

Minutes

The Vernon County Department of Human Services Committee met on Monday, December 15, 2014. The meeting was called to order at 9:00 a.m. by Chairperson Sherman Erlandson. Proper public notice was given. Motion made by McCoy to approve the minutes as sent. Second by Bringe. Motion carried.

Audience to Visitors

Lee introduced Allison Waege who is the new social worker in the Family & Children's Unit.

Report from Bldg. & Facilities Committee with possible action

Phil Hewitt stated he met with the Building and Facilities Committee and came up with a couple of possible solutions to the access issues at the Erlandson Building. After discussion it was agreed by all that the best possible action with the least amount of cost would be to put up a wall in the hall leading to the large conference room. Hewitt stated the only possible obstacle would be that the public restrooms on the main floor would be blocked off but there is still access to public restrooms on other floors. Hewitt stated he will inform the Building and Facilities Committee of this discussion and hopefully work will get started on this project soon.

Review and Approve 2014 Service Contract Amendments

Eitland stated that this is the time of the year that we begin to balance out the end of the year numbers. Eitland went over the amendments and stated that all changes are within our existing budget. Motion made by Richardson to approve the contract amendments in the amount of \$88,389. Second by Hicks. Motion carried.

Presentation of Vouchers/Internal Transfers

Vouchers were presented. Motion made by Cox to approve the vouchers in the amount of \$249,008.83. Second by Vosseteig. Motion carried.

Eitland stated she was requesting 2 special checks that were emergency situations that came in too late to get on the regular vouchers. Eitland stated both were to Westby Utilities and the funding will be taken out of the Foundation Program fund. Eitland stated that if these amounts are not paid services will be turned off for 2 families. Motion made by Brault to pay these two

special vouchers – one in the amount of \$250 and the second one in the amount of \$235.16. Second by McCoy. Motion carried.

Internal transfers were presented. Eitland stated these are for the ADRC for office supplies. Motion made by Vosseteig to approve the internal vouchers in the amount of \$1,174.56. Second by Cox. Motion carried.

Financial – Marsha Everson

Everson went over the Budget vs. Expenditures report and stated we should be at 92%. Everson stated that Fund 80 is at 86.06% and mental health court committed is at 101.44%. Everson stated that we will be requesting a transfer later in the meeting to bring the mental health court committed down to 100%.

Everson stated that the Kwik Trip gas program has been implemented as discussed at last month's meeting and that our portion of the gas expense this month was \$677.22.

WREA/Income Maintenance – Chris Stanke

Stanke stated that during the open enrollment period we have seen an increase in the number of applications for Badger Care.

Stanke stated that there has been an increase in "on demand" staff. This allows a caller to talk to someone immediately if need be in order to process their public assistance application or renewal immediately.

Stanke stated that a child care refresher training was offered in November and about 30 WREA staff attended with 2 Vernon County employees attending.

Long-Term Support – Jean Klousia

Klousia stated that we are seeing more intensive care being needed in the mental health court committed cases.

Klousia stated there are some big changes at the ADRC as 2 of the social workers have taken other positions. Klousia stated there are currently approximately 60 open cases at the ADRC which require very intensive work. Klousia stated this change in staffing numbers will also affect our on-call worker schedule.

Klousia stated she will be working on reports for Alzheimer's and Elder Abuse funding.

Family & Children's – Jim Lee

Lee handed out the intake and access statistics for November.

Lee stated there are 12 individuals in out of home care.

Lee stated there are 11 individuals in kinship care.

Lee stated there are 7 individuals in the CST program.

Lee stated there are 0 individuals in the in-home safety program.

Lee stated there are 2 individuals in the post-reunification program.

Lee wanted to thank the local businesses, organizations and individuals who make donations to families in need over the holidays. Lee also thanked Marla Marx for her assistance with these donations.

Lee stated Alyssa Umberger has left her position in the Family & Children's Unit to take a position with Mayo Health Systems.

Clerical/ES/Administration – Kelly Schwarz

Schwarz stated that Jody Schroeder, ESS Worker, is an "On Demand" worker for the WREA consortium. Schwarz stated Schroeder is doing an excellent job.

Schwarz stated there has been an increase in the walk-in traffic in the building which increases the workload on front office staff.

