

**JEFFERSON COUNTY HUMAN SERVICES**  
**Board Minutes**  
**Thursday, July 31, 2008**

**Board Members Present:** Jim Mode, Pam Rogers, Richard Jones, Marty Powers, John McKenzie, Gail Towers Macaskill, and Jim Schultz

**Others Present:** Tom Schleitwiler, Dan Gebauer, Donna Hollinger, Sue Torum, Kathi Cauley, Terri Smyth-Magnus, and Sydney Wesemann.

1. **CALL TO ORDER**  
Mr. Mode called the meeting to order at 9:30 a.m.
2. **ROLL CALL/ESTABLISHMENT OF QUORUM**  
Quorum established
3. **CERTIFICATION OF COMPLIANCE WITH THE OPEN MEETINGS LAW**  
Compliance attained
4. **REVIEW OF THE AGENDA**  
The agenda was reviewed with no changes.
5. **PUBLIC COMMENT**  
No comments
6. **APPROVAL OF JUNE 26, 2008 BOARD MINUTES**  
Ms. Rogers made a motion to approve the June 26, 2008 board minutes.  
Mr. Jones seconded.  
*Motion passed unanimously.*
7. **APPROVAL OF JULY 14, 2008 FINANCE COMMITTEE MINUTES**  
Mr. Powers made a motion to approve the July 14, 2008 finance committee minutes.  
Mr. McKenzie seconded.  
*Motion passed unanimously.*
8. **DISCUSSION OF CURRENT DEPARTMENTAL FINANCIAL STATUS AND REQUEST TO FILL DEPARTMENTAL VACANCIES**  
Mr. Schleitwiler reported on the 2 budgeted vacancies that we currently have within the Child Welfare and Mental Health teams. He referred to a report (attached) provided to Mr. Petre on July 17 requesting that these positions be filled, along with the corresponding financial implications. He indicated that Mr. Petre has not yet approved filling them. Mr. Schleitwiler said that Mr. Petre would like input from the board, considering that we have been running a deficit this year and will be again in 2009.  
  
Mr. Schleitwiler explained that the Department doesn't save money by not re-filling positions. He said that we are short staffed in areas where we are required to provide services to families who are need of protection, which includes both children and vulnerable adults. This could potentially leave individuals in danger and create a liability issue for the Department. Mr. Schleitwiler introduced Kathi Cauley, Behavioral Health Division Manager, to explain the need in their area.

Ms. Cauley said that currently they have one “front end” person who triages the emergency mental health phone calls or walk-ins. The team also has 4 – ½ mental health clinic counselors plus 2 Alcohol and Other Drug Abuse counselors. She handed out a graph detailing the hospitalizations among the 6 counties. This report indicates that Jefferson County has one of the lowest hospitalization rates. She said that by doing the initial assessment and getting individuals immediate and effective treatment, we can potentially avert hospitalization, which costs between \$700 and 900 per day. A case manager’s cost would be less than \$250 per day. This translates into a huge cost savings.

Ms. Cauley also had a graph called “Mental Health Contact Records,” which shows the number of suicide calls and emergency detentions since 2004. There has been an increase of almost 2-1/2 times more calls in 2008 than last year. She emphasized that these individuals do not have insurance.

Mr. Jones asked what she thought the reason for the increase is.

Ms. Cauley believes that it’s because of the pressure and hard times of what’s happening in the community and even the country. She knows that it is also a state trend.

Mr. Mode asked how much of these services can be paid by Medicaid.

Ms. Cauley said that Medicaid is a disability ruling and most of these individuals don’t have it.

Mr. Gebauer added that the Emergency Mental Health program will receive about \$180,000 in revenue this year and \$300,000 next year.

Mr. Mode asked what the recommended level of cases is and what do we have.

Ms. Cauley said that the recommended is 45 and our staff each has between 70 – 75 cases. She stressed that these are individuals who need significant case management services which are time intensive such as finding housing, helping to receive benefits, and finding a job.

Mr. Schleitwiler then introduced Terri Smyth-Magnus, Manager of the Family Resources Division. Ms. Smyth-Magnus said that she is requesting to fill a position on the child welfare team. She told the board that their team has many cases with children who have serious mental health issues. She said that not only are their cases over the normal caseload limit, but the intensity level of them are extreme. She added that high caseloads require more court time and potentially more travel time since many children are in placement throughout the state. It also reduces management time with each case. They must meet all mandates, which includes a “no wait list.” All of this combined causes worker frustration and burnout.

