# MINUTES

The Vernon County Department of Human Services Committee met on Monday, February 13, 2017. The meeting was called to order at 9:00 a.m. by Chairperson Frank McCoy. Proper public notice was given. Motion made by Redington to approve the December 12, 2016 minutes as sent as the January meeting was cancelled due to weather. Second by Bringe. Motion carried.

Eitland distributed the minutes from the last Unit on Aging Committee meeting. McCoy and Muller were present at that meeting and Eitland asked if they could be approved by consensus. Motion made by McCoy to approve the Unit on Aging minutes. Second by Muller. Consensus of the group.

## Audience to Visitors

No one from the audience wished to speak.

## Review and Approve 2016 & 2017 Contract Amendments

Eitland stated there was one amendment for the 2017 Family & Children's Center contract in the amount of $47,500. Eitland stated this increase was for taking over Helpline which is the 24-hour on-call service and the Other Door Drop-In Center. Motion made by Bringe to approve this contract amendment. Second by Cox. Motion carried.

## Presentation of Vouchers/Internal Transfers

Eitland stated there were several vouchers that needed approval due to the January meeting being cancelled. Eitland stated McCoy signed all vouchers so providers could receive payment but Eitland asked the committee to review them. Motion made by Amelse to approve the January vouchers in the amount of $239,085.61. Second by Redington. Motion carried. Motion made by Amelse to approve the February vouchers in the amount of $244,959.89. Second by Radcliffe. Motion carried.

Unit on Aging vouchers were presented for January 2017. Motion made by Redington to approve the vouchers in the amount of $16,905.19. Second by Cox. Motion carried. Unit on Aging vouchers were presented for December 2016. Motion made Redington to approve the vouchers in the amount of $24,121.18. Second by Muller. Motion carried.

Internal transfers were presented. Eitland stated she would review these and one motion could approve all internal transfers if it pleased the committee. Unit on Aging internal transfers include December 2016 in the amount of $2,500 to Veteran's Office, December 2016 in the amount of $5,360.16 to Vernon Manor and January 2017 in the amount of $4,694.67 to Vernon Manor. Human Services internal transfers for December 2016 in the amount of $1,406.10 and January 2017 in the amount of $1,310.33. Motion made by Redington to approve all Unit on Aging and Human Services 2016 & 2017 internal transfers. Second by Bringe. Motion carried.

**Open, Review & Take Action on Sealed Bids for Vehicle**

Eitland stated that 3 sealed bids were received from Sleepy Hollow Ford, GMC and Chrysler/Jeep. Eitland stated we received an insurance payment for the vehicle damage in the amount of $7,550 that will be applied towards the purchase price of a vehicle. Chairperson McCoy opened the sealed bids and after discussion a motion was made by Amelse to accept the bid from Sleepy Hollow for the 2016 Chevy Impala in the amount of $15,950. Second by Cox. Motion carried.

**Family & Children's – Jim Lee**

Lee handout out the intake and access statistics for January. Lee stated there were 12 individuals in out of home care, 11 families in Kinship Care, 9 individuals in the CST program and 1 individual in the post-reunification program. Lee stated we were selected again in 2017 to participate in the in-home safety services and this could result in extra funding for services.

Lee introduced the new Social Worker Olivia Skildum. Lee stated Skildum is a Viroqua High School and Viterbo University graduate. The Committee welcomed Olivia to the Department.

**Economic Support Services/WREA – Erin Davis**

Davis stated there are 3 staff that work on fraud in the consortium and in 2016 over $1 million dollars in overpayments was collected. WREA gets to keep 15% of collections.

Davis stated we received the Activity Workload Performance report. Davis stated that 6 areas are measured and when taking totals across the board our average is 95.96%.

Davis stated that the IT issues in the consortium continue to be very frustrating. Davis stated that this is a problem at the State level. Davis stated that staff is still meeting their performance standards despite these problems.

**Clerical/ES/Administration/WHEAP – Kelly Schwarz**

Schwarz stated that the conference rooms in the Erlandson Building continue to be used a lot and are in great demand. Schwarz stated that the meeting room we are in today will be painted by next month.

