

## **Minutes**

The Vernon County Department of Human Services Committee met on Monday, February 16, 2015. The meeting was called to order at 9:00 a.m. by Chairperson Sherman Erlandson. Proper public notice was given. Motion made by Richardson to approve the minutes as sent. Second by Cox. Motion carried.

### **Audience to Visitors**

Nobody from the audience wished to speak.

### **Review and Approve 2014 Service Contract Amendments**

Eitland stated adjustments have to be made to 2014 contracts as year-end bills went over previously approved amounts. Motion made by Vosseteig to approve the contract amendments in the amount of \$14,176. Second by Brault. Motion carried.

### **Review and Approve Line Item Transfers in 2014 Budget**

Eitland stated that a line item transfer needed to be made to the mental health court committed account. Eitland stated there were levy dollars in the Lakeview line item that could be transferred. Motion made by Vosseteig to transfer \$17,466 from the Lakeview line item to the mental health court committed line item. Second by Radcliffe. Motion carried.

### **Presentation of Vouchers/Internal Transfers**

Eitland handed out a voucher reference sheet. Eitland stated this sheet explains the providers that are often seen on the vouchers and what services they provide for Vernon County.

Vouchers were presented for 2014 and 2015. Eitland stated that a Family Care payment was included in this amount. Motion made by Brault to approve the vouchers in the amount of \$339,164.52. Second by Cox. Motion carried.

Internal transfers were presented for 2015. Motion made by Richardson to approve the 2015 internal transfers in the amount of \$28.00. Second by Vosseteig. Motion carried.

Internal transfers were presented for 2014. Motion made by Cox to approve the 2014 internal transfers in the amount of \$2,755.89. Second by Radcliffe. Motion carried.

### **Review & Approve Resolution on CCS position(s)**

Eitland stated that Human Services would be the lead administrative agency along with Crawford County and Center Point Counseling for the STRIVE Comprehensive Community Services (CSS) program. Eitland stated this mental health program will help fill a current gap in mental health community services. Eitland stated someone would be hired to do the billing for the CCS program and this would involve specific billing codes and documents. Eitland stated this program would start out small and hopefully work up to a full time position with benefits. Eitland stated that costs would be billed to the program and would involve no levy dollars. Eitland also stated this position would be on the Vernon County payroll and Crawford County would be responsible for half of the cost. Eitland stated we would issue the paycheck and the state will reimburse us. Eitland also stated that if the workload was reduced the position would be reduced. Motion made by Brault to approve this resolution to go on to Personnel. Second by Richardson. Motion carried.

### **Program Reports**

#### **Long-Term Support/ADRC WW – Jean Klousia**

Klousia stated that one of the vacancies at the ADRC has been filled by Anne Schreier and she will begin February 23, 2015. Klousia stated the half-time position has been put on hold. Klousia stated Mandy Beers-Maruna has been very helpful in taking on extra duties, and Nicole Stachowitz has been very busy.

Klousia stated one individual was placed at Winnebago over the weekend.

Klousia stated one individual on our caseload is in the jail in Oconto County.

#### **Family & Children's – Jim Lee**

Lee handed out the intake and access statistics for January.

Lee stated there are 9 individuals in out of home care.

Lee stated there are 12 individuals in kinship care.

Lee stated there are 9 individuals in the CST program.

Lee stated there are 3 individuals in the post reunification program.

Lee introduced Brienne Shaker who is doing her internship here and will be graduating in the spring.

Lee stated Cathrina Gebert has been hired as the Social Worker in the Family & Children's Unit and she will be present at next month's meeting.

#### **WREA/Income Maintenance – Erin Davis**

Davis introduced herself stating she will be taking over in Vernon County for Chris Stanke when she retires in April of 2015. Davis stated they will be hiring someone to take Stanke's place in La Crosse.

Davis stated that there have been approximately 600 Badgercare applications to process due to the Marketplace open enrollment. Davis stated our consortium is rated number one in the state for processing applications.

Eitland stated she learned at the WREA director's meeting last week that our consortium received \$212,000+ in additional funding. Eitland stated it has not been decided yet on how this funding will be used but hopes that additional positions will be added as they would be fully funded and we could claim overhead costs for these positions.

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

Schwarz stated Angie Eitland who was a temporary part time economic support worker has resigned to take another position.

Schwarz stated Kim Tainter has been working on cleaning up the old Visual WISSIS bill paying system closing clients who are no longer receiving services.

Schwarz stated we received a letter from Grace Jones, Director at Couleecap, last week stating they will no longer be administering the WHEAP/Energy Assistance Program. Eitland stated Couleecaps role in this program will end June 1, 2015 and Schwarz will be supervising this program. Eitland stated that this fully funded position will probably be housed in our office. The WHEAP program will be on the agenda in March.

### **Financial – Marsha Everson**

Everson went over the Budget vs. Expenditure for 2014. Everson stated that the final costs for state mental health institutes was \$334,157. The County Board authorized funds out of the General Fund to cover costs at Mendota and Winnebago. Eitland added that we are probably going to use \$50,000 of the \$100,000 that was authorized by the County Board for mental health services.

Everson stated that the Budget vs. Expenditures for 2015 should be at 8%.

### **Financial Planning Committee Informational Report –Brault & McCoy**

Brault stated at the last meeting of the Financial Planning Committee County Board Chair Cornell stated he was dissolving the Zoning Board and that Susan Burkhamer who is the Sanitarian/Zoning Administrator will now report to two departments – Health for Sanitation issues and Land & Water for Zoning issues. Brault stated all other issues are on hold until the Governor’s Budget is resolved. Eitland asked the Board Members if they would like to continue to receive a report on these items each month and all present agreed they would.

### **Director’s Report, Updates and Announcements – Pamela Eitland**

Eitland stated that there were 67 emergency detentions in 2014. Eitland stated the crisis team does an excellent job with individuals who do not need inpatient psychiatric treatment. Eitland stated that while the number in 2014 was twice the number we had in 2013 we are doing what we can to keep people out of emergency detentions and that we are reaching the people who need to be helped. Sheri Hammond from Center Point stated that when asked the Crisis Team will go mobile, to the actual site, with law enforcement. Hammond also stated that members of the crisis team consist of mental health therapists from Center Point, Human Services employees and community members who have gone through training and that they are on call 24 hours a day. Hammond also stated that there are two community trainings per year that have been well attended. Hammond stated it has come to her attention that one re-orientation training should be held per year.

Eitland stated that the new security door has been installed in the hallway to the large conference room. Eitland stated the door is open today for our public meeting but otherwise it will be locked at all times. Eitland stated the restroom open to the public is now co-ed.

Eitland stated that department heads were assigned by Personnel to identify how all positions in their departments are funded. The list for Human Services has been submitted.

Eitland stated that all positions talked about today do make a difference and when we can use outside funding sources and bring staff in house, we can use these positions to offset other administration costs.

The next meeting was scheduled for Monday, March 16, 2015.

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

Submitted by,

Kim Tainter  
Administrative Secretary

**MEMBERS PRESENT**

Sherman Erlandson  
Dennis Brault  
Dianne Radcliffe  
Brian Richardson  
Mary Bringe (by phone)  
Jay Vosseteig  
Maynard Cox

**MEMBERS ABSENT**

Frank McCoy  
Ralph Hicks

**OTHERS PRESENT**

Pamela Eitland  
Kim Tainter  
Kelly Schwarz  
Jean Klousia  
Jim Lee  
Marsha Everson  
Erin Davis  
Sheri Hammond  
Brianna Shaker