

COUNTY BOARD STAFF/FINANCE COMMITTEES
Minutes – June 13, 2016

Call to Order. County Board Staff Committee Chair Podzilni called the joint meeting of the County Board Staff Committee and the Finance Committee to order at 8:02 A.M. in Conference Room N-1/N-2 on the fifth floor of the Rock County Courthouse-East.

Committee Members Present: County Board Staff Committee – Supervisors Podzilni, Brill, Bussie, Mawhinney, Peer, Sweeney and Thomas. Finance Committee – Supervisors Mawhinney, Beaver and Podzilni.

Committee Members Absent: Supervisors Arnold and Kraft (County Board Staff); Supervisors Fox and Kraft (Finance).

Staff Members Present: Josh Smith, County Administrator; Randy Terronez and Nick Osborne, Assistants to the County Administrator; Annette Mikula, Human Resources Director; Sue Prostko, Nursing Home Administrator; Joanne Foss, Comptroller/Accounting, Rock Haven; Marie-Noel Sandoval, Public Health Officer; Deb Erickson, Public Health Nurse Director, Health Dept.; Tim Banwell, Environmental Protection Director, Health Dept.; and Selene Costrucci, Intern, Health Dept.

Others Present: Supervisor Terry Fell.

Approval of Agenda. Supervisor Brill moved approval of the agenda, second by Supervisor Thomas. ADOPTED.

Citizen Participation, Communications and Announcements. None.

Approval of Minutes of June 6, 2016. Supervisor Mawhinney moved approval of the minutes of June 6, 2016, second by Supervisor Brill. ADOPTED.

Review and Discussion of Preliminary 2017 Budget Projections and Program Information-Health Department. Ms. Sandoval handed out copies of her PowerPoint presentation and organization chart. She introduced Deb Erickson, Acting Nursing Director, Tim Banwell, Environmental Health Director and Selene Costrucci, Health Department Intern.

Ms. Sandoval said they have two offices: 1) 3328 Hwy 51 N, Janesville and 2) 61 Eclipse Center, Beloit. They have four primary areas: 1) Environmental Health; 2) Public Health Nursing; 3) Health Education; and 4) Preparedness. The Department is overseen by the Board of Health which consists of nine members. The department consists of 34 FTEs, 3- 0.4 FTEs and 2 summer interns: 3 Management; 2 RN Supervisors; 15 Registered Nurses; 7 Sanitarians; 2 Environmental Technicians; 1 Community Health Education Coordinator; 1 Health Educator/Preparedness Coordinator; 6 Support Staff; and 2 summer interns.

Ms. Sandoval said the Health Department is responsible for improving the health and well-being of the community by: 1) Preventing disease and injury 2) Promoting healthy lifestyles and 3) Protecting the public from health threats.

Ms. Sandoval said some of the things the Public Health Nursing Staff do are: immunizations; Healthy Families First; Clinical Services; Communicable Disease and Sexually Transmitted Infection; HIV/AIDS; and contracted services such as school nursing and paternity testing. It was noted that Communicable Disease/Sexually Transmitted Infection and HIV/AIDS are state mandated programs.

Ms. Sandoval said some of the things that Environmental Health staff do are: child lead poisoning prevention; radon program; ground water protection; general sanitation-human health hazards; food protection & public lodging; private sewage disposal; and AHEC summer intern-lead project and mosquito surveillance.

Ms. Sandoval said that some of the items that Health Promotion/Education addresses is: 1) Promote health/raise awareness by monthly news column, press releases, social media, health fairs and through schools. An example would be the Edgerton Community Elementary 5th grade school garden creation. This teaches children food source, taste testing, incorporate food grown into the cafeteria, composting, "Edgerton Outreach" partner-provide food grown to food pantry, and aim to reduce obesity. 2) Creating sustainable wellness by seeking grants, continuation of programs initiated through grants, and community coalitions to build wellness programs. 3) Leverage resources through collaborations, summer intern: "Keep your athlete healthy" campaign and volunteer (Tony Farrell) staffs health fairs.

Ms. Sandoval said that some of the items that are addressed through Emergency Preparedness are: emergency preparedness planning, community collaboration, staff training and mass immunization clinics.

Some milestones and achievements for the Health Department are: 4,376 immunizations; 183 home owners tested their well water; 4,107 pounds of drugs collected; 1,789 well water tests; 822 food inspections, and 438 animal bite investigations.

Ms. Sandoval said that there were some awards won recently that she wanted to highlight. The Rock County Board of Health won the Wisconsin 2015 Board of Health of the Year. Tim Banwell won Wisconsin Environmental Health Professional of the Year for 2015.

Ms. Sandoval said that some challenges that Rock County faces are: 7 in 10 adults are overweight; 4 in 10 driving deaths are alcohol-related; high children poverty rate; mental health access to health services and high teen pregnancy rates.

