynthia Wise

Board Members Absent: Dean Peterson and Marlene Sund

Staff Present: Ron Hamilton, Diane Erickson, and Cathy Abbott, Human Services; Sharon Nelson, Health Department; Julie Leis, Aging and Disability Resource Center

Call to Order: Chairperson David Pierce called the meeting to order at 8:30 a.m.

Approve of Health & Human Services Board Regular Meeting Minutes for August 1st, 2017
– **Discussion/Action:** Upon brief review, A MOTION WAS MADE BY MARY VON RUDEN, SECONDED BY MARY COOK, AND CARRIED WITH ALL IN FAVOR to approve the Health and Human Services Board meeting minutes from August 1st, 2017 as presented.

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

Aging and Disability Resource Center: Board members were introduced to Julie Leis, the Aging and Disability Resource Center's newly hired accountant. Copies of the August 28th Vintage Express newspaper and September newsletter were distributed.

Recommendation on Cataract Nutrition Site – Discussion/Action: Mr. Hamilton provided a copy of a comparison report for meals provided at the Cataract nutrition site from 2013 through June 2017, indicating the site running at a deficit for each of those years. He noted that the site is anticipated to lose \$5,556 this year and has been serving an average of only 4.25 meals per day. Following this discussion, A MOTION WAS MADE BY DR. EMMA LEDBETTER, SECONDED BY MARY COOK, AND CARRIED WITH ALL IN FAVOR to approve closing the Cataract nutrition site effective October 31st pending receipt of approval from GWAAR.

Notice of Budgetary Adjustment – Nutrition Services Incentive Program –

Discussion/Action: Board members were informed of a budgetary adjustment being recommended as a result of a reduction in the GWAAR Nutrition Services Incentive Program in the amount of \$1,195. Following questions being addressed, A MOTON WAS MADE BY DR. EMMA LEDBETTER, SECONDED BY CYNDI WISE, AND CARRIED WITH ALL IN FAVOR to approve the budgetary adjustment as described above, and forward to the Finance Committee for their review and approval.

Aging and Disability Resource Center and Senior Services Program Reports –Discussion:

Mr. Hamilton updated the Board on the status of the final remodeling for the ADRC/Health Department building. Items awaiting completion include: interior and parking lot signage, parking lot resurfacing, and some exterior painting on the soffit.

The congregate and home delivered meal activity report for the month of July was reviewed with discussion concerning the low number of meals being served in the Kendall and Wilton areas.

Senior Services Fiscal Reports – Discussion: Ms. Leis explained the fiscal reports for Senior Services as of July 25th noting the revenue at \$538,823 and expenditures at \$77,377 or 46.61% of the budget expended at this point. She noted that over the upcoming several months, efforts are underway to integrate the ADRC budget as a part of the Human Services budget.

Monroe County Health Department:

2017 Notice of Budgetary Adjustment - WIC – Discussion/Action: Ms. Nelson shared details about a \$1,000 mini-grant award that will allow purchase and implementation of a “check-in” kiosk for the WIC clientele, as well as receipt of the final 2017 budget for the WIC Program. A MOTION WAS MADE BY DR. EMMA LEDBETTER, SECONDED BY JAMES SHILLING, AND CARRIED WITH ALL IN FAVOR to approve the budgetary adjustment in the amount of \$4,535 for the WIC Program funding, and forward to the Finance Committee for their review and approval.

2017 Notice of Budgetary Adjustment – Prescription Drug Grant – Discussion/Action: Ms. Nelson shared information about additional funding being made available through Couleecap from a Prescription Drug grant received in August from the Interstate Postgraduate Medical Association (IPMA.) This funding will augment staff hours to work on educational campaigns including safe med disposal, permanent prescription drug displays, and the Wake-Up Monroe County life size exhibit of a teen’s bedroom and where drugs might be hidden. A MOTION WAS MADE BY DR. EMMA LEDBETTER, SECONDED BY JAMES SHILLING, AND CARRIED WITH ALL IN FAVOR to approve the budgetary adjustment in the amount of \$990 in increased grant funding, and forward to the Finance Committee for their review and approval.

2017 Influenza Vaccine Charges – Discussion/Action: Ms. Nelson shared information about the influenza vaccination program detailing dosages, age of distribution, prevention techniques, and the methods for being infected. She explained that in 2016, the cost per dose had been \$46 and based on the cost of this year’s doses, she is recommending a slight increase to \$50, which will cover the cost per dose with an allowable administrative fee allowed through Medicare. She also noted that there are already 50 flu clinics scheduled this year with many being provided at local work sites. Based on this conversation, A MOTION WAS MADE BY DR. EMMA LEDBETTER, SECONDED BY JAMES SHILLING, AND CARRIED WITH ALL IN FAVOR to approve the increase in the charge for the influenza vaccine from \$46 to \$50 per dose.

July 2017 Program Reports – Discussion: Ms. Nelson reviewed the program statistical report for July denoting significant areas of concern, and discussion followed about rates listed under the communicable diseases including tick and mosquito borne illnesses, as well as a higher incidence of E.coli after the flooding that occurred in August. Ms. Nelson shared that the State conducted an on-site review of the WIC Program with very complimentary reactions from their recent visit. She noted that the new centrally located location hopefully will result in improved participation in the WIC Program, especially with the Hispanic families.

