



ROCK COUNTY HUMAN SERVICES BOARD MEETING
Wednesday, May 24, 2017 – 4:30 P.M.

Call to Order: Chair Knudson called the meeting to order at 4:30 p.m. on Wednesday, May 24, 2017, in the 3rd 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; Linda Garrett, Supervisor; and Terry Thomas, Supervisor.

Committee Members Absent: Ashley Kleven, Citizen Representative. Terry Fell, Supervisor.

Staff Present: Kate Luster, Director; Phil Boutwell, Deputy Director; Sara Mooren, Administrative Services Division Manager; Lance Horozewski, CYF Division Manager; Jennifer Thompson, ADRC Division Manager; Dawn Fossum, I & A Specialist; Terri Pass, Disability Benefit Specialist; Jamie Dix, I & A Specialist; Greg Winkler, BH Division Manager; and Amanda Lake, Outpatient Clinics Program Manager.

Others Present: Josh Smith, County Administrator. Russell Podzilni, County Board Chair.

Approval of Agenda: Citizen Representative Weaver-Landers moved the agenda to the floor, seconded by Supervisor Garrett. The agenda was unanimously approved. APPROVED.

Approval of Minutes of Human Services Board Meeting of May 10, 2017: Supervisor Dommershausen moved the minutes to the floor, seconded by Supervisor Thomas. The minutes were unanimously approved. APPROVED.

Citizen Participation, Communications and Announcements: None.

Submission of Committee Requests: None.

Approval of Contracts and Transfers: Citizen Representative Weaver-Landers moved six contracts to the floor, seconded by Supervisor Garrett. Ms. Mooren explained that My Choice was a renewal Family Care contract; the NetSmart contact was for our electronic health records billing processes analysis to improve efficiencies; and Avail Therapeutic Services, LLC was a joint contract with Jefferson and Walworth for CCS providers. The other three contracts were amendments to existing contracts for Community Based Residential Facilities (CBRF). The contracts were unanimously approved. APPROVED.

Resolution Authorizing Two Month Double Fill of Two CPS Case Manager Positions: Supervisor Thomas moved the resolution to the floor, seconded by Citizen Representative Weaver-Landers. Mr. Horozewski advised there will be two CPS staff leaving to go to another Division but are continuing in their positions until the end of July. We would like to hire new staff while the two workers are on site to work with new staff until they transition. The resolution was unanimously. APPROVED.

Resolution to Recognize May 2017 as Aging Disabilities Resource Center Month: Supervisor Thomas moved the resolution to the floor, seconded by Citizen Representative Weaver-Landers. Ms. Thompson explained Governor Walker started the recognition of ADRC month two years ago, and Supervisor Thomas requested a resolution. Ms. Thompson introduced the ADRC staff who were in attendance. The ADRC staff all do a great job and Ms. Thompson was glad to write the resolution recognizing them. Supervisor Thomas has worked with all of the staff present and he congratulated them on the great job they do and stated the recognition was well deserved. The resolution was unanimously approved. APPROVED.

Awarding Contract for Drug Testing Services to Avertest: Supervisor Garrett moved awarding the contract to the floor, seconded by Citizen Representative Weaver-Landers. Mr. Winkler introduced Amanda Lake, Outpatient Program Manager. The treatment program opened a couple years ago, and our staff have been conducting the drug tests, collecting and sending urine samples to a laboratory. Rock County does approximately 900 tests per month which includes CYF Division, ES Division and Veterans' Court. The need for another agency to provide this service was apparent.

We issued an RFP in the fall and six vendors applied but three did not meet qualifications. We met with the three that met qualifications and chose Avertest. Avertest is a national company which has clear procedures to make sure the tests are done properly. Financially, this will save approximately \$20,000 from what we are currently spending for 2017. The impact for calendar year 2018 will be a savings of \$9,400. Avertest is able to bill insurance because this is their specialty, they can bill medical insurance in a way we cannot. They are on insurance panels where they earn revenue which decreases what we have to pay.

We have six part time positions that would be eliminated, and we would be adding one AA position. We talked to the six employees and they are pursuing other opportunities. There are other openings within the county where they can apply, and Avertest encouraged them to apply.

Mr. Winkler and Ms. Lake responded to questions. Awarding the contract to Avertest was unanimously approved. APPROVED.

Review of Budget Process: Ms. Luster invited County Administrator Smith to go over the budget process. Ms. Luster described the HSD process and gave the Board members an opportunity for questions.