Ms. Sandoval said that some departmental challenges that they are facing are: 1) the evolving scope and content of the work. For example, the reduction of personal health services to increased primary prevention through education; increased community collaborations; increasing number of inspections and permits and state requirements; The Affordable Care Act has resulted in less immunizations. There has been a 20% decrease per year since the Act took effect. 2) Staff turnover-Tim Banwell will retire in December and Public Health Nurse recruitment and retention. 3) Continuation of grants.

Ms. Sandoval said that we have several opportunities: 1) Increase education/health promotion 2) Increase marketing – healthy behaviors messages/services available/social media (communication trends) 3) Increase collaborations 4) Opportunity to utilize Strategic Planning process to make

informed decisions for programming. IMPACT on Health. What is Strategic Planning? Strategic planning is a systematic process for making decisions to guide an organization towards achieving its desired outcomes.

Ms. Sandoval said her requests for the 2017 budget are:

Action: Create an Environmental Health Supervisor

Rationale: Scope of Environmental Health division has evolved over the past 15 years: 75% increase in number of programs, licensed facilities increased by 67%, more partners seeking collaboration, and ability to seek grants.

Impact: Maintain current level of service as programs evolve and expand; ensure program stability by providing division depth and succession planning; leverage capabilities by forming partnerships; expand program capabilities by seeking outside funding; ensure evidence-driven program planning; ability to incorporate new initiatives; improved/timely customer service; increase efficiency.

Budget effect: \$95,000

Action: Eliminate Public Health Nurse

Rationale: Scope of Public Nursing has changed: Affordable Care Act 2010 saw 20% reduction in immunizations per year-70% reduction overall, medical home; moving away from direct service provision; connectors.

Impact: Maintain current level of service as programs evolve and expand; ensure program stability by providing division depth and succession planning; leverage capabilities by forming partnerships; expand program capabilities by seeking outside funding; ensure evidence-driven program planning; ability to incorporate new initiatives; improved/timely customer service; increase efficiency.

Budget effect: -\$95,000

Action: Create 0.4 Sanitarian I

Rationale: 75% increase in number of programs; licensed facilities increased by 67%

Impact: Maintain current level of service as programs evolve and expand; increase efficiency.

Budget effect: \$20,000

Action: Create 0.4 Public Health Support Staff

Rationale: Due to Scope of Public Health Nursing change, support staff needs also changed.

Impact: Maintain current level of service as programs evolve and expand; increase efficiency.

Budget effect: \$16,000

Action: Eliminate 1.0 Public Health Support Staff

Rationale: Due to Scope of Public Health Nursing change, support staff needs also changed.

Impact: Maintain current level of service as programs evolve and expand; increase efficiency.

Budget effect: -\$54,000

Action: Create Assistant Public Health Director

Rationale: Better align with scope of work and strategic planning

Impact: Ensure program stability by providing department depth and succession plan; leverage capabilities by forming non-traditional partnerships; expand program capabilities by seeking outside funding; ensure evidence-driven program planning and ability to incorporate new initiatives.

Budget effect: \$100,000

Action: Eliminate Nursing Division Director

Rationale: Evolution of Public Health Nursing

Impact: Ensure program stability by providing department depth and succession plan; leverage capabilities by forming non-traditional partnerships; expand program capabilities by seeking outside funding; ensure evidence-driven program planning and ability to incorporate new initiatives.

Budget effect: -\$100,000

Action: Capital Improvement: Carpet replacement

Rationale: Safety Hazard, loose/worn/frayed carpet creating tripping hazard, carpet in exam rooms difficult to remove body fluids.

Impact: Eliminate safety hazard

Budget effect: \$17,000

Ms. Sandoval said that the Public Health Department has a \$3.2 million budget. She gave the funding breakdown for the Public Health department: 65% County, 13% Nursing, 24% Environmental and 3% Preparedness.

Ms. Sandoval gave the expense breakdown for the Public Health department: 65% Nursing, 31% Environmental, and 4% Preparedness.

Ms. Sandoval went over the 2016 Budget projections:

	<u>2016 Budget</u>	<u>2016 Estimate</u>	<u>2017 Cost to Continue</u>
Revenue	\$ 915,059	\$ 912,275	\$ 889,488
Expenses	\$3,266,791	\$3,125,563	\$3,242,334
County Share	\$2,351,732	\$2,213,228	\$2,352,846

	<u>2017 Level Funding</u>	<u>2017 with new requests</u>
Revenue	\$ 889,488	\$ 889,488
Expenses	\$3,241,220	\$3,259,334
County Share	\$2,351,732	\$2,369,846

Some items to note: 2016 estimate is under budget by \$141,000; 2017 Budget similar to 2016 (Cut \$1,115 Travel to attain level funding); New requests=\$17,000

Ms. Sandoval thanked the committee members.

Supervisor Sweeney asked if Ms. Sandoval has researched increasing Environmental Health permit fees in order to increase and align the Environmental Health expenses with revenue. Ms. Sandoval said that if an Environmental Health Supervisor position was approved, this would free up time for the Director to look into comparable counties fees and also work on extra grant funding. Ms. Sandoval said that they would also strive for more well testing with the help of this new position as well.

