MINUTES

The Vernon County Department of Human Services met on Monday, April 17, 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 March 13, 2017 minutes as sent. Second by Muller. Motion carried.

Minutes were presented from the joint meeting between Personnel and Human Services on April 11, 2017. Redington stated and made a motion to approve the minutes with the following amendment. The vote totals should only be those on the Personnel Committee – and the vote should be 4 – Yay and 1 Nay. Second by Cox. Motion carried.

Audience to Visitors

No one from the audience wished to speak.

Review and Approve 2017 Service Contract Amendments

There were no new contracts or amendments.

Presentation of Vouchers /Internal Transfers

Vouchers were presented. Eitland stated that vouchers from Child Support and Aging are now included in the voucher packet that the committee is used to from Human Services. Eitland stated there were 2 bills that did not make the regular vouchers. Eitland stated they are both for the CCS Program and are fully funded – 1) Chris Ruder for Driftless Counseling in the amount of $647.50 and Experience Wellness in the amount of $408.00. Motion made by Amelse to approve the vouchers in the total amount of $264,650.58. Second by Richardson. Motion carried.

Internal transfers were presented. Eitland stated that Child Support and Aging are now included on the internal voucher form that the Committee is used to seeing. Motion made by Redington to approve the internal vouchers in the amount of $6,870.60. Second by Bringe. Motion carried.

Economic Support Services/WREA – Erin Davis

Davis stated that the Economic Support Workers have received their new standing desks and work mats.

Davis stated there is a new supervisor in Clark County for WREA.

Davis stated there are currently 23 individuals in the Economic Support new worker training as this position has a very high turnover rate statewide and within WREA.

Davis stated there is a new supervisor in La Crosse County that used to work in Monroe County so there will be an opening for a supervisor position in Monroe County.

Clerical/ES/Administration/WHEAP – Kelly Schwarz

Schwarz stated that staff from the State was here last week for an administrative review for the WHEAP Program. Schwarz stated these reviews are done every 2 – 3 years. Schwarz stated we will not know the results of the review for several weeks.

Schwarz stated that to date, energy assistance applications are down about 200 applications from previous years. Schwarz stated that 1,010 applications have been completed to date and that May 15, 2017 is the last day to apply for regular energy assistance benefits.

Schwarz stated she has been busy setting up the new offices at the Banta Building and thanked Highway and IT Departments for their assistance with this move.

Child Support – Angela Frye

Frye stated she attended the Director Dialogue Meeting and discovered Vernon County needs to focus on certain areas of Child Support processing that will bring us up-to-date.

Frye shared Vernon County's numbers in regards to the 2016 Across the State Nationwide ranking: Case Preparations - #14, Court Order Establishment – #27, Support Collections - #2, Arrears - #11 and Cost Effectiveness – #5. Frye stated if we work with those paying child support in a positive way they are more likely to pay their child support.

Family & Children's – Jim Lee

Eitland stated Lee was absent from the meeting today. Eitland handed out the intake and access statistics for March. Eitland stated there were 11 individuals in out of home care, 11 families in Kinship Care, 5 individuals in the post-reunification program and 13 families in the CST program with 3 additional referrals.

Eitland stated Lee completed the year end reports for the Safe and Stable Families grant and year-end CST report.

Eitland stated Lee's entire unit will attend the Family Find/Engagement Training offered through the State. Eitland stated this training will promote identifying, recruiting and training relatives to become supports or possible placements for children in out-of-home care.

Long-Term Support – ADRC WW – Jill Bender

Bender stated she is working on the 2016 reconciliation.

Bender stated there are still funds for the Community Support Program that we contract for through the Family & Children's Center. Bender stated that we often utilize contract funding by June or July and then Family & Children's Center bills Medicaid for the rest of the year expenses.

Bender stated the contracted employees for the CCS program are still located at Human Services. Bender stated that approximately 32 clients are being served in STRIVE CCS.

Bender stated that 23 individuals are currently being served in the Children's Long-Term Support Program with 9 on a wait list. Bender stated this is a fully funded state program.

Bender stated that she wanted to give the Board early notice regarding a CLTS Maintenance of Effort agreement that counties may be asked to sign. Bender stated that currently there are no county levy dollars in this program but that will change if the State changes the requirements. Bender stated the $25,000 we used to receive for the Family Support Program - which is now the Children's COP Program – could possibly be used as matching funds. There will be more information to come on this topic.

Bender stated it continues to be busy at the ADRC with the integration of the Unit on Aging.

Aging Services – Tricia Clements

Clements stated it has been busy at the ADRC and that all employees of the unit are now located in the Banta Building.

Clements stated the Nutrition Coordinator Position is still open and we are recruiting for applicants.

