

MINUTES

The Vernon County Department of Human Services Committee met on Monday, March 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 February 13, 2017 minutes. Second by Cox. Motion carried.

Audience to Visitors

No one from the audience wished to speak.

Review and Approve 2016 & 2017 Contract Amendments

Eitland stated there were three contract amendments that needed updates for 2016. Eitland stated all amendments were well within the 2016 budget. Motion made by Amelse to approve the 2016 contract amendments. Second by Muller. Motion carried.

Presentation of Vouchers/Internal Transfers

Vouchers were presented for Human Services and Unit on Aging. Motion made by Redington to approve the Human Services vouchers in the amount of \$275,361.89 and the Unit on Aging vouchers in the amount of \$28,713.06. Second by Amelse. Motion carried.

Internal vouchers were presented for Human Services and Unit on Aging. Motion made by Muller to approve the Human Services internal vouchers in the amount of \$500.07 and Unit on Aging internal vouchers in the amount of \$6,191.16. Second by Cox. Motion carried.

Child Support – Angela Frye

Frye stated that Vernon County has received their performance rates back. Frye stated that Child Support needs to show performance outcomes above 80% to receive funding and we are above 80%.

Frye stated the Child Support Office currently has a person doing the scanning project and she has been doing a great job.

Family & Children's – Jim Lee

Lee handed out the intake and access statistics for February. Lee stated there were 12 individuals in out of home care, 11 families in Kinship Care, 12 families in the CST program and 1 individual in the post-reunification program.

Lee stated his unit is at full staff. Lee also stated the new worker Olivia Skildum is registered for trainings and is doing a good job.

Economic Support Services/WREA – Erin Davis

Davis stated that as a region WREA is not at full staff. Davis stated that even though WREA struggles with retaining staff the performance standards are still being met. Davis stated she was happy to fill in at the office when staff were at the all-day mandatory training.

Clerical/ES/Administration/WHEAP – Kelly Schwarz

Schwarz thanked Gwen Young for her help in painting the conference room and also rooms at the ADRC. Schwarz stated the conference room is used a lot by staff and outside persons. The committee and Eitland thanked Schwarz for her work on this project.

Schwarz stated that she attended the quarterly Elder Benefit Specialist (EBS) staff meeting with WREA in Black River Falls. In that meeting 2 other county EBS workers applauded the great customer service they received from Ashley Jefson, ESS Worker, from Vernon County.

Schwarz stated that 963 applications have been taken to date for the Energy Assistance Program, approximately 70 crisis applications have been taken and approximately 53 heating units have been repaired or replaced. Schwarz stated additional funding has been received from the state and the energy assistance workers are beginning outreach to those who have applied in previous years.

Schwarz stated she attended the 4-K registration at the Westby School. Schwarz stated she had pamphlets on services offered through Human Services. Others in attendance were the Health Department, libraries, dentists, Head Start and the Family & Children's Center.

Long-Term Support – ADRC WW – Jill Bender

Bender stated there were 7 total in-patient psychiatric admissions this month – 5 to Winnebago and 2 to Gundersen.

Bender stated that the contracted employees through the CCS program are serving approximately 30 clients.

Bender stated that the staff at the ADRC is doing well and renovations to the building are moving forward. Bender stated the workers have about 50 cases they currently work with. Bender stated that as of April 1, 2017 Trish Clements won't have any individual cases as the integration of the unit will occupy most of her time.

Aging Services – Trish Clements

Eitland introduced Trish Clements as the new Aging Unit Director. Clements stated she began employment with Vernon County in 2001 and worked as a Social Worker in the Family & Children's Unit. Clements stated she began at the ADRC as an I & A Specialist in 2016.

Clements stated she and Eitland have been attending State and GWAAR meetings. Clements stated we will be following the Aging Plan for 2016-2018 in regards to the Nutrition and Transportation Programs. Clements stated there have been Transportation Committee Meetings and Aging Advisory Committee Meetings and they will be held quarterly.

Clements stated the Unit on Aging will be moving all staff to the Banta Building on Monday, March 20, 2017. Clements stated she has not had any complaints from consumers as a result of the ADRC and Aging Unit merging.

Financial – Marsha Everson

Everson handed out the Budget vs. Expenditure report and stated we should be at 17%. Everson stated all programs are within budget. Everson stated there are no state mental health bills this month but we will have several next month.

Everson stated she has been working with Laura Groom from the Unit on Aging on final reports for 2016.

Everson stated we have not received any payments from GWAAR for aging programs since December and that payment was for September. Everson stated in the past pre-payments have been made. Everson stated the State has changed their payment cycle and at this time GWAAR has no money available. Everson stated she has been assured that we will receive the payments just at a later date than usual. After discussion it was decided that Eitland will draft a letter to our legislators indicating it would be nice to receive advanced notice when things like this happen so counties can take the appropriate action.

Discuss and Take Action on Resolution to Dissolve Long-Term Care District

Eitland presented a resolution regarding the dissolution of the Long-Term Care District. Eitland stated a new organization has been formed called Community Link, Inc. which is the result of 3 MCO's merging. Eitland stated we have to formally dissolve the district that had included Western Wisconsin Cares. Eitland stated she was requesting that this resolution be signed and we pass it along for County Board consideration in April. Motion made by Cox to sign the dissolution resolution. Second by Vosseteig. Motion carried.

