

## Minutes

The Vernon County Department of Human Services Committee met on Monday, March 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 Radcliffe to approve the minutes as sent. Second by McCoy. Motion carried.

### **Audience to Visitors**

There were no visitors present.

### **Review and Approve 2015 Service Contract Amendments**

Eitland stated there was a new contract for Gerard Treatment Programs in the amount of \$129,006 and one amendment for Couleecap in the amount of \$27,369. Motion made by Cox to approve these contracts. Second by McCoy. 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 Richardson to transfer \$116 from the Lakeview line item to the mental health court committed line item. Second by Vosseteig. Motion carried.

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

Vouchers were presented. Motion made by Richardson to approve the vouchers in the amount of \$290,883.10. Second by Bringe. Motion carried.

There were no internal transfers.

### **Discuss and Take Action on the WHEAP/Energy Assistance Program**

Eitland stated that in February of 2015 Couleecap announced that as of June 1, 2015 they will no longer be administering the WHEAP/Energy Assistance Program. Eitland stated the energy program is on a federal fiscal year that runs from October 2014 through September 30, 2015. Eitland stated we need to figure out what we need to do to administer the contract beginning mid-year. Eitland stated that the position of WHEAP Coordinator can be created by our

committee and is a fully funded non-levy position. Eitland stated discussions will continue about options for this position which could include a full time position, 2 part time positions, etc. Eitland stated we have available space for this position at Human Services but there would be some costs involved in setting up this position such as a desk, chair, computer, etc. and there may be some transition funds available to help with these costs. Eitland stated there are some unknowns to the program which include 1) call volume increase to staff in the front office 2) mail volume increase to staff in the front office 3) number of walk-ins and 4) workload volume. Eitland stated that approximately 1,450 people were served by the WHEAP program last year and Couleecap brought in extra help when the workload was heavy. Eitland stated Kelly Schwarz would be the supervisor for this position. Eitland stated that she was requesting a motion asking that the WHEAP program be moved to Human Services by contract amendment. Motion made by Vosseteig to allow Human Services to staff the fully funded federal WHEAP program internally and to choose the staffing option that is the most fiscally responsible to the County and to terminate the contract with Couleecap as seen fit by the department head. Second by Cox. Motion carried.

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

Klousia introduced Anne Schreier who is the new social worker at the ADRC. Klousia stated Schreier has completed her adult functional screen training and comes to us with a lot of enthusiasm.

Klousia stated the next ADRC conference is on April 15-17, 2015 and will be held in La Crosse.

Klousia stated there are a lot of concerns at the present time with the Governor's proposed budget.

Klousia stated we currently have 2 individuals at Winnebago. One may be discharged this week and the MCO is looking for the proper placement for the other individual.

Klousia stated she is working with Everson on the 2014 reconciliation.

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

Lee handed out the intake and access statistics for February.

Lee stated there are 11 individuals in out of home care.

Lee stated there are 13 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 stated his unit is full staff with the new worker completing training and one staff will be taking a leave of absence in April.

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

Davis stated the WREA supervisor meeting was held in Vernon County last Friday.

Davis stated 3 supervisors will be hired within the WREA consortium and 1 full time ES position will be filled in Vernon County.

Davis stated there were approximately 1,400 Badgercare/Foodshare on-line applications as of November 2014. Davis stated workers have 30 days to process these applications and the workload has been heavy although we seem to have the numbers under control at this time. The WREA consortium is still number 1 in the state for their speed of answering/returning calls.

Davis stated the State Department of Health Services is coming to Vernon County to do an assessment on March 25, 2015.

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

Schwarz stated there was an all staff meeting this past month. Schwarz stated the meeting was a brief overview of building safety, hazardous weather locations, lock downs, etc. Schwarz stated staff were also brought up to date on what is happening at Human Services and within the County.

Schwarz stated the Emergency Food and Shelter Program received a grant from FEMA for an additional \$6,076. Schwarz stated this is approximately \$1,000 more than last year.

#### **Financial – Marsha Everson**

Everson stated that for 2014 our final figures came in at 97.5%. Everson stated that it is possible we may not have to use any of the additional \$100,000 of levy dollars that was

previously approved as we were able to re-allocate expenses to utilize additional state funds. A final report will be given next month.

Everson stated that we should be at 17% for 2015.

Everson stated that our portion of the Kwik Trip gas bill for this month was \$917.00 and these funds were transferred to the County Clerk's office.

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

McCoy stated that at the Legal Affairs committee meeting last Thursday it was decided to eliminate the Corporation Council position and after the meeting Greg Lunde submitted his resignation.

Brault encouraged everyone to submit any cost saving ideas to the Financial Planning Committee.

Brault stated there will be a meeting on Friday, March 27, 2015 with Jennifer Schilling and possibly Lee Nerison.

Brault stated that the Personnel Committee meeting will be held on March 19, 2015 at 10:30 regarding health insurance.

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

Eitland stated Wednesday, April 8, 2015 is Human Services Day in Madison and that anyone interested in attending should let her know as soon as possible.

Eitland stated 3 committee member terms on the Human Services Committee are expiring - Frank McCoy and Ralph Hicks who are County Board Supervisor representatives and Maynard Cox who is a consumer representative. Eitland stated if Cox is interested in another term on the Board he should submit a letter to Chairman Cornell.

Eitland stated there are still concerns with the State budget proposal and this will be discussed in more detail next month.

Eitland stated she wanted to take a moment to tell the Board that every month, hundreds to thousands of people receive some sort of service through our agency. Eitland stated she

wanted to recognize the managers on working well together, taking initiative, and encouraging staff to do good work.

**Closed Session**

Erlandson read the request for the closed session. Motion made by McCoy to go into closed session. Second by Richardson. Motion carried. Motion made by Brault to go into open session. Second by Cox. Motion carried.

The committee commended Eitland for excellent work and service to Vernon County.

The next meeting was scheduled for Monday, April 13, 2015.

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

Submitted by,

Kim Tainter  
Administrative Secretary

**MEMBERS PRESENT**

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

**MEMBERS ABSENT**

Ralph Hicks

**OTHERS PRESENT**

Pamela Eitland  
Kim Tainter  
Kelly Schwarz  
Erin Davis  
Jean Klousia  
Anne Schreier  
Jim Lee  
Marsha Everson  
Herbert Cornell

