

JEFFERSON COUNTY HUMAN SERVICES

Board Minutes

August 10, 2010

Board Members Present: Jim Mode, Pam Rogers, Richard Jones, John McKenzie, and Marty Powers

Absent: Augie Tietz and Jim Schultz

Others Present: Human Services Director Kathi Cauley; Administrative Services Manager Joan Daniel; Aging & Disability Resource Center Manager Sue Torum; Office Manager Donna Hollinger; County Administrator Gary Petre; County Board Chairman John Molinaro; and County Supervisor Jan Roo.

1. CALL TO ORDER

Mr. Mode called the meeting to order at 9:30 a.m.

2. ROLL CALL/ESTABLISHMENT OF QUORUM

Tietz and Schultz absent/Quorum established

3. CERTIFICATION OF COMPLIANCE WITH THE OPEN MEETINGS LAW

Compliance attained

4. REVIEW OF THE AUGUST 10, 2010 AGENDA

Mr. Mode suggested moving item #10 to follow item #6

5. CITIZEN COMMENT

No Comments

6. APPROVAL OF THE JULY 13, 2010 BOARD MINUTES

Ms. Rogers made a motion to approve the July 13, 2010 board minutes.

Mr. Jones seconded.

Motion passed unanimously.

7. REVIEW AND APPROVE BUDGET

Ms. Cauley reviewed the budget with the board (attached). She explained that the format is different this year because revenues and expenditures have been broken out and organized into the individual programs within each division. This will help division managers monitor each of their programs better.

The following information is included in the budget:

- Budget Narrative
- Budget Summary by Line Item
- Summary by Program
- Wages & Fringes
- Behavioral Health Division
- Family Resources Division
- Economic Support Division
- Aging & Disability Resource Center Division
- Administration Division
- Capital
- Personnel Requests

Ms. Cauley summarized the significant changes as follows:

Revenues: Department revenues for 2011 are estimated to be \$11,132,638; a decrease of \$70,768 (0.63%) from the 2010 Adopted Budget. This reduction is due to the decrease in state allocations. The department has increased revenue in the area of guardianship fees, Comprehensive Community Services, and Community Recovery programs.

Expenditures: The requested expenditure budget for 2011 is \$19,135,595, an increase of \$149,965 (0.79% including capital outlay) from the 2010 Adopted Budget. The most significant expenditure is for personnel. Step increases for department staff accounted for \$46,099. Child Alternate Care costs continue to increase, as there are more children in need of protection. The costs for Juvenile Corrections have also increased due to a rise in serious criminal offenses by youth. \$90,074 is budgeted for our MIS department; an additional \$25,328 is budgeted for the increase in Workers Compensation coverage; and \$9,998 is budgeted for two pool cars. The Family Care payment due to the state decreased by \$350,457.

County Tax Levy: The Department's County Tax Levy funding for 2011 is \$8,002,957. This is a \$222,392 (2.86%) increase from the 2010 Adopted Budget.

Capital Items: Included in the 2011 budget is \$43,443 for capital items which include: sidewalk repairs (\$13,400) at the Health/Human and Hillside building; replacement flooring (\$10,000) in the Health/Human, WDC/UWX, and Lueder Haus buildings; sealing and re-coating of parking lots (\$20,000).

Personnel:

- Due to the huge increase in volume in the Behavioral Health Division, included is a request for a new position as a Behavioral Health Specialist. This position would be 62% funded by Medicaid dollars, and then one Alcohol and Other Drug Addiction Assessor position would be unfunded.
- Another new position would also be in the Behavioral Health Division as an Intake Pool Worker/Ongoing Case Manager. This position would be 62% funded by Medicaid dollars.
- The replacement of the recent retirement of the Delinquency Supervisor.

Ms. Daniel then discussed the budget in detail by Division. Mr. Petre said that he appreciated the new format of the budget with its level of detail within each program. He added that the Department met the 2% goal and does not anticipate any changes, so this will be sent to the Finance Committee as is. It was noted that the Cost of Living Allowance was not included in the budget due to the pending Union contract.

Mr. Jones made a motion to pass the budget as presented with estimated revenues of \$11,132,638; estimated expenditures of \$19,135,595; and estimated County Tax Levy of \$8,002,957. Mr. McKenzie seconded.

Motion passed unanimously.

8. REVIEW OF JUNE 30, 2010 FINANCIAL STATEMENT

Ms. Daniel reviewed the June financial statement and reported that the year-to-date projection is \$145,987 to the good. We are monitoring the Children's area, which is over budgeted expenditures. We received Medical Assistance approval for the 1915i and Community Resources Services, and have submitted them to the State. We are waiting to hear how they are determining their rates and when we can start to bill. Ms. Cauley added that there are two new State initiatives in the Busy Bees and Birth to Three programs:

- We will be able to bill Medicaid for our teachers, which will increase revenue in the preschool.
- A waiver will be available in January 2011, for children who would qualify for Medicaid, which would cover 60% of our costs.

9. DISCUSS AND APPROVE FINANCIAL VOUCHERS

Ms. Daniel reviewed the voucher batches (attached) using a summary sheet identifying the categories of each batch.

Ms. Rogers made a motion to approve the vouchers totaling \$424,453.24 as presented.

Mr. Powers seconded.

Motion passed unanimously.

10. DIVISION UPDATES: FAMILY RESOURCES, BEHAVIORAL HEALTH, ADMINISTRATION, ECONOMIC SUPPORT, AND AGING & DISABILITY RESOURCE CENTER

Family Resources:

Ms. Cauley reported for Ms. Smyth-Magnus on the following items:

- As stated in prior meetings, a State mandate in Child Welfare requires Kinship homes be licensed like Foster Homes, which has increased our workload. We have asked for technical assistance from the State to get this done.
- We entered into a new State contract for Foster Care, so the State will provide training for Foster Care parents to become licensed and then recertified.
- Attorney Henry Plum has come to the Department several times to review charts and will begin to file the petitions for us soon.

Behavioral Health:

Ms. Cauley reported on the following items:

- The State has finished their study on the Mental Health Alcohol and Substance Abuse infrastructure and core benefits on what pilots they might propose. Ms. Cauley emphasized that WCHSA wants core benefits to match what insurance law will be, so costs won't be passed on to the counties.
- Crisis calls continue to be extremely high.
- On September 20, there is going to be a training on trauma and the impact it has on individuals along with useful techniques to use during a crisis. Staff and community partners such as law enforcement have been invited to attend. The board is also invited.
- Public intoxication has increased, especially in the Watertown and Whitewater areas. Ms. Cauley and Watertown Chief Roets have discussed the option of a municipal ticket that would cover law enforcement costs for first time offenders within a 12-month period who are found publically intoxicated. In lieu of paying the ticket, an individual could attend a class on the impact of substance abuse.

Administration:

Ms. Daniel reported on the following items:

- We have been working on the 2011 budget.
- We have been exploring the possibility of using a clearinghouse to do our electronic billing for third party insurance payments, instead of us doing paper claims. This should expedite the billing process. The rates are coming in at .50 cents per person, regardless of the number of claims submitted. The budget does include using a Clearinghouse in 2011.

Economic Support:

Ms. Cauley reported for Ms. Johnson on the following items:

- We have 5475 households on public assistance this month, which is an increase of 38 over last month.
- Saturday is the distribution date for "Ready Kids for School," which donates school supplies to qualified families. We are expecting over 1000 children.

Aging & Disability Resource Center:

Ms. Torum reported on the following item:

- The Federal House and Senate sub-committees have approved significant increases in Aging programs. If this gets approved in full committee, we would be looking at a 13% increase in areas such as personal care, transportation and the benefit specialist. We are also looking at a potential increase of 4.6% in the nutrition programs, so we may be able to expand our services.

11. REVIEW AND APPROVE NEW FEE: ELECTRONIC MONITORING FOR JUVENILES

Ms. Cauley said that this was included in the proposed budget. These are monitoring ankle bracelets that are court ordered. The new fee would be \$1.00 per day per juvenile.

12. ADJOURN

Ms. Rogers made a motion to adjourn the meeting. Mr. Jones seconded.
Motion passed unanimously.

Meeting adjourned at 10:45 a.m.

Respectfully submitted by Donna Hollinger

NEXT BOARD MEETING
Tuesday, September 14, 2010
9:30 a.m.
Workforce Development Center - Room 103
874 Collins Road
Jefferson, WI 53549