

**MEETING OF THE
WINNEBAGO COUNTY
DEPARTMENT OF HUMAN SERVICES BOARD**

Minutes

DATE: Thursday, June 25, 2009

TIME: 9:00 a.m.

PLACE: Neenah Human Services Building
211 N. Commercial St.
Neenah, Wisconsin

MEMBERS PRESENT: Don Griesbach, Jef Hall, Jim Koziczkowski, Ron Kuehl, Donna Lohry, Mike Norton, Rob Paterson, Harvey Rengstorf, and Tom Widener

STAFF PRESENT:

Bill Topel, Ken Stoffel, Tom Saari, Leo Podoski, Ellen Shute, Mary Krueger, Ann Kriegel, Gina Vanden Branden, and Dorothy De Grace

Jim Koziczkowski called the meeting to order at 9:00 a.m. with the intent of considering any additional testimony for the Public Hearing.

AGENDA ITEM #1: PUBLIC HEARING:

The Public Hearing concluded at approximately 9:30 a.m.

AGENDA ITEM #2: APPROVE MINUTES OF THE JUNE 11, 2009 HUMAN SERVICES BOARD MEETING:

With no additions or corrections, Don Griesbach moved for approval of these minutes; seconded by Ron Kuehl and carried (9-0).

AGENDA ITEM #3: ACCEPT MINUTES OF THE JUNE 2, 2009 FAMILY SUPPORT PROGRAM ADVISORY COMMITTEE MEETING:

With no additions or corrections, Tom Widener moved for acceptance of these minutes; seconded by Jef Hall and carried (9-0).

Motion was made by Jef Hall and seconded by Mike Norton to bring the Human Services Board 2010 Budget to the floor for discussion; motion carried (9-0).

AGENDA ITEM #3: REVIEW, DISCUSS AND RECOMMEND 2010 HUMAN SERVICES BUDGET TO COUNTY EXECUTIVE:

Bill Topel reminded the Board that last year we embarked on a strategic plan reviewing how we have done services in the past; how we will be doing services in the future; and focusing on community-based services away from institutional placements. He said that during the year he and the division managers review the programs and services to see if we are meeting our vision and mission statement requirements. They also look at positions when they become vacant to see if we have a need to refill them or if we need to change the job description or title.

MEETING OF THE DEPARTMENT OF HUMAN SERVICES BOARD

Minutes for Thursday, June 25, 2009

Page 2

Bill Topel said that sometimes if we can't give providers their requested increase we can work with them to reduce some of the services they provide in order for us to meet our budget. We start out with parameters that we need to have a balanced budget. We know we will typically get a small tax levy increase; but we have to learn internally to see what changes can be made and where we can reduce some costs to stay in line and not go over budget. Bill said that since the state changes from day-to-day what they will do for our revenues, today's budget is a point-in-time budget. It is likely that the variables will change before we get to the final budget that is passed by the County Board. Bill said today we will be presenting a balanced budget.

ADMINISTRATIVE SERVICES DIVISION:

Ellen Shute noted that this year's budget book includes a strategic plan & outcomes section for each division of the agency. She said the County Executive gave us a target of 3% increase on the 2009 tax levy base. It will include two components related to labor—a 2% inflationary increase for administration/management and a 3% increase for represented employees inclusive of their step increases. Ellen pointed out that new to this year's budget book is a tab for the Aging & Disability Resource Center (ADRC) under the Long Term Support Division (LTS). The LTS budget for 2010 is based on January through June not being a part of Family Care; but July through December will include transitioning and participating fully in Family Care. Family Care will affect our budget in a positive way as it frees up some obligations that we previously had. Ellen distributed copies of state information for Family Care counties. She said as we move forward with Family Care we must submit three documents to the state according to statutory requirements: 1) documentation that the county consents to administration of the family care benefit in the county, 2) the amount of the county's payment or reduction in community aids, and 3) a proposal by the county for using any savings in county expenditures on long-term care that results from administration of the Family Care benefit in the county.

Ellen referred to the Table of Organization for the Administrative Services Division. She reminded the Board that we are requesting to eliminate a 50% account clerk position, increase another account clerk position to 75%, and eliminate a 21% clerk typist position. She said we are proposing that the Contract & Quality Assurance Manager position be discontinued at the end of 2009 due to the start-up of Family Care. We anticipate that the person will be hired by the Family Care District. Two account clerk positions would be leased to Family Care effective July 1, 2010 but the staff would remain county employees for the duration of the lease.

Ellen said that one of the main functions of the Administrative Services Division is to support the other divisions in a clerical, financial, and support specialist perspective. The goal is to find ways to free up time for the front-line workers which is often billable to Medical Assistance or other insurance companies. In the end, the client and families benefit by having more contact with the worker. Ellen said the county is currently looking at a countywide dictation system as a more efficient way to provide the tools to employees that have to document direct services. If we participate in that purchase, our share would be about \$35,000.

Ellen said our 2010 Budget is in compliance with the County Executive's directive that we would receive a 3% countywide increase to our tax levy. The budget line items show increases or decreases to revenue because of the start-up of Family Care.