Integration of Aging & ADRC services – Report & Take Action

Eitland stated that part of the integration process of the Unit on Aging and the ADRC is that we have to submit a plan to the State and to GWAAR. Eitland stated the 4 county ADRC will be dissolved by June 30, 2017 and we need to determine what will happen beginning July 1, 2017. Eitland stated that as of July 1, 2017 each county will have their own money to continue ADRC services for the remainder of the year. Eitland stated that a single-county Aging & Disability Resource Center proposal has to be submitted by April 1, 2017. Eitland stated that a Disability Benefit Specialist (DBS) position needs to be created per instruction from the State DHS. Eitland stated this position will be half time with no benefits. Eitland stated our original plan was to use the state and federal dollars and revenue to contract with an outside agency for the DBS position. Eitland stated we went through the steps with a community agency to identify an individual for the position; submitted the request for approval to the state DHS for review and it was denied. The state DHS response was that Vernon County needs to establish the DBS position and advertise for a qualified individual. This position does not have to go to the County Board because it is part-time with no benefits. Discussion on combining the Elder Benefit Specialist and Disability Benefit Specialist but Eitland stated that is not possible as the State says these positions have to be 2 separate positions. Motion made by Amelse to advertise for a half-time Disability Benefit Specialist. Second by Redington. Motion carried.

Discuss and Take Action on Replacement(s) of Staff

Eitland stated the Nutrition Program Coordinator, Laura Groom, submitted her resignation and her last day was Friday March 10, 2017. Eitland stated this is a position that encumbered numerous and various responsibilities at various of levels of pay. Eitland stated the position itself is responsible for the dining center operations and home delivered meals. Groom was also assigned multiple financial responsibilities varying from receipts, invoices, bookkeeping, contracts, reporting, etc., which were out of the realm of her job description. Eitland stated she would like to move those financial duties to the Financial Unit within the Department. Eitland stated the Department has not increased financial staff for twelve years including since the merger of Child Support and Aging into Human Services. Eitland stated there is funding available for the part-time Assistant Accounting Position within the existing 2017 budget due to securing funding for other positions and using non-county levy dollars whenever possible. Motion made by Cox to approve advertising for these two positions. Second by Amelse. Motion carried.

Eitland stated she will be preparing a resolution to go to the County Board in April regarding integrating into a single county ADRC. Eitland stated she is working on the content of that resolution with the state DHS and GWAAR to ensure that she includes all of the necessary language. This will be prepared for our next committee meeting on April 17, 2017 and if signed it will go to the County Board on April 18, 2017.

Eitland thanked Phil Hewitt and staff for all of their help with the Erlandson and Banta Building offices.

Discuss and Take Action on Creating Staff Positions(s)

Eitland stated the Comprehensive Community Services (CCS) Billing Clerk submitted her resignation and her last day is March 24, 2017. Eitland stated this position is shared between Crawford and Vernon County, is full time with benefits and is split 50/50 between counties. Eitland stated it is critical to have a billing staff person to keep the revenue coming in to support the CCS program. Eitland was requesting to replace this vacant position that was previously approved in the budget and the Human Services Committee can approve filling it. Motion made by Redington to approve filling the CCS position. Second by Cox. Motion carried.

Eitland stated there are currently two part-time positions in the WHEAP program. Eitland stated the responsibilities have changed and she is recommending that one of the positions be a full-time employee with benefits and that the second employee have a reduced number of hours in the program. Eitland stated the WHEAP allocation covers this adjustment in staffing, there is no levy impact, so this committee can approve the request. Eitland added that the Fiscal Department of Human Services will be relocating their offices to the second floor of the Erlandson Building after Aging Unit employees move to the Banta Building. We have previously had back-up to the front office, and due to movement of offices, the full-time employee duties will include back-up assistance to the front office because a lot of calls and mail and contact with consumers occurs in the front office. Motion made by Muller to approve this full-time WHEAP position. Second by Redington. Motion carried.

Mental Health/AODA Services – Report & Take Action

Eitland stated with the closing of Center Point she has been negotiating a contract for service coordination. Eitland stated the approximate start date for these services is May 1, 2017. Eitland stated the five employees that are currently housed at Human Services will move to the contracted site. Eitland stated that consumers have been connected to therapists, so services continue. Eitland stated that the people who have been detained recently are new to the system and have no direct connection to the recent changes in the mental health program.

Eitland stated she was to review unbudgeted mental health costs to the Human Services Board per direction of the County Board. Eitland stated the total cumulative amount to date for 2017 is \$48,190.79. Eitland stated this amount did not need a motion but have the minutes reflect it was reviewed. Eitland stated that the Crisis Team is not in existence at this time and those services are being missed by law enforcement with requests to get it up and running again soon.

Eitland stated the HELPLINE brochures and posters have been updated also. Eitland thanked Schwarz for doing a great job on this.

Motion made by Cox to go into closed session. Second by Amelse. Motion carried.

Motion to go into open session by Vosseteig. Second by Redington. Motion carried.

Director’s Report – Pamela Eitland

Eitland will attend Human Services Day at the Capitol on April 5th. Anyone interested may join her.

Eitland reported that the all staff training day went very well. Eitland received lots of positive feedback and there is a renewed energy among staff. Cross-training or programs was well-received by everyone. Eitland thanked the committee for supporting this training day.

Motion made by Amelse to adjourn. Second by Muller. Motion carried.

Submitted by,

Kim Tainter
Administrative Assistant

MEMBERS PRESENT

Frank Mc Coy
Maynard Cox
Jay Vosseteig
Shawn Redington
Adrian Amelse
Gail Muller
Dianne Radcliffe
Mary Bringe by phone

MEMBERS ABSENT

Bobbi Richardson

OTHERS PRESENT

Pamela Eitland
Kim Tainter
Linda Kica
Kelly Schwarz
Trish Clements
Jim Lee
Jill Bender
Angela Fry
Marsha Everson
Erin Davis
Kathleen Sullivan