Schwarz stated there is a lot of activity at the Banta Building with remodeling to prepare for the Unit on Aging staff to move there.

Schwarz stated that Harter and Pinkham, the 2 WHEAP employees, recently attended a training in Wisconsin Dells. Schwarz stated the WHEAP program has helped 47 households that have been in crisis, repaired or replaced 51 heating units and have helped a total of 897 households to date.

**Child Support – Angela Frye**

Frye stated the Office of Child Support randomly picks caseloads to look over for errors. Frye stated that the Office of Child Support reviewed 7 cases and found 0 errors. Frye stated that there are currently over 1,000 clients on their caseload.

**Long-Term Support – ADRC WW – Jill Bender**

Bender stated that the planning for children on the Children's Autism Program was transferred back to counties in January. Currently there are 22 in the children's waiver program, 9 in children's COP and 30 in the Birth to 3 program. Bender stated the fiscal report from the state showed that 54 children with disabilities were served in 2016.

Bender stated we received a letter from the State stating we were 100% compliant for 2015 in the Birth to Three Program.

Bender stated that Adult Protective Services referrals were up in December and January. There were also 2 reviews of guardians.

Bender stated that with Mayo's in-patient psychiatric unit closing we are having to use Winnebago State Mental Health Institute more for emergency detentions.

Bender stated we have 5 new CCS contracted employees that are currently being housed at Human Services due to Center Point closing. Bender is supervising the staff internally and clinical supervision is provided according to CCS rules.

Bender stated that the ADRC-WW received approximately 2,300 calls in January with 500 of those being directed to the Vernon County ADRC site. Bender stated that the social workers have about 60 clients on their caseload and that the cases are very involved.

Bender stated that Community Link, Inc. is the new name of the MCO. It is a merger of Western Wisconsin Cares, ContinuoUs and Community Connections. Care Wisconsin MCO also serves this area of the state.

**Aging Services – Tricia Clements**

Clements was not present at the meeting. Eitland stated Clements has been named manager for the integrated unit.

**Financial – Marsha Everson**

Everson gave an overview of the budget handout. Eitland mentioned that several hundred thousand dollars were returned to the general fund in 2016.

Everson stated that in 2017 she will be busy learning the aging unit fiscal processes.

Everson stated the Kwik Trip expenses for Human Services were $547.21 and $368.21 for the Unit on Aging.

**Human Services Director Reclassification**

McCoy asked to go out of agenda order to discuss Human Services Director Reclassification. Motion made by Cox to go out of agenda order. Second by Amelse. Motion carried. McCoy read a letter from the Human Services Committee to the Personnel Committee encouraging them to expedite the reclassification of the Human Services Director. Motion made by Amelse to submit the reclassification letter to the personnel committee. Second by Cox. Motion carried unanimously.

**Integration of Aging and ADRC services**

Eitland asked the committee and others in attendance if anyone has heard any complaints or concerns about services and procedures since January 1st when the merger was in effect. No one has heard any complaints. Gail Muller heard come concerns about a dining center vendor but then heard compliments about the same vendor the following week.

Eitland gave a report about what actions have been taken. They include:

- Naming Tricia Clements as manager of the integrated unit. Right now Tricia is full time aging services director and ADRC Social Worker. On July 1, 2017 she will be a full time manager.
- Many hours spent working through the finances
- Bank account arrangements and two signatures required on the movement of funds
- Training with GWAAR on EBS and on Overview of Aging Programs and programming rules/restrictions
- Keeping up with special projects
- Reached out to Public Health for health promotion programs within Aging plan
- Remodel Banta Building
- Include staff in office arrangements and equipment
- Announce to staff that offices will move to the Banta Building by end of March
- Approached Independent Living Resources regarding a contracted DBS position
- Staff are struggling to adjust to the change; I expect it to improve upon true integration when all are in the Banta Building
- Marsha and Clerk's office are working together along with Aging
- In process working with Board Member Karen Mischel to schedule TCC meeting

Up and Coming includes:

- Send Org Chart to GWAAR and DHS
- Send new contact information to GWAAR for the Aging Plan (via amendment)
- DHS/BADR coming to Viroqua for ADRC/Aging orientation
- Fair budget and plans
- Presentation to County Board in April to include the organizational chart; Resolution to create single county ADRC integrated unit; and budget overview

The Committee thanked Eitland and the managers and staff for all of the work that is going into the integration. They offered support and encouragement and restated their belief that integration is the right decision for the consumers in Vernon County.