County Administrator Smith distributed the budget calendar. He explained on June 2nd more instructions will be given to Department Heads. The 2018 Personnel requests are due on June 2nd and equipment requests are due June 14th. The pre-budget memo went out today which gave instructions to Department Heads about the Pre-Budget meetings. Every year we hold Joint Committee meetings to go over Department's budgets. We ask for information on how Departments would reduce levy back to zero and for Department's initiatives through those committees to inform the full County Board. Ms. Oja and County Administrator Smith meet to see what challenges are ahead. The process works well to start thinking about issues, but it is very early to have much of the information needed. The last week in July we ask for budgets to be submitted. Then we meet with Departments and go over budget forms in August. In October, County Administrator Smith recommends his budget to the County Board. Committees meet and if there are any appeals they go to the Finance Committee. If the Finance Committee endorses the appeal it would go to the County Board. The challenge is there is only a limited amount of levy, estimated to be for all county operations \$600,000 to \$700,000. If we want to add something we have to take something away or use sales tax.

Ms. Luster advised she asked Division Managers for 2018 Budget Initiative ideas by the end of April. It is a challenge because things change and a lot of information needed is unknown at this time. Division Managers were asked to submit personnel requests and justifications before June 2nd. Ms. Luster met with Division Managers to talk about the pre-budget presentation. She asked Division

Managers how we would propose to reduce levy back to zero and how to connect the HSD Cost to Continue to HSD initiatives. Keeping in mind the HSD mission, our mandated services and how to

meet clients with excellence, and employee engagement. We specified strategic priorities to frame our goals. Ms. Luster, Mr. Boutwell, and Ms. Mooren will meet with Division Managers continually on budget, initiatives and the Cost to Continue plan and presentation.

After the Pre-Budget presentation to the Joint Committees Ms. Luster will bring the presentation to the HSD Board. All HSD Board members are welcome to go to the Joint Committees' presentation on July 10th for information, discussion will take place when it is presented here at the HSD Board meeting. From this point forward at the HSD Board meetings Ms. Luster will provide a budget update on where we are and what we know. Ms. Luster responded to questions. It is a challenge to balance and to continue to deliver services with revenue decreases. The ES and ADRC Divisions have less flexibility and there are not as many variables. The bulk of analysis and difficulty in projecting is in the BH and CYF Divisions. County Administrator Smith responded to questions.

Director's Report:

- Information about Act 78 CPS Critical Incident Review – Ms. Luster updated the Board on a recent CPS Critical Incident review case. The State reviews cases when there is a reported death of a child. In this case, there was not an open case for the new born child but there was an open case for the siblings. The two siblings are in care, but the new born child was not in custody automatically.

This was so traumatic at so many levels, and is the worst situation that a worker can go through. The DCF is changing how they review incidents of this nature instead of pointing a finger at the worker they look at the bigger picture and system. The DCF gives a report to the agency and staff have a choice to attend a meeting with them. The State looks at a narrative about all the facts, the second story, the system analysis tool, and makes recommendations. The DCF is reviewing our record documentation then they will call us to debrief staff. When we have some conclusions from this process Ms. Luster will bring back what we learned and what we will be changing. We have looked at our procedure to see if we have anything we could have changed in this case and did not see anything that we could have done differently.

- YSC Shelter Care Update – Ms. Luster advised we were hopeful to get Goshen's home facility for Shelter Care but they declined. Mr. Williams has found another home which is in Beloit. Ms. Luster will bring back more information when it is known.
- Potential Impact of Federal Health Care Legislation – Ms. Luster advised there isn't actual legislation yet. The bill has passed in the house, but not in the Senate. General ideas being proposed are a fundamental change in the way Medicaid is administered. Currently there is a Federal, State, local partnership, but it would transfer to the State. If this does transfer to the State, the burden on counties, which are the safety net on the local level, would likely be high. Another big impact on HSD would be if States are no longer required to fund the Mental Health parity, that could likely hurt us, but we do not know what is going to happen.

Next Meeting: Wednesday, June 14, 2017 at 4:30 p.m., in the 3rd Floor Conference Room at the Rock County Health Care Center, Janesville, Wisconsin.

Executive Session: Supervisor Thomas motioned to go into Executive Session, seconded by Supervisor Garrett at 5:34 p.m. per Section 19.85(1)(c), Wis. Stats. – Performance Evaluation – Human Services Director. ADOPTED on a roll call vote with the following: Ayes – Supervisors Garrett, Dommershausen, Schulz, Thomas, Knudson; Citizen Representative Williams, Weaver-Landers. All present except Citizen Representative Kleven and Supervisor Fell.

Citizen Representative Williams moved to go out of Executive Session at 6:17 p.m., seconded by Supervisor Dommershausen. ADOPTED.

Adjournment: Citizen Representative Williams motioned to adjourn, seconded by Supervisor Dommershausen with unanimous approval at 6:17 p.m.

Jodi Parson, Secretary

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