

**COUNTY BOARD STAFF/FINANCE COMMITTEES**  
**Minutes - July 13, 2015**

**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 8:00 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, Arnold, Brill, Bussie, Mawhinney, Peer and Sweeney. Finance Committee – Supervisors Mawhinney, Beaver, Fox and Podzilni.

**Committee Members Absent:** Supervisor Kraft (County Board Staff); Supervisor Kraft (Finance).

**Staff Members Present:** Josh Smith, County Administrator; Randy Terronez and Nick Osborne, Assistants to the County Administrator; Marie-Noel Sandoval, Public Health Officer; Janet Zoellner, Public Health Nursing Director; Tim Banwell, Environmental Health Director; John Hanewall, Developmental Disabilities Director; Jennifer Patridge, Deputy Director, Developmental Disabilities; Jeanine Froeber, Financial Supervisor, Developmental Disabilities.

**Others Present:** Annette Mikula, Human Resources Director; Sue Balog, Assistant to Finance Director; Diana Arneson, Assistant to Information Technology Director.

**Approval of Agenda.** Chair Podzilni said there is an additional transfer for Human Services, item 4.B; and an additional bill for Information Technology. Supervisor Arnold moved approval of the agenda with these additions, second by Supervisor Peer. ADOPTED.

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

**Adoption of Minutes of June 22, 2015.** Supervisor Bussie moved approval of the minutes for June 22, 2015, second by Supervisor Thomas. ADOPTED.

**Transfers and Appropriations.**

**Register of Deeds**

<b><u>FROM</u></b>		<b><u>TO</u></b>	
<b><u>Account #</u></b>	<b><u>Amount</u></b>	<b><u>Account #</u></b>	<b><u>Amount</u></b>
17-1710-0000-67160	\$ 2,500	17-1710-0000-63100	\$ 2,500
Capital Assets \$500-\$4,999		Office Supplies	

**Human Services Department**

<b><u>FROM</u></b>		<b><u>TO</u></b>	
<b><u>Account #</u></b>	<b><u>Amount</u></b>	<b><u>Account #</u></b>	<b><u>Amount</u></b>
36-3634-0000-61610	\$ 1,200	36-3634-0000-67130	\$ 1,200
CPS Health Insurance		CPS Terminals & PCs	

36-3638-0000-64604	\$150,000	36-3634-0000-62119	\$150,000
CPS Sub Care		CPS Other Contracted	
36-3690-0000-61610	\$ 2,400	36-3697-0000-62503	\$ 2,000
MH/AODA Health Insurance		CSCF Interpreters	
		36-3690-0000-62400	\$ 400
		MH/AODA Repair & Maintenance	

Supervisor Beaver moved approval of the above Transfers and Appropriations for the Finance Committee, second by Supervisor Fox. ADOPTED.

**Bills/Encumbrances – County Board Staff**

County Administrator	\$	178.75
County Board		1,042.30
Corporation Counsel		50.00
Human Resources		1,997.65
Employee Recognition Activity		655.80