Review and Discussion of Preliminary 2017 Budget Projections and Program Information - Rock Haven.

Ms. Prostko handed out an informational packet and went over the history of Rock Haven, which started out as the Poor Farm and Alms House in 1854, became the Asylum in 1881, the County Hospital in 1893, County Home in 1911, and Rock Haven in 1963, with the new facility opened in May 2013.

Ms. Prostko said that 2015 utilities came in at a cost of: natural gas-\$10,469.47, electricity-\$204,724.51 and water & sewer utility-\$26,794.66. Assessments from the survey that were billed in 2016 were \$10,270.00. The net position is not available to date.

Ms. Prostko said supplemental payment calculations are 32,765 Medicaid days (based on 2015); July 1, 2016 to June 30, 2017 estimate is $\$37 \times 32,765 = \$1,212,305$ reimbursed back from the state. Supplemental payment is provided by the federal government for losses incurred on Medicaid residents. This funding applies to Government Skilled Nursing Facilities only.

Ms. Prostko said for the 2016 budget planning they took into consideration: 1) in 2015 approximately 104 of our resident stays were covered by Medicaid (we continue to try and lower this percentage as we increase private pay and Medicare); 2) Medicaid reimbursement covers about 62% of actual cost of care; 3) Rock County taxpayers cover the remaining costs; 4) current Medicaid rate is \$176.74 per day (as of 4/7/2016); and 5) current Medicaid loss based on private room rate is \$227.26 per day.

Ms. Prostko said the Subsidy History (i.e. use of tax levy to balance the budget) is:

<u>Year</u>	<u>Budgeted</u>	<u>Actual</u>
2010	5,928,076	5,690,694
2011	5,863,758	5,637,323
2012	5,137,022	4,436,969
2013	4,437,817	4,519,160
2014	4,208,100	4,208,100
2015	4,178,181	3,917,088 projected
2016	3,994,415	3,994,415 projected

Ms. Prostko said after reviewing the Facility all-inclusive rate, it is recommended that we increase the private pay rate to \$305. This is based on a survey done of the Nursing Homes in Rock County. Some facilities were lower and some higher, the one thing common to all is that rate for room and board only and does not include an all-inclusive rate; 2016 private daily room rate is currently \$300; intense skilled private rate was increased to \$337. This is the room rate used to bill Medicare A for post-acute care; Medicare is projected to have a 1.6% increase on 10/1/2016; Medicaid is projecting no increase by the state; of the 128 certified beds we are looking for a census mix of Medicaid – 93, Medicare – 15, Private Pay – 13 and Hospice – 8. Partnership with local Hospices has increased the need to add this as a revenue source to case mix.

Ms. Prostko said their goal for the 2017 budget is to maintain cost control on their day to day expenses; improve census case mix through marketing initiatives; increase revenues by increasing private pay and Medicare census; and to seek new streams of revenue when possible.

Ms. Prostko said the Cost to Continue budget revenues are: private pay projected \$1,447,225, intergovernmental \$10,500,000, miscellaneous general revenue \$15,000, rents and commissions \$2,500. Expenses are projected to be held at \$15,854,052 which includes 1.5% for increased payroll costs. Total projected estimate: \$3,889,627.

Ms. Prostko said that staffing costs in 2015 were: productive wages-\$7,548,965; actual-\$7,099,199; Overtime Budget-\$482,900; Overtime Actual-\$904,729. Long Term Care industry is suffering from the Work Force Crises. Ms. Prostko provided a hand out on the crisis.

Ms. Prostko said some new initiatives for possible reduction of levy are: introduce a new revenue source by billing privately the balance between a mandated insurance benefit and the cost of a private room. This would fluctuate dependent on the quarterly Medicaid rate assigned to the Facility. New Initiative for Quality Improvement: An Admissions Nurse to make a smooth transition for clients and to help reduce the readmission rate to the hospitals. Bundled payments will be coming soon.

Ms. Prostko said their plan for Rock Haven has not changed: they plan to control costs while providing services to those in need within our county.

Mr. Smith said that staffing is the largest issue at Rock Haven currently. The committee had a short discussion on the Work Force Crisis. He would like to reiterate Rock Haven's mission.

Ms. Prostko thanked the Committees.

Future Meeting Dates. Monday, June 20, 2016 (Sheriff's Office) for Sheriff's Office
Monday, July 11, 2016 (N1/N2) for the Human Services Department
Monday July 18, 2016 (Airport) for the Public Works Department

Adjournment: Supervisor Mawhinney moved adjournment at 9:25 A.M., second by Supervisor Brill. ADOPTED.

Respectfully submitted,

Tracey VanZandt
Human Resources Secretary

NOT OFFICIAL UNTIL APPROVED BY COMMITTEES.