Clements stated the Transportation Coordinator is on leave. We are using LTE help to do the work as well as staff from the Erlandson Building.

Clements shared some statistics for the ADRC – Elderly Benefit Specialist saw 68 individuals, there were 2,594 home delivered meals, 1,738 meals were served at centers, 76 individuals rode the mini bus and there were 90 rides provided by volunteer drivers.

Financial – Marsha Everson

Everson handed out the Budget vs. Expenditure report and stated we should be at 25%. Everson stated all programs are within budget.

Everson stated the costs at the state mental health facilities for the months of February and March totaled $46,449.00.

Everson stated the cost at Kwik Trip for March totals $1,128.28.

Everson stated we did receive a payment from GWAAR for 2 months.

Everson stated the Unit on Aging accounts currently in Quick Books will be phased out and have been incorporated into VWISSIS. Everson stated auditors will be here next week and there are also a lot of year-end reports that still need to be completed. Everson stated her goal is to discontinue the use of Great Plains and only use the County and VWISSIS programs. Eitland stated there was board action in the past about using the Great Plains system that she will bring back to the board or committee to approve the change.

Discuss and Take Action on Resolution to Create ADRC-VC

Eitland stated she had to submit a plan on how to operate a single county ADRC when the 4 county ADRC of Western Wisconsin partnership ends. Eitland wanted to thank the managers for stepping up and helping get this done and it was turned in by the deadline. Eitland summarized that a resolution needs to be passed by the County Board that will allow for the creation of the single county ADRC. Eitland stated the ADRC will need a governing board and membership is yet to be determined. There are committee representation requirements that have to be met to be in compliance with the Elder Law and our contracts. Eitland stated that

today she is requesting this be approved by the Human Services Board and sent on to the County Board. Motion made by Amelse to present to the County Board. Second by Bringe. Motion carried.

Integration of Aging & ADRC: Review & Take Action on 2016 Aging Unit Self-Assessment

Eitland stated a public hearing was held to talk about the plan and status of integration. Eitland stated that Roxie Felde and Shelley Matson have been extremely helpful to Clements with the merge. Eitland stated there are several discrepancies from 2016 and before that have been discovered that need to be resolved. Eitland stated they have discovered several areas that are not in compliance with the current contracts. Eitland gave several examples – 1) meals are to be provided 5 days per week for home deliveries and are currently only being delivered 4 days per week 2) volunteers are required to have background checks and training and previously neither was being done. Eitland stated this is a daily risk for the County and if we are found in non-compliance funding can be taken away. Eitland worked with Personnel to get background checks and drug screens in order first thing this calendar year. 3) Stoddard and Prairie View meal sites were closed a couple of years ago without approval from the State. Clements is working with DHS and GWAAR to resolve this matter. 4) A loan was issued in 2014 that Eitland is having legal counsel review. The committee thanked Eitland for her efforts and encouraged her to report these issues to the full County Board.

Eitland stated the Aging Unit Self-Assessment for 2016 3-year plan needs to be submitted to GWAAR. Eitland stated some items show no activity in the past year but we can amend the plan to show activity in another year. After discussion motion was made by Amelse to allow Clements to submit this 3-year plan to GWAAR. Second by Richardson. Motion carried.

Review & Take Action on Report on Mental Health Services

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 $62,033.40. 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 we are working on a contract with the Family & Children's Center to provide Clinical Supervision of the Service Facilitators for the CCS Program. This program is in conjunction with Crawford County Human Services. Eitland stated she hopes to have this

contract in place by May 1, 2017 and then the 3 employees who are housed at Human Services will move to the Family & Children's Center with Bender and the Directors of Crawford and Vernon Counties Human Services monitoring this program.

Eitland stated people in the community are anxious to have the Mental Health Crisis Team up and running again. Eitland stated there have been 16 emergency detentions to date with no crisis team and there were 18 last year at this time with the crisis team.

McCoy stated that he had some concerns about the minutes of the Personnel and Human Services meeting recommending that Eitland's reclassification would go from Level 26 to Level 30 Step 7. Discussion on how to amend this resolution on the board floor at the County Board Meeting on April 18, 2017. Eitland shared a handout of her additional job duties at the request of the Committee last month.

The next meeting is scheduled for May 15, 2017.

Submitted by,

Kim Tainter
Administrative Assistant

Members Present	Members Absent	Others Present
Frank McCoy	Jay Vosseteig	Pamela Eitland
Adrian Amelse	Dianne Radcliffe	Kim Tainter
Gail Mueller		Tricia Clements
Bobbi Richardson		Erin Davis
Shawn Redington		Kelly Schwarz
Mary Bringe		Marsha Everson
Maynard Cox		Jill Bender
		Angela Frye
		Darlene Starch
		Dennis Brault