

**Monroe County Health and Human Services Board**  
**Meeting of November 7<sup>th</sup>, 2017**  
**Monroe County Justice Center Assembly Room, Sparta, Wisconsin**

**Board Members Present:** Chairperson David Pierce, Secretary Mary Von Ruden, Sharon Folcey, Dean Peterson, James Shilling, Marlene Sund, and Cynthia Wise

**Board Members Excused:** Vice-Chairperson Mary Cook and Dr. Emma Ledbetter

**Staff Present:** Diane Erickson, Jane Jackson, and Cathy Abbott, Human Services; Sharon Nelson, Health Department;

**Others in Attendance:** Jim Bialecki, County Administrator, Cedric Schnitzler, County Board Chairperson, and Andrew Kaftan, Corporation Counsel (9:19 a.m.)

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

**Approve of Health & Human Services Board Regular Meeting Minutes for October 3<sup>rd</sup>, 2017 – Discussion/Action:** Upon brief review, A MOTION WAS MADE BY MARY VON RUDEN, SECONDED BY CYNDI WISE, AND CARRIED WITH ALL IN FAVOR to approve the Health and Human Services Board meeting minutes from October 3<sup>rd</sup>, 2017 as presented.

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

**Aging and Disability Resource Center:**

**Update on ADRC Programs and Activities – Discussion:** Ms. Jackson updated Board members on the status of the closing of the Cataract nutrition site. She also noted that sidewalks at the Community Services Center were replaced; however, the parking lot has not yet been resurfaced and striped, as well as the signage still needing to be installed.

**Aging and Disability Resource Center and Senior Services Program Reports –Discussion:** Ms. Jackson provided the congregate site and home delivered meals activity report for the month of September, as well as a transportation report through August.

**Senior Services Fiscal Reports – Discussion:** Board members were informed of the fiscal reports for Senior Services as of September 1<sup>st</sup> noting the revenue at \$504,291 and expenditures at \$624,852 or 63.15% of the budget expended at this point.

**Monroe County Health Department:**

**Communicable Disease Funding Update – Discussion:** Ms. Nelson referenced articles contained in the recent Wisconsin Counties Association magazine on Public Health and communicable diseases and how communities are impacted. She also updated them that the State has authorized \$500,000 in funding annually within the biennium budget, which will be distributed based on a formula to County Health Departments. This additional funding, although not a large amount locally, will assist with dealing in the increased reports of communicable diseases.

**Request for Line Item Transfer (Public Health) – Discussion/Action:** Following an explanation of the need for an increase in Public Health funding for flu and Hepatitis B vaccines and repair of the pharmaceutical refrigerator, A MOTION WAS MADE BY MARLENE SUND, SECONDED BY JAMES SHILLING, AND CARRIED WITH ALL IN FAVOR to approve the line item transfer request as described in the amount of \$4,000, and forward to the Finance Committee for their review and action.

**Request for Line Item Transfer (WIC) – Discussion/Action:** After hearing the request for a line item transfer in the WIC Program to cover increased printing and travel expenses, A MOTION WAS MADE BY SHARON FOLCEY, SECONDED BY MARY VON RUDEN, AND CARRIED WITH ALL IN FAVOR to approve the line item transfer as described in the amount of \$350, and forward to the Finance Committee for their review and action.

**Personnel Matters – Public Health Nurse (PHN) Resignation – Discussion:** Ms. Nelson announced the recent resignation of Jennifer Pederson, a full-time Public Health Nurse, effective November 30<sup>th</sup>. Upon reviewing Health Department staffing as a result of this resignation, Ms. Nelson indicated that this position be reduced by 8 hours in order to increase a current Community Health Educator position to full-time. She noted that this action would significantly assist with retention of current staff and is felt to be of benefit for the Department overall.

**Reallocation of Public Health Nurse Hours – New Positions Analysis: Discussion/Action:** With the discussion held in the previous agenda item, and review of the New Position Analysis form, A MOTION WS MADE BY DEAN PETERSON, SECONDED BY JAMES SHILLING, AND CARRIED WITH ALL IN FAVOR to approve the reallocation of 8 hours between the Grade 8 and 12 positions as outlined, and forward to the Personnel Committee for their review and action prior to being considered for action by the County Board.

