



**ROCK COUNTY HUMAN SERVICES BOARD MEETING**  
**Wednesday, June 14, 2017 – 4:30 P.M.**

**Call to Order:** Chair Knudson called the meeting to order at 4:30 p.m. on Wednesday, June 14, 2017, in the 3<sup>rd</sup> Floor Conference room at the Rock County Health Care Center, Janesville, Wisconsin.

**Committee Members Present:** Chair Brian Knudson, Supervisor; Sally Jean Weaver-Landers, Citizen Representative; Kathy Schulz, Supervisor; Karl Dommershausen, Supervisor; Shirley Williams, Citizen Representative; and Terry Fell, Supervisor.

**Committee Members Absent:** Linda Garrett, Supervisor. Terry Thomas, Supervisor. Ashley Kleven, Citizen Representative.

**Staff Present:** Kate Luster, Director; Phil Boutwell, Deputy Director; Sara Mooren, Administrative Services Division Manager; Timothy Zuehlke, Controller; Jennifer Anselmi, APS Supervisor; Jennifer Thompson, ADRC Division Manager; and Greg Winkler, MH Division Manager.

**Others Present:** Tia Johnson, Citizen.

**Approval of Agenda:** Supervisor Dommershausen moved the agenda to the floor, seconded by Citizen Representative Weaver-Landers. Citizen Representative Weaver-Landers requested moving Agenda item #10 to after item #4. The agenda was unanimously approved. APPROVED.

**Approval of Minutes of Human Services Board Meeting of May 24, 2017:** Citizen Representative Weaver-Landers moved the minutes to the floor, seconded by Citizen Representative Williams. Citizen Representative Williams requested changing the minutes to Mr. Eric Williams the individual pursuing the Shelter Care contract, has found another home which is in Beloit. This will clarify and reflect who Mr. Williams is. The minutes with changes were unanimously approved. APPROVED.

**Citizen Participation, Communications and Announcements:** None.

**Resolution to Recognize June 15, 2017 as World Elder Abuse Awareness Day:** Supervisor Fell moved the resolution to the floor, seconded by Citizen Representative Weaver-Landers. Ms. Anselmi presented the resolution on behalf of the Rock County Adult Protective Services Unit. The APS Unit's purpose is to raise awareness in the community. In general, the day is recognized by people wearing purple. Worldwide it is estimated that 1 in 10 people are victims of some sort of abuse or exploitation after the age of 60. Experts believe for every case reported twenty three go unreported.

In 2016, locally we had 227 referrals of victims over age 60. Of those referrals the top three categories were 41% self-neglect, 20% financial exploitation from others, and 20% neglect by others. More than half of the referrals received were from someone close to the victim. To increase awareness the APS Unit has had a table at the Rotary Gardens and will have a table at Hedberg Library. There will be two staff talking about Elder Abuse Awareness on the radio tomorrow.

The APS Unit participated in a national campaign, "Finish the Sentence." We went to several Units in the County and to some external businesses to raise awareness by asking people to think about how to build stronger support for seniors. We are using the ideas to make a banner and it will be

posted on the internet to raise awareness. Ms. Anselmi responded to questions. The resolution was unanimously approved. APPROVED.

**Submission of Committee Requests:** Ms. Schulz asked to get updates on any Federal or State budget information by email. Ms. Luster will forward any relevant updates from WCA to HSD Board members.

**Approval of Contracts and Transfers:** Supervisor Fell moved two contracts to the floor, seconded by Citizen Representative Weaver-Landers. Ms. Mooren highlighted information about each of the contracts. Supervisor Dommershausen asked about the significant increase in fees from regular respite to intensive. Ms. Mooren advised the provider did notify us earlier that they would be seeing more high risk clients, and increasing staffing. When the staffing ratio increases, rates are increased. The contracts were unanimously approved. APPROVED.

**Review of Budget to Actual Report:** Ms. Mooren reviewed the Budget to Actual report which was run through April. The challenge with this report is the year to date actual does not exactly show a full picture of trending. For example, the Computer Service Fees have not been charged yet, and when the charge does go through it will be about \$1.3 million which isn't showing in the total yet. The program expense of \$13 million comes through the Board as entries for invoices on the bill report every month. Within that is Rock County's Family Care payment which is over \$3 million but may not come out until the end of year. This makes it hard to see trending. Ms. Mooren will return in August to report on where we are through June. Then we will have a little better idea of trends in our high cost areas. Ms. Mooren responded to questions.

