

Waupaca County DHHS Board Meeting Minutes
September 6, 2017
Waupaca County Courthouse
Room 1068
Waupaca, WI 54981

Members Present: Carl Kietzmann, Dona Gabert, Jan Lehrer, Dave Neumann, Pat Craig, Jerry Murphy, Jody Muck, Dr. Steven Goedderz
Staff Present: Chuck Price, Shannon Kelly, Lana Draeger, Erica Becker

The meeting of the Health and Human Services Board was called to order at 5:02 pm by Chair Jerry Murphy.

Motion by Lehrer, second by Gabert, to accept agenda. Motion carried without a negative vote.
Motion by Lehrer, second by Muck, to approve minutes from August 2, 2017. Motion carried without a negative vote.

Public Comment: None

2018 Budget – Deputy Director Shannon Kelly and Fiscal Administrator Erica Becker gave a review of the 2018 budget to the Board. Shannon and Erica met with all managers to develop the budget. The budget is a 0% levy increase request. The cost associated with the new positions is \$807,155. Erica worked closely with Heidi Dombrowski on budget line items. Ancillary costs associated with the new positions are also budgeted. The entire budget was decreased by \$2,964,170, mostly due to WCI. Erica feels we were a bit more aggressive than in past years in capturing revenues and helping to serve the county with the best services. Chair Murphy asked Erica what she felt was a good fund balance. She stated the auditors were comfortable with our fund balance. If we would have some high-cost mental health or children's out of home placements, we would have this fund balance to draw from. We also would use this fund if at the end of the year we were over budget. Erica reviewed the 2018 DHHS Budget Analysis document.

Public Health: Revenue decreases are mainly due to ending our role as Fiscal Agent for State funds. Family Planning revenues have been decreased due to changes in Medicaid rules. Other revenue decreases are in Maternal Child Health, Immunizations and flu shots. There were revenue increases in Seal A Smile, Fit Families, Prevention, WIC, and Preparedness. There are no new position requests within Public Health. 2018 revenues are estimated at \$723,195; expenses are estimated \$1,216,639.

Human Services: Revenue decreases and expenses are mostly due to WCI. We are seeing some grant increases in Children & Families, as well as increases in Behavioral Health programs. Expense increases are related to new position requests. Some increases in expenses are due to health insurance. Shannon stated the Mentor budget is more accurate in showing expenses than in the past. There were budget changes due to AMSO allocation changes that were found by our auditors. Jan questioned workers' comp costs. Dave mentioned County Board members get a monthly report of unemployment and workers' comp costs. 2018 revenues are estimated at \$10,801,763; expenses are \$9,992,932.

Aging: Revenue decreases are in ADRC Grant decrease, Community Care revenues for transportation and meals, and no longer recognizing volunteer time as a revenue or expense for reporting. Expense decreases are related to staffing changes, cost allocations, and decreased utilization of transportation

and meals by Community Care. 85.21 Transportation program has a required match. This budget shows what we need to spend to meet that match. Staffing changes in 85.21 in the past few years caused us to have less expenses to match. Estimated 2018 revenues are \$1,353,448; expenses are \$1,668,835.

Position requests and reclass request costs were shared, showing expenses, revenue, cost and savings. The Summary breaks each of the programs down to compare 2018 with 2017 budget. For the DOT/RAM Contract, Shannon has been in contact with the State, stating we are maintaining the program until we tell them otherwise.

Chuck thanked Shannon and Erica for their work with all the managers in pulling the budget together. Jerry thanked the Management team for working together to present this budget. Motion by Craig, second by Lehrer, to approve the 2018 budget and move it onto Finance Committee. Motion carried without a negative vote.

1. Personnel

- a. Deputy Director Kelly reviewed employee updates. Resignation of Kristine Wiegman, Volunteer Coordinator, was shared with the Board. Motion by Craig, second by Lehrer, to accept resignation. We plan to spend time evaluating the position and duties, to look at needs before moving forward with refilling the position. Motion carried without a negative vote. Resignation of Robin Austreng, Account Clerk, was shared with the Board. Erica has been training another employee to cover duties. Motion by Lehrer, second by Neumann, to accept resignation. Motion carried with Craig voting no, to let her know she was appreciated, stating she should have done the same for Kristine. We accepted the resignation of Susan Younger, Family and Community Services Manager. Shannon is providing oversight of the programs. She wants to spend time with the programs and staff prior to refilling the position.
- b. Director Price reviewed a memo to the Board requesting out-of-state travel for himself and Deputy Director Kelly. They were invited to a follow-up meeting to the Alia Ten of Ten Conference. These expenses are covered in the budget. Motion by Neumann, second by Gabert, to approve the request. Motion carried without a negative vote.
- c. Last month, the DHHS Board approved our Department going forward with hiring a CCS Support Technician. A resolution for the position was shared with the Board. Motion by Neumann, second by Lehrer, to approve the resolution and forward onto Finance for approval. The position is expected to be graded by Finance meeting. Motion carried without a negative vote.

2. Finance

- a. Income Statement was reviewed by Erica. A new practice she has started was that all invoices are reviewed by Erica after Managers review to be sure we have appropriate account numbers, and that they are all allowable expenses. She feels this has made us more accurate in reporting. The County has adopted a policy to pay up to 15% on tips.
- b. Payment Register was shared with the Board. Motion by Craig, second by Neumann, to approve bills as presented. Motion carried without a negative vote.

3. Reports the Board

- a. There were no Advisory Committee reports to share with the Board.
- b. Board member reports – Jody was appreciative to Shannon, Leah, and Erica for giving an ACEs presentation to her church.
- c. Waupaca County Industries Updates/Reports – At the last County Board meeting, the Board approved a severance package for WCI staff. Shannon and Mandy Welch presented that

information to staff. The RFP has gone out by Community Care for providing services. WCI was appraised at 2.296 acres at a value of \$925,000. This includes the building and land, but not the equipment. If someone was interested in all, we could work on a package. They are still on target to name a provider by the beginning of October.

4. Director's Report
 - a. Follow-up/Updates
 - i. Volunteer Picnic is September 15. Please respond by Monday if interested in attending.
 - ii. Chuck shared a staff member award – Tracy Wisner was recognized at the National APS Conference for receiving the Above and Beyond Award.
 - iii. We received a letter about Becky Green, AODA Counselor and Crisis Worker, who had responded to a crisis call, and a letter of appreciation from a person that had reached out to crisis.
 - iv. Our leadership team that works with school districts met with Waupaca School District leadership team to work on roles and responsibilities, as well as relationship building.
 - v. On August 15 Chuck and Shannon did two national webinars: one with Alia on our successes and the second on diligent recruitment in foster care treatment.
 - vi. Chuck met with County Chiefs on mental health, emergencies, and crisis. There will be ongoing communications. Afterwards they met with Waupaca PD about a few kids.
 - vii. Chuck had to testify at the State through his role as WCHSA Director on juvenile justice and child protection.
 - viii. We received videos from DCF on recruitment and retention of employees. People applying will watch a video on what the job involves.
 - ix. WCHSA Executive Director is no longer employed, so Chuck and the WCHSA Deputy Director have been covering the workload, with assistance by Lana.
 - x. On August 24, US Congressman Gallagher was at our Department meeting with Chuck, Shannon, Jerry, Mandy, and Jill. He has been pushing trauma informed practices at the national level, urging congress to use that in developing policies. He has met with First Lady Walker also.
 - b. Alternate Care Report was shared with the Board. There were 5 new removals due to difficult cases. Shannon stated we have very solid staff that continues to do really good work, despite difficult work.
 - c. Mental Health Report was shared with the Board. Staff continue to do good work to stabilize people in the community. We are monitoring people that may return for services.
5. Motion by Lehrer, second by Neumann, to adjourn at 6:46 pm. Motion carried without a negative vote. Next meeting is October 4, 2017.

Submitted by,

Lana Draeger
Office Manager

Approved by,