YTD Fiscal Reports – Discussion: Board members were provided the Health Department’s fiscal report for August that indicated \$620,624 or 71% of revenue received and \$538,287 or 61.77% expended.

Monroe County Department of Human Services:

Update on the Historic Courthouse – Discussion: Mr. Hamilton shared that the intended move date for Human Services to the Historic Courthouse has been extended to April 1st, 2018 to allow time to more thoughtfully plan the transition. He noted that administrative staff are looking at plans to determine how best to lay out Department services. Consideration is and will continue to be given to all potential work solutions including use of workstations, shared office spaces, potential work from home option, code issues, building permits, etc. Mr. Hamilton indicated he would continue to share information with Board members as planning proceeds.

Update on Child Abuse Neglect (CAN) Reporting Partnership – Discussion: Mr. Hamilton updated the Board on the status of the potential statute change that would allow for the four-county partnership, Child Abuse Neglect Reporting Partnership. He indicated that the bill did pass in the Senate Committee last week and would hopefully be voted on in the full Senate in September. Based on passage of this bill, Mr. Hamilton noted that the four counties involved would need to seek resolutions to move forward with a target implementation date of April 2018. Again, he indicated he would keep Board members apprised of the future actions with development of this partnership.

Update on MyEvolv Software – Discussion: Mr. Hamilton reported that the County Administrator has signed the contract with NetSmart for the purchase and implementation of MyEvolv Software to handle department recordkeeping needs. He noted potential pre-kick off work to begin before the end of September with a full implementation period being expected to take six to eight months totally.

Human Services Program and Fiscal Reports/Updates:

Program Area Staff Updates – Discussion: Mr. Hamilton highlighted the expected action contained within the State budget upon passage that would remove any wait lists for the Children’s Long-Term Support programs. He shared that this would require the Department to provide services to potentially thirty additional children that are currently on the waiting list. He also explained that the Comprehensive Community Services Program (CCS) is currently serving about 45 individuals with approximately 47 still awaiting entry into the program. One new worker began working in the CCS Program in July, so staff are arranging workloads to begin offering assessments and potential services to those who have been waiting.

A statistical summary of staff services and number of people served was provided for Board members’ information. Mr. Hamilton also noted several staff changes, i.e., recruiting to replace vacant Economic Support, Social Service Aide, and Social Worker positions. The high staff turnover rate has had a significant impact on the operations of the Department, as well as the budget situation.

Notice of Budgetary Adjustment – Discussion/Action: Ms. Erickson explained the need for a budgetary adjustment that reflects changes to revenues and expenses related to Economic Support staff changes, the Children’s Long-Term Support Program, Child Abuse Neglect Partnership Grant, and increased local collections for the cost of care at a group home.

Following this discussion, A MOTION WAS MADE BY SHARON FOLCEY, SECONDED BY DR. EMMA LEDBETTER, AND CARRIED WITH ALL IN FAVOR to approve the budgetary adjustment in the amount of \$261,462 in the various areas noted, and forward to the Finance Committee for their review and approval.

Request for 2017 New Purchase of Service Contract – Discussion/Action: Upon consideration of the need to establish a contract with Flock’s Guardians for the Wisconsin Home Energy Assistance (WHEAP) Program funds for fiscal year running from October 2017 through September 2018, A MOTION WAS MADE BY DR. EMMA LEDBETTER, SECONDED BY JAMES SHILLING, AND CARRIED WITH ALL IN FAVOR to approve establishment of a purchase of service contract with Flocks’ Guardians for the Wisconsin Home Energy Assistance Program in the amount of \$177,460.

Request for 2017 Purchase of Service Contract Addendum – Discussion/Action: Upon consideration of the need to increase funding for the respite program in the Children’s Long-Term Support Program contract with Monroe County Shelter Care, A MOTION WAS MADE BY CYNDI WISE, SECONDED BY JAMES SHILLING, AND CARRIED WITH ALL IN FAVOR to approve the amended purchase of service contracts as noted above by an amount of \$60,000.

Monthly Financial Reports - Discussion: Mr. Hamilton noted a financial report for July indicating the budget was continuing to be over budget in an amount of \$400,216 (-7.8%), which is reduced approximately \$65,000 from the previous month. He shared that both adult community treatment and child residential placements continue to be the driving force behind the continued trend of being over-budget.

Date of Next Meeting and Location: The next regular monthly meeting of the Health and Human Services Board is planned for Tuesday, October 3rd at 8:30 a.m. This meeting will potentially be held at the new Community Services Center at the Justice Center Assembly Room in Sparta. Agenda items noted for inclusion for the October meeting were the regular reports and program updates.

Adjournment: With no further topics for discussion in this meeting, A MOTION WAS MADE BY DR. EMMA LEDBETTER, SECONDED BY MARY COOK, AND CARRIED WITH ALL IN FAVOR to adjourn the meeting. The meeting was adjourned at 9:51 a.m. The Human Services Annual Public Budget Meeting commenced at 10:00 a.m. following this meeting.

Respectfully Submitted,



Cathy L. Abbott
Administrative Services Coordinator