**Review of Bills:** Mr. Zuehlke highlighted a few entries to the Board. Citizen Representative Williams asked about an expense allocation that looked like nothing was budgeted. Mr. Zuehlke explained the entry was for the credit card and courier services combined and journal entries would be done separately. Human Services pays the entire County courier bill then we allocate costs out to other County Departments. Ms. Mooren explained we learned today that next year Purchasing at the courthouse will take over the courier services and allocate costs to the different Departments.

**Approval of Contract for Drug Testing to Avertest:** Citizen Representative Weaver-Landers moved the contract to the floor, seconded by Citizen Representative Williams. Mr. Winkler advised at the last meeting the Board approved awarding the contract to Avertest for drug testing. Mr. Winkler was now asking for approval of the contract to Avertest as explained in the executive summary that was distributed. He will return again to present the resolution for the AA position that will be created. Mr. Winkler responded to questions.

Citizen Representative Williams asked about the elimination of positions and if there was work within the County for staff to apply. Mr. Winkler explained some of the staff eliminated have left on their own accord and for the staff wanting to stay there are open positions they can apply for and they have a good chance of getting them. Ms. Luster advised we struggle to keep these positions filled, and we have a lot of turnover. Mr. Winkler responded to questions about cost savings, volume, and if costs would increase. Approval of the Avertest contract was unanimously approved. APPROVED.

**Set Date and Time for Public Hearing:** Ms. Luster advised previously the Public Hearing has been on the first meeting in August or the last meeting in July. Last year there was discussion about the sequence of the budget and being able to digest the Public Hearing requests related to the budget proposal. The HSD budget is due August 1, 2017, but we usually ask for an extension, mainly because we don't always have all the figures we need until later in July and we need time to complete the budget. The HSD budget meetings with Mr. Smith are in September. We would have an HSD Board meeting between the Public Hearing and Mr. Smith's meeting to get feedback. After discussion August 9, 2017 was chosen for the 2018 HSD Budget Public Hearing. Ms. Luster responded to questions. Supervisor Fell moved to have the 2018 HSD Budget Public Hearing on August 9<sup>th</sup> with the same format, seconded by Citizen Representative Williams. The date was unanimously approved. Approved.

**Director's Report:**

- **Budget Process Update** – Ms. Luster advised the budget process update will continue to be on the agenda until the budget is completed. She has been going through the HSD Division's 2018 budgets with Mr. Winkler, Mr. Horozewski, and Ms. Mooren. Mr. Winkler and Mr. Horozewski have a list of areas they are working with Program Analysts on to understand trending and to make program changes. We are also working on the Cost to Continue presentation for the Joint Committees held on July 10, 2017 which will project our cost to continue current operations and strategies to get to a zero levy increase. We are keeping an eye on the State and waiting for the Governor's budget proposal. It may look to be favorable for Child Welfare funding and Mental Health but there are other questions. We are waiting to hear what steps and responsibilities would increase for us and what impact it will have if drug testing Medicaid participants goes through.
- **Follow-up Discussion of the CPS Critical Incident Review** – Ms. Luster advised she shared the information about the CPS critical incident last meeting but there wasn't time to discuss the process. She wanted to give the Board a chance to ask questions. We are in the system review process with the State and we have developed a plan along with the State. The State will establish key findings, questions that come to mind when they read the documentation. Soon they will meet with Rock County HSD to debrief staff but staff do not have to participate if they do not want to. After that meeting they will set up system mapping and bring in CPS professionals from other counties to discuss information, key issues, strengths, and weaknesses to be considered. Then they craft a Second story. The Second story is looking at the case and looking at what went on in the system for the decisions to have been made and what is the generalized theme. At the State level they look across the State at all the themes to make improvements. Ms. Luster will share the findings with the Board at a future meeting when the information is known. Ms. Luster responded to questions.

Chair Knudson asked Ms. Luster to express the Board's support to the staff involved. Ms. Luster advised the State recognizes secondary trauma for workers and communicates to staff that we don't have the power to keep every child safe from everything but we try to. We are very aware of secondary trauma in HSD especially within CPS.

**Next Meeting:** **Wednesday, June 28, 2017 at 4:30 p.m.**, in the 3<sup>rd</sup> Floor Conference Room at the Rock County Health Care Center, Janesville, Wisconsin.

**Adjournment:** Supervisor Schulz motioned to adjourn, seconded by Citizen Weaver-Landers with unanimous approval at 5:28 p.m.

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Jodi Parson, Secretary

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