Ms. Rogers asked what the normal caseload is.

Ms. Smyth-Magnus said that the mandated limit is between 12 – 15, and ¾ of the team are over that limit.

Mr. Schleitwiler reiterated that he did have a discussion with Mr. Petre, who feels that due to our current financial situation we should not fill the position at this time. Mr. Schleitwiler stressed that not only is this a mandated position, costs will be much higher if we don’t have enough staff to care for individuals at the time of crisis.

Mr. Gebauer added that if every worker kept one child out of placement every month, the position would be paid for.

Ms. Rogers said that it would be short-sighted not to fill these positions and made a motion to recommend filling them both.  
Ms. Towers seconded.  
Motion passed unanimously.

## 8. CONTINUE PLANNING AND DISCUSSION FOR 2009 BUDGET REQUEST

### • Review Funding Requests From Public Hearing

Mr. Schleitwiler said that the board packet includes information from PADA, who were unable to make their presentation at the public hearing last month.

### • Continue Discussion on Revenue and Expenditure Projections

Mr. Gebauer presented updated information from last month on the 2009 budget with the following reports (attached):

- 2009 Budget Request Summary – as of 7/31/08
- 2009 Detailed Budget
- Tax Levy Request
- Contribution to Family Care
- Long-Term Effect on Tax Levy for Family Care Transition
- County Tax Levy History
- Personnel Summary
- Capital Outlay and Capital Finance Plan
- Out of State Travel
- List of Potential Budget Cuts

### 2009 Budget Request Summary – as of 7/31/08

**Revenues:** The 2009 revenue request of is 10,210,273, which is a decrease of \$20,178,102. The most significant and largest portion of the change is directly related to transition to the Family Care system from the Medicaid Waiver system. Basically it means that Care Wisconsin will now be paying all of the service providers.

**Expenditures:** The requested expenditures budget is \$18,543,761, which is a decrease of \$18,708,438. The largest portion of this decrease is directly related to transition to the Family Care system. This decreases expenditures by \$19,429,400 for payments that we would have paid to service providers. Other large increases include wages and benefits for a combined increase of \$978,497. The remaining \$257,535 of expenditure increases are comprised of a combination of many items, as detailed in the "Expenditures" section.

Mr. Gebauer reiterated that we will be short over one million dollars, which has been discussed at previous board meetings.

**County Tax Levy:** The county tax levy request is \$8,017,832, which is a 17.5% increase over the 2008 County tax levy. Mr. Gebauer reminded the board that our directive was to attain an increase of no more than 2%. The additional increase is largely related to Family Care. It is important to remember that although the transition to Family Care has a very negative impact on the Tax Levy in the short term; it will save Tax Levy dollars in the long run.

Mr. Gebauer continued to discuss the details of revenues and expenditures while answering questions from the board. He also made special note of the "Budget Notations and Contingencies" listed at the bottom of the last page.

### **2009 Detailed Budget**

This report highlights each budget line item.

### **Tax Levy Request**

This report identifies our tax levy request and compares it to the tax levy goal amount for 2009, and shows the difference in tax levy effect between first year and long-term for Family Care transition.

### **Contribution to Family Care**

This details the contribution that the County will have to make to Family Care over the next 5 years.

### **Long-Term Effect on Tax Levy for Family Care Transition**

This report shows the impact of the tax levy over the 5-year span and how the request in years 4 & 5 would be within or less than the 2% allocation. This indicates that this is a short term need, not an ongoing request for funding operations.

Mr. McKenzie suggested doing one of the following 3 options to pay for this increase:

1. Implement a temporary increase in the county sales tax.
2. Borrow against county investments, which can be repaid after the 5<sup>th</sup> year when the contribution requirement is at its lowest.
3. Take out a loan, which can also be repaid after the 5<sup>th</sup> year when the contribution requirement is at its lowest.

Mr. McKenzie feels that these may be more feasible options rather than increasing the tax levy or cutting programs.

Mr. Schleitwiler agreed and said that we have those same hopes as well. He said the county controller may be able to guide us in this area, especially since it's a temporary need.