**Mental Health/Substance Abuse Services**

On December 6, 2016 the County received notice of issues at Center Point Counseling Services. On December 21, 2016 the County received written notice that Center Point was closing on January 21, 2017. Center Point had been part of multiple programs with the county including: Mental Health Crisis Team; Comprehensive Community Services; AODA prevention and intervention; Mediation for the Court; Sobriety Court; Jail Therapy Contract; out-patient mental health and substance abuse counseling.

The Department has taken the following actions:

- Initial contact with other service providers in Vernon County and neighboring counties to ask about the capacity to expand services for outpatient services.
- Reached out to Family and Children's Center to discuss Helpline and AODA plus prevention programming.
- Conference call with the state DHS Mental Health Division to discuss STRIVE CCS and EMHS crisis team.
- Briefing with department staff.
- Created and distributed a list of mental health and substance abuse providers, financial forms for county funded therapy, and cover letter to consumers that are funded by the county for therapy services.
- Reached out to law enforcement agencies to notify them that we do not have a mobile crisis program for mental health and AODA as of the end of the year; Gave resources list and Helpline information.
- Worked closely with attorney Abt.
- Provider contracts and amended contracts
- Purchased printers and laptops for contracted staff
- Updated provider list
- Revised plan for CCS
- Monitoring unplanned expenditures

Eitland reported that the Department will contract with an array of eligible providers for therapy services in effort to prevent reliance on one agency. Eitland will work with the state DHS to review procedures as we proceed with program service delivery. Eitland will also work to re-establish the mobile portion of the crisis program in the next few months.

Eitland stated that the Department Managers deserve an enormous amount of thanks and appreciation. Each one took responsibility for tasks in order to get things in place for consumers. Serving clients was at the forefront of each decision. Eitland expressed

appreciation of staff as well. They went about their work and stepped up and took care of things and helped each other because they knew that management attention was needed elsewhere.

**Director's Report, Updates & Announcements – Pamela Eitland**

Eitland stated the Finance Committee did not support the resolution on a reserve fund as discussed last month. Eitland stated the County Board members said they would like to have a discussion if there were any budget issues so the committee prefers that Eitland go to County Board meetings as needed.

Eitland stated that the Unit on Aging previously requested $50,000 of Ho Chunk funding. Eitland stated this was not approved as it was felt this amount should be part of the County budget not Ho Chunk funding. Eitland stated this will be addressed at Finance Committee meeting this week.

Eitland stated the all staff meeting day is scheduled for March 9, 2017 at the Westby Community Center. Eitland stated this will be a great day for the entire department and the meeting is mandatory.

The next meeting of the Human Services Committee is scheduled for Monday, March 13, 2017 at 9:00 a.m.

Motion by Bringe to adjourn. Second by Muller. Motion carried.

Submitted by,

Kim Tainter
Administrative Assistant

| MEMBERS PRESENT | MEMBERS ABSENT | OTHERS PRESENT |
|---|---|---|
| Frank McCoy | Jay Vosseteig | Pamela Eitland |
| Gail Muller | Bobbi Richardson | Kim Tainter |
| Mary Bringe | | Angela Frye |
| Shawn Redington | | Dennis Brault |
| Maynard Cox | | Jim Lee |
| Adrian Amelse | | Olivia Skildum |
| Dianne Radcliffe | | Jill Bender |
| | | Kelly Schwarz |
| | | Marsha Everson |
| | | Erin Davis |