

JEFFERSON COUNTY HUMAN SERVICES
Board Minutes
Thursday, June 26, 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, Gary Petre and Sharon Schmeling.

1. CALL TO ORDER

Mr. Mode called the meeting to order at 5:00 p.m. and introduced everyone to the new board member, Gail Towers Macaskill.

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 MAY 29, 2008 BOARD MINUTES

Ms. Rogers made a motion to approve the May 29, 2008 board minutes.

Mr. Schultz seconded.

Motion passed unanimously.

7. APPROVAL OF JUNE 9, 2008 FINANCE COMMITTEE MINUTES

Mr. Schultz made a motion to approve the June 9, 2008 finance committee minutes.

Mr. Powers seconded.

Motion passed unanimously.

8. REPORT ON CONTINUITY OF HUMAN SERVICES OPERATIONS DURING COUNTY FLOODING

Mr. Schleitwiler reported that all of the county departments and personnel did a great job during the flooding and worked well together assessing needs and providing services. Human Services is required to maintain essential operations if at all possible so emergency policies were already in place with providers so they all knew what to do. Staff also contacted their consumers and provided support or reassurance.

Ms. Torum said that they had to relocate the Jefferson nutrition site and got meals from Countryside.

Mr. Schleitwiler said that FEMA declared Jefferson County a disaster area and released the Federal Food Program, so applications will be taken for emergency food. This work will be absorbed by the Income Maintenance team at the Workforce Development Center.

Ms. Schmeling thanked and congratulated everyone for doing an outstanding job.

9. UPDATE ON OPENING OF AGING AND DISABILITY RESOURCE CENTER, JULY 1, 2008.

Mr. Schleitwiler said that everything is ready to open the ADRC on July 1st. The signage is up, we have a brochure rack with materials, staff has been physically moved and the phone is up and running and the fax machine and computer will be here soon.

Ms. Torum said that it will be hectic while case managers move cases to managed care throughout the transition, but is work that they're very knowledgeable about.

Ms. Schmeling asked what the plan is for marketing the Center.

Ms. Torum said that she will market via letters to partners and they will be at the fair. She also plans on giving staff an area in the county to distribute brochures, or to do some public speaking during organizational meetings like the Kiwanis. This will get the word out across the entire county. They will also get information on the county website. Ms. Torum said that other counties have said that once word of mouth gets out, they will get very busy very quickly. People will learn that we serve the general public, not just clients.

Ms. Torum added that they are very happy to have the addition of the Disability Benefit Specialist, who will help with a variety of benefit issues; especially with disability hearings. This is a special position that will be trained to help with these issues.

10. REVIEW OF PROJECTED REVENUES AND EXPENDITURES FOR 2009 BUDGET AND RELATED PROGRAM ISSUES

Mr. Gebauer reported on the 4-page 2009 Preliminary Budget Figures (attached).

PAGE 1 lists the items that we are sure are changing and how each item affects the county tax levy. Mr. Gebauer said the largest increase will come from the Family Care Transition – Adults, totaling \$1,527,594; however last year we put \$315,656 into the general fund contingency for the first year of Family Care to help offset this cost. Other revenue to help offset all increased expenses will come from the Aging and Disability Resource Center for a total of \$293,379 and from Case Management Family Care reimbursements for \$270,381. The net initial estimate of all items, however, is a tax levy increase of \$1,091,060.

Mr. Gebauer also discussed the four "Other Issues" at the bottom of the page.

- The first area of concern is that the Department's requests are to remain within a 2% cap totaling no more than \$136,476. He emphasized that this amount doesn't even cover the increase in Staff COLA adjustments.
- The next item indicates that we are currently operating at a budget deficit in three major areas including mental health hospitalizations, child alternate care and ancillary medical services.
- The third area states that the federal government has suspended Targeted Case Management funding for children, of which the future is uncertain.
- The last item addresses the fact that emergency mental health is in the beginning stages, with revenue potential uncertain.

PAGE 2 itemizes the county's contribution to Family Care, which decreases incrementally over the next 5 years. Mr. Gebauer explained that this is the biggest part of the Department's changes both programmatically and financially.