BEHAVIORAL HEALTH DIVISION:

Tom Saari said he is not recommending any real significant changes for 2010 to the AODA area. He said we are now providing an AODA out-patient group to 8-10 Drug Court participants for an 8-12 week program by rearranging staff to do this. This will result in a longer wait time to get in for an AODA assessment. Tom said the Adult Protective Services function has moved from the Crisis Intervention Team to the Long Term Support Division. As part of our strategic plan they have implemented the creation of a 24-hour on-call pager system. It is associated with Crisis Intervention and our new crisis center at Summit House. Tom said the Family Therapy Team has filled the new intensive in-home therapist and intensive in-home case manager positions. Tom said they tend to see increases each year in the number of people seeking psychotherapy. They currently have about a 3-4 week waiting list for these services. Tom said that they admitted 65 people to the crisis center at Summit House between the start-up date of April 20 and June 18. The average length of stay has been 1-4 days. The crisis workers diverted 42 people from hospital admissions so far.

CHILD WELFARE DIVISION:

Leo Podoski said there would be no change to the Table of Organization for the Child Welfare Division. A home consultant position was filled this year as a part of strategic planning. There have been anticipated increased numbers in the Child Protective Services area. Leo said the state continues to pay for the Kinship Care Program which offsets costs for children to live with relatives. Leo said they project the same numbers for Juvenile Intake as last year. They have hired someone to fill the restitution coordinator position, which is now on our Table of Organization. Under the Juvenile Justice teams there is a slight increase in projected numbers of youth to be served, as we hope to impact placements in corrections with this population. Leo said they have moved the Kinship Care worker and our Day Care certifier to the Resource Team in order to combine services and draw on each other's resources. We are looking to increase the number of local foster homes and expand the capability to have more treatment foster homes; therefore, there is a projected \$4,000 increase for registration and tuition expenses. Leo said there will be a revenue decrease of \$257,890 and an expense increase of \$233,759 for Child Welfare for 2010. Labor and fringe benefits are a big part of this increase, along with foster care expenses. Ellen Shute pointed out that the projected increase of \$36,000 for professional services is for contracted attorneys for termination of parental rights cases, and the projected increase of \$13,000 for emergency rent assistance is to keep families from being displaced from their home.

ECONOMIC SUPPORT DIVISION:

Ann Kriegel said the state has started taking applications for the new Badger Care core plan. It is for individuals aged 19-64 who meet the income requirement and are not disabled or the caretakers of dependent children. We will gradually transition our existing cases to the state as soon as we are directed to do so. Ann explained that in April 2009, for the first time ever, there were over 5,000 households eligible for the Food Share program in Winnebago County. In May 2009 there were 5,098 households eligible; in May 2008 the number was 3,776. In May 2009 there were 14,590 families receiving Badger Care Plus vs. 12,803 in May 2008.

MEETING OF THE DEPARTMENT OF HUMAN SERVICES BOARD

Minutes for Thursday, June 25, 2009

Page 4

Ann said there are currently 70 people enrolled in the W-2 Program. She said she is writing a proposal to renew the contract again. The state will offer incentive money to counties next year to meet or exceed the required performance standards for the W-2 Program. Ann said we are helping facilitate community access sites for on-line applications for Food Share and Badger Care at various locations, such as the Community Food Pantry, the Red Cross and our 1st floor lobby.

LONG TERM SUPPORT DIVISION:

Mary Krueger said the Long Term Support (LTS) budget represents serving kids aged birth to 18 throughout the year; for adults we are looking at continuing status quo with anticipated revenue and expenses for the first half of the year and then going to Family Care in July. We are looking at continuing elderly services through grants all year, but will be phasing in the Aging & Disability Resource Center (ADRC) starting in February. This budget represents using \$283,000 of our COP Risk Reserve. It also represents an increase of \$80,000 to the Nutrition Program to cover an increase in meals and a decrease in voluntary donations. Mary pointed out that most of the increases and decreases to the LTS budget are because of the start-up of Family Care. Bill Topel pointed out that the 1,013.2% revenue increase to CIP II Relocations is fully funded from the state to move people from nursing homes into the community under the Waiver Program.

Mary Krueger pointed out that the LTS Division currently has 42 staff, but the position of supervisor for service coordinators will end on January 4, 2010. We are looking at the Lakeland District hiring that person in January 2010 to start training in the principles and philosophies of Family Care. The person would act in a leadership role with our case managers who would move to the District. At the end of 2010, the LTS Division should have 26 positions which reflect the post-lease of County employees ending December 2012. Mary Krueger said some transportation services for next year would be contracted with Family Care starting in July 2010.

Ken Stoffel suggested that the Board meet on July 9 for discussion and then consider and act on a resolution to develop an ADRC.

With no amendments to the proposed 2010 Human Services Budget, Don Griesbach moved to accept it as is and recommend it to the County Executive; seconded by Ron Kuehl and carried unanimously (9-0).

With no further business, Harvey Rengstorf moved to adjourn the meeting at 1:00 p.m.; seconded by Ron Kuehl and carried unanimously. The next meeting of the Human Services Board will be Thursday, July 9, 2009 at 3:30 p.m. at the Neenah Human Services Building.

Respectfully submitted by:

Donna Lohry, Human Services Board Secretary

Recorded by: Dorothy De Grace, Secretary, Department of Human Services