Schwarz stated she has been learning quite a bit about the Salvation Army warming shelter. Schwarz is one of the contact persons in Vernon County that is responsible to respond to requests for assistance. Schwarz works with Emergency Management and is authorized to write vouchers.

Schwarz gave an example of a family who needed help. Schwarz stated it was a family consisting of a father, mother and 2 children. The father has cancer and they had no place to stay. Schwarz stated the mother is looking for employment. We were able to help them out through Salvation Army by arranging for them to stay in a hotel for 2 nights so they could get some rest and take a shower. Schwarz stated there were other community members helping this family also and it looks like things will be turning around for them.

Review & Approve Request to Fill Positions

Eitland stated that Alyssa Umberger left her position in the Family & Children's Unit to take a position at Mayo Health System. Eitland stated the Juvenile Court Intake Worker position is statutorily required so it is exempt from the hiring freeze. Eitland stated that youth aids dollars are used to fund this position. Motion made by Bringe to allow advertising for this required position. Second by Hicks. Motion carried.

Eitland state one full-time social worker and one half-time time social worker at the ADRC have also resigned. Eitland stated these positions are fully funded by the ADRC state grant. Eitland stated that these positions generate revenue. Eitland stated she is requesting to waive the hiring freeze. Motion made by Hickes to allow Eitland to proceed to the Personnel Committee to approve advertising for these positions. Second by Brault. Motion carried.

Discuss & Take Action on 2015 Reimbursement for Expenses

Eitland stated she needed board approval on the reimbursement for expenses. Eitland stated that the travel and reimbursement for 2015 would allow up to \$90 per day for a hotel and anything over \$90 would have to go to Finance. Eitland stated that meals, snacks and refreshments for county business would go through the current expenditure reimbursement process. Motion made by Hicks to allow expenses in 2015 for up to \$90 per day for a hotel stay and that meals, snacks and refreshments for county business be approved if the costs stay within the previously approved budget. Second by Bringe. Motion carried unanimous.

Review & Approve Line Item Transfers in 2014 Budget

Eitland stated she was requesting that internal transfers be made into the mental health court committed line item for the November vouchers. Eitland stated she would like to take \$15,600 from the Long Term Support budget and transfer levy dollars to the mental health court committed budget. Eitland stated that this amount will cover the November expenses but she will be requesting more changes in January for December costs. Motion made by Brault to

transfer \$15,600 from Long Term Support to mental health court committed. Second by Cox. Motion carried.

2013-2014 WHEAP Services Report – Kelly Schwarz

Schwarz stated the 2013-2014 heating season ended in September. Schwarz stated there were 1,391 applications received and 1,284 were approved. Schwarz stated the total amount of benefits approved was \$652,984. Schwarz stated that an additional 363 people were helped who were in crisis for a total of \$175,162. Schwarz stated that in 2014-2015 WHEAP will be tackling a new computer software program and reports will be provided to the committee throughout the next contract year.

Director's Report, Updates and Announcements

Eitland stated the first advisory committee meeting was held for STRIVE Comprehensive Community Services in Vernon County, Crawford County and Center Point Counseling. Eitland stated the advisory members approved us to submit our plan to get certified in CCS. Upon certification, costs will be billed to medical assistance. Eitland stated we hope to start serving people in February or March. Eitland stated a service facilitator will be hired by Center Point and housed in Crawford and Vernon County Human Services. Eitland stated community meetings were held in Viroqua with 4 in attendance and Prairie du Chien with 10 in attendance. Additional educational meetings will be help upon request and as needed.

Eitland stated she wanted to say thank you to our community for their donations of gifts and money to help those in need this holiday season. We live in an outstanding community and county employees were very generous again this year.

The next meeting was scheduled for Monday, January 12, 2015.

Motion made by Cox to adjourn. Second by Brault. Motion carried.

Submitted by,

Kim Tainter
Administrative Secretary

MEMBERS PRESENT

Sherman Erlandson
Dennis Brault
Frank McCoy
Dianne Radcliffe
Brian Richardson
Ralph Hicks
Mary Bringe
Jay Vosseteig
Maynard Cox

MEMBERS ABSENT

OTHERS PRESENT

Pamela Eitland
Kim Tainter
Karen Traastad
Colleen Pulvermacher
Phil Hewitt
Jim Lee
Kelly Schwarz
Allison Waege
Jean Klousia
Marsha Everson
Beth Johnson
Pat Peterson