**September 2017 Program Report – Discussion:** Ms. Nelson reviewed the program statistical report for September denoting significant areas of concern, and discussion followed about communicable diseases, Hepatitis E, Eastern Equine and West Nile Virus, bacterial parasites, flu vaccines administered, water testing, and a drug resistant TB outbreak in Minnesota. She also shared a flyer that noted what is covered by the WIC Program as compared to the Foodshare Program. Ms. Nelson and Ms. Jackson shared very positive comments that have been received by both the State Health and ADRC staff on the good working rapport, as well as the benefits of co-locating the two Departments in the same building.

**October YTD Fiscal Report – Discussion:** Board members were provided the fiscal report for October indicating \$696,142 or 79.79% of revenue received and \$676,966 or 77.6% expended.

### **Monroe County Department of Human Services:**

**Resolution to Join Lawsuit Against Manufacturers of Opioid Medications – Discussion/Action:** Board members were provided with two versions of a resolution authorizing the County to join in a lawsuit against the manufacturers of Opioid medications. Also, Andrew Kaftan provided a bulleted list of his recommendations of pros and cons for proceeding with this

resolution, as well as an engagement letter from the legal firm leading the lawsuit. Board members also were informed of the unknown amount of work involved in gathering the discovery needed for the lawsuit, and the amount of the final settlement after the expenses.

After hearing from Mr. Kaftan and Mr. Bialecki about their review and recommendation for this issue, A MOTION WAS MADE BY MARY VON RUDEN, SECONDED BY SHARON FOLCEY, AND CARRIED WITH ALL IN FAVOR to approve the resolution to join the lawsuit against the manufacturers of Opioid medications noting the County Administrator negotiate and the County Board Chair execute and bind the county by the Engagement Letter, and forward this resolution to the County Board for their review and action.

**Update on the Historic Courthouse – Discussion:** Ms. Erickson reported that painting has begun inside the Courthouse and Human Services administrative staff have been developing floor plans prior to the Building Manager obtaining the building permit.

**Update on Child Abuse Neglect (CAN) Reporting Partnership – Discussion:** Ms. Erickson informed the Board that it is anticipated a resolution will be brought for consideration at the December meeting to proceed with implementation of the four-county Child Abuse Neglect Reporting Partnership. She noted that the Partnership will consider current personnel to staff four positions, including two call screeners, a supervisor, and a coordinator. A discussion occurred regarding how access contacts would be handled within the Partnership, and whether current staff might be at risk of losing employment.

**Update on MyEvolv Software – Discussion:** Ms. Erickson shared that the onsite, three-day, kick-off event occurred for the MyEvolv software during the past week. Regular conference calls and training are being scheduled with an anticipated “go-live” date being July 1<sup>st</sup>.

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

**Program Area Staff Updates – Discussion:** Board members were provided an updated organizational chart, noting staff recently hired, along with those who retired or resigned. Also provided was program statistics for Behavioral Health, Children and Families, and Economic Support programs.

**Request for 2017 New Purchase of Service Contract – Discussion/Action:** Upon consideration of the need to establish a new contract, A MOTON WAS MADE BY MARY VON RUDEN, SECONDED BY CYNDI WISE, AND CARRIED WITH ALL IN FAVOR to approve a new purchase of service contract with Pathways Group Home in the amount of \$21,978. Due to recent news articles about the topic, a discussion followed about concerns over placements at Lincoln Hills, how juveniles are placed and treated at the facility, and the potential for writing a letter to the Director of the facility about these concerns.

**Monthly Financial Reports - Discussion:** Ms. Erickson noted a financial report for September indicating the budget was continuing to be over budget in an amount of \$409,329 (-6.2%). She shared that some juvenile and adult placements have either ended or moved to less costly

locations, as well as an estimated \$180,000 in WIMCR revenue that should be forthcoming. This additional revenue plus the utilization of the remaining \$120,084 from the Reserve Fund will help to offset some of the overage in the budget.

**Date of Next Meeting and Location:** The next regular monthly meeting of the Health and Human Services Board is planned for Tuesday, December 5<sup>th</sup> at 8:30 a.m. This meeting will be held at the Justice Center Assembly Room in Sparta. Agenda items noted for inclusion for the December meeting were the regular reports and program updates, as well as the resolution for the County to enter into the Child Abuse Neglect Partnership.

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

Respectfully Submitted,



Cathy L. Abbott  
Administrative Services Coordinator

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