PAGE 3 is a history of Human Services Department's county tax levy, dating back to 1982.

PAGE 4 is the "Estimated MCO Revenue & Expenditures – Annualized." Mr. Gebauer explained that this projects the costs to provide the 8 itemized services from both Human Services and Health Departments including reimbursements that we'll receive from the managed care organization. There is also a column to project the out-of-pocket costs to provide the services, and a column that projects the tax levy reduction. The total is a projected tax levy reduction which corresponds to the line item on the first page called "Case Management Family Care reimbursements."

Mr. McKenzie asked if they had any preliminary thoughts about the projected budget.

Mr. Schleitwiler said that we may get revenue back from the emergency mental health area. We may also realize revenue from the change made by eliminating the Families Come First program and adding an individual to the Income Maintenance area. We continually try to get or keep individuals out of the hospitals. Mr. Schleitwiler said that options to reduce the budget will be presented to the board based on rank of importance as well as risk versus spending.

Mr. Gebauer emphasized that we need to be very careful about what we cut, because there could potentially be substantial ramifications.

Mr. Schleitwiler added that we are tied to a one year budget, but we have to remember that this first year of Family Care will be a substantial cost to the county, but every year thereafter until the 5th year, those costs will decline.

Ms. Rogers said that we can't sacrifice the Department's mission just because the cost for family care has been put into one budget year. She said that we have to look at the long term.

Mr. Gebauer agreed and added that if we had a five-year budget, we would be fine. It's just that the first few years is the largest amount of money to transition into Family Care.

Mr. Petre said that they are developing a 2009 budget based on an anticipated 2% levy cap. Since the Department is over the cap by \$1,100,000, and as part of the budget process, he said that he would like a list of items that the Board is prepared to cut so as not to exceed the 2% levy limit.

Mr. Gebauer said that they will present suggested cuts at the July 31st board meeting.

11. PREPARATION FOR PUBLIC HEARING/REVIEW OF BOARD POLICIES

Mr. Schleitwiler reminded everyone to refer to the handout "Policy Statement for Funding Requests Made to the Human Services Board," (attached) which are guidelines when

considering funding requests. He also said that People Against Domestic Abuse will not be attending, but will be submitting their request in writing.

12. ADJOURN

Ms. Rogers made a motion to adjourn the meeting. Mr. Powers seconded.

Motion passed unanimously.

Meeting adjourned at 6:15 p.m.

**RECONVENE
PUBLIC HEARING – 2009 BUDGET**

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, Gary Petre and Sharon Schmeling.

1. CALL TO ORDER

Mr. Mode called the meeting to order at 6:30 p.m.

2. ROLL CALL/ESTABLISHMENT OF QUORUM

Quorum established

3. CERTIFICATION OF COMPLIANCE WITH THE OPEN MEETINGS LAW

Compliance attained

4. PUBLIC TESTIMONY

A. Big Brothers/Big Sisters of Watertown & Dodge Counties

Betsy Bright, Executive Director

2008 Donation - \$8,000

2009 Request - \$8,000

Betsy Bright, Executive Director, introduced herself as well as a big brother and his little brother, who spoke about their experiences in the program. Ms. Bright handed out their 2008 annual report along with a fact sheet. (attached) She talked about their fundraising events, and programs including the Partners at Lunch Program, where they hope to gain more volunteers. She said that the majority of kids are from Jefferson County. They are requesting the same donation as last year of \$8,000.

B. Big Brothers/Big Sisters of Rock, Walworth & Jefferson Counties
Michelle Wales – Case Manager

2008 Donation \$21,000

2009 Request \$21,000

Michelle Wales, case manager, spoke about the program and the benefits that come from it. She handed out information (attached) which included growth goals, strategies, statistics and positive feedback from participants. The information also included their budget across the three counties plus other funding sources. They are requesting the same donation as last year of \$21,000.

5. Adjourn

Mr. Jones made a motion to adjourn the meeting. Ms. Rogers seconded.
Meeting adjourned at 7:00 p.m.

NEXT BOARD MEETING

Thursday, July 31, 2008

9:30 a.m.

Workforce Development Center

874 Collins Road, Room 103

Jefferson, WI 53549