### **County Tax Levy History**

Mr. Gebauer said that this report shows the history of our tax levy dating back to 1982. 1998 was the first year that the county decided to lapse funds into the General Fund. It is interesting to note that 9 out of the 10 years, the Department had a surplus that lapsed back into the General Fund.

### **Personnel Summary**

This details the allocated personnel positions as well as requests.

### **Capital Outlay and Capital Finance Plan**

There are no requests for capital outlay for 2009. The Capital Finance Plan requests a replacement of a mini-van for the '09 budget. It also itemizes the requests for 2010 – 2012.

### **Out of State Travel**

There is no out of state travel budgeted.

### **List of Potential Budget Cuts**

This report lists potential cuts, along with the ramifications of each cut based on several factors including: Cost Change, Revenue Change, Tax Levy Effect, Financial and Program Risk, Operational Effect, and Severity of cuts indicated by Levels 1-4. The report also identifies the order in which each of the 34 items should be cut, based on the opinions of Mr. Schleitwiler, Mr. Gebauer and Ms. Wesemann. Mr. Gebauer wanted to remind everyone that cutting an item may also cut a revenue source and that the column "Tax Levy Effect" is the column that will identify how the budget would change.

Mr. Schleitwiler told the board to look at these items and consider what cuts should be made. He would prefer that the board make recommendations to the County Administrator and Finance Committee, especially since they have a better level of understanding of the Department.

Mr. Mode agreed and asked the board to review this information before the next meeting so they can continue to discuss it at the August board meeting.

- **Family Care 2009 Personnel Request – Request to Create Positions in 2008**

Mr. Schleitwiler said that he would like to move the request to create these 4 new positions to this year instead of waiting until next year. (attached) He would like to get a resolution from the board so he can submit it to the Human Resource Committee. He feels that hiring these positions sooner will help make a smoother transition for our clients into Family Care. These positions have no cost to the county as they will be paid by Care Wisconsin. This request will also have to go to the full county board since it will be an alteration to the budget.

Ms. Torum said that the final enrollment will be February 1<sup>st</sup> so we need to get these people in place before then. She added that we hired a few case managers who we had contracted with through Opportunities, Inc, and they brought their caseloads with them. This was completely unexpected.

Ms. Rogers asked for clarification regarding the cost and budget implication.

Mr. Schleitwiler said that this request is currently in the 2009 proposed budget and would like to put it into 2008 instead, thereby eliminating the need to include it in the 2009 budget. There is no change in the tax levy for these positions.

Ms. Rogers made a motion to request to create these positions in 2008.

Mr. Jones seconded.

Motion passed unanimously.

## **9. REVIEW AND APPROVAL OF 2009 AGING PLAN AMENDMENT**

Ms. Torum presented the 2009 Aging Plan Amendment. (attached) She said that it was originally presented and passed last year by this board and that the 2009 amendments have already been reviewed and approved by the Advisory Committee on Aging. She talked about the few changes that had been made to the plan.

Mr. Jones made a motion to approve the 2009 Aging Plan Amendment.

Mr. McKenzie seconded.

Motion passed unanimously.

**10. BOARD APPOINTMENTS TO THE AGING AND DISABILITY RESOURCE CENTER ADVISORY COMMITTEE**

Ms. Torum said that they dissolved the Advisory Committee on Aging and created the Aging and Disability Resource Center Advisory Committee, which is required to operate the ADRC. She would like to appoint the following individuals who have served on past committees:

Nancy Haberman - Jefferson, Leah Getty – Jefferson, Marian Moran – Watertown, Mary Ann Steppke – Fort Atkinson, Mike Mullenax – Watertown, Virgene Lawson – Sullivan, Sharon Van Acker – Lake Mills, and Dick Jones – Waterloo.

Mr. McKenzie made a motion to approve the appointments as listed.  
Mr. Powers seconded. Mr. Jones abstained.  
Motion passed unanimously.

**11. ADJOURN**

Mr. Jones made a motion to adjourn the meeting.  
Ms. Towers seconded.  
Motion passed unanimously.  
Meeting adjourned at 12:00 p.m.

**NEXT BOARD MEETING**  
Thursday, August 28, 2008  
9:30 a.m.  
Workforce Development Center  
874 Collins Road, Room 103  
Jefferson, WI 53549