

## Minutes

The Vernon County Department of Human Services Committee met on Monday, July 13, 2015. The meeting was called to order at 9:00 a.m. by Chairperson Sherman Erlandson. Proper public notice was given. Motion made by Brault to approve the minutes as sent. Second by Bringe. Motion carried.

### **Audience to Visitors**

There were no visitors present.

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

Eitland stated there were 2 contracts that needed additional funding and the amount changed totaled \$86,456. Eitland stated these amendments were well within the budget at this time. Motion made by Cox to approve these contract changes. Second by McCoy. Motion carried.

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

Vouchers were presented. Motion made by Richardson to approve the vouchers in the amount of \$227,774.91. Second by McCoy. Motion carried.

Eitland stated there were no internal transfers.

### **Long-term Support ADRC WW – Jean Klousia**

Klousia stated she has been waiting to hear about the state budget regarding the ADRC and was informed that there will be no major changes. Klousia stated there is one ADRC in every county in Wisconsin. Klousia stated she will be working closely with IT as the state will be requesting more data to see how successful we are. Klousia stated she has received some statistics from La Crosse and from January through June of 2015 we have had 1,746 total encounters. Klousia also stated on the average it takes us 2 days to make a contact after a referral is made which is a good response time.

Klousia stated our emergency detentions have been down the last couple of months and stated the Crisis Team has had a part in this.

### **Family & Children's – Jim Lee**

Lee handed out the intake and access statistics for June.

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

Lee stated there are 11 individuals in Kinship Care.

Lee stated there are 10 individuals in the CST program.

Lee stated there are 2 individuals in the in-home safety program.

Lee stated there are 7 individuals in the post reunification program.

Lee stated there is a round table session on August 14, 2015 regarding State Permanency Planning.

Lee stated his unit is at full staff now.

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

Davis stated Dayna Lee is a new trainer for the 8-week WREA on-line training.

Davis stated that Brenda Wright who is an Economic Support Specialist at Human Services will be joining the Long Term Care team which means she will be able to do nursing home applications. Davis stated the ADRC does the functional screen and WREA does the financial screen to determine client eligibility for Family Care.

Davis stated that Amanda Smith who is an Economic Support Specialist has completed her new working training.

Davis stated the trouble shooter will be coming to Vernon County this Friday to spend time with staff.

Davis stated the WREA supervisors had a meeting with the state last week to talk about how we are doing as a consortium.

Davis stated she met with the Department of Family and Children to go over Child Care Subsidy.

Davis stated there is one ES supervisor position to fill in Monroe County and hopefully the position in Jackson County will be filled by the end of the month.

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

Schwarz stated there has been a definite increase in incoming calls with the WHEAP program being in-house at Human Services. Schwarz also stated that WHEAP staff are not in the office every day during the off season.

Schwarz stated Human Services has their own Facebook page now. Schwarz stated that social media is a great way to reach people and we are currently trying to connect with a client that is hard to get ahold of through Facebook.

Schwarz stated we received a list of individuals who may be eligible for the WHEAP summer fill program but we cannot contact them. Schwarz stated the state has contracted with Energy Services, Inc. and they contact the individuals.

#### **Financial – Marsha Everson**

Everson presented the budget vs. expenditures and stated that we should be at 50% and that most line items are within budget.

Everson stated the part-time CCS staff Amanda White is currently working 20 hours a week. When we begin CCS she will work 10 hours at Human Services and 10 hours at Center Point.

Everson stated the June costs for Mendota/Winnebago facilities was \$4,350.00.

Everson stated she had mentioned in past meetings that things were not going well with our Visual WISSIS program. Everson stated this is our internal system that tracks client expenses. Everson stated when there are issues that need to be resolved we have to submit a ticket and it took them 1½ months to respond to us. This is a continuing issue and Everson is monitoring it and will keep the committee informed.

#### **Financial Planning Committee Information – Brault and McCoy**

Brault stated there was nothing new to report at this time. Brault stated the Financial Planning Committee will be meeting on Friday July 17, 2015 at 10:00 a.m. with department heads in the

county board room. Eitland stated she cannot attend the meeting but Schwarz will be there in her place.

### **Director's Report – Pamela Eitland**

Eitland stated the 2016 budget planning is due August 28, 2015 which is one week earlier this year so the public hearings are earlier also. Eitland stated that part of the budget planning process there has to be a special meeting of the Human Services Committee strictly to go over the budget line by line. After the Human Services Committee approves the budget it will be submitted to the Finance Committee. This special meeting of the Human Services Committee was scheduled for Monday, August 24, 2015 at 9:00 a.m. at the Erlandson Office Building.

Eitland stated the Corporation Counsel office is closed in the Banta Building. Eitland stated files have been delivered to the Abt Law Office in Westby and they will go through them and keep the active files and return the files that are closed. Closed files are locked in the basement of the Erlandson Office Building. Eitland stated that there will be upcoming discussions about how legal expenses will be distributed to individual departments for 2016. Eitland stated the Legal Affairs Committee is currently in charge of paying these bills. Eitland stated that Everson did a projection according to January through June of 2015 and has estimated that the Department's portion of the legal costs will be approximately \$90,000 for 2016.

Eitland stated we are still waiting for our certification for the Comprehensive Community Services Program and we can't accept any referrals until that time. Eitland stated Everson is leading the financial team for setting rates for this program.

Eitland stated Secretary Anderson will be here on August 6, 2015 from 10:30-12:00 and will be meeting with Eitland, Lee and Lee's staff. Erlandson and Bringe expressed interest in participating in the meeting.

The next meeting was scheduled for Monday, August 17, 2015 at 9:00 a.m.

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

Submitted by,

Kim Tainter  
Administrative Secretary

MEMBERS PRESENT

Sherman Erlandson  
Maynard Cox  
Brian Richardson  
Shawn Redington  
Frank McCoy  
Dennis Brault  
Mary Bringe

MEMBERS ABSENT

Dianne Radcliffe  
Jay Vosseteig

OTHERS PRESENT

Pamela Eitland  
Kim Tainter  
Jim Lee  
Jean Klousia  
Kelly Schwarz  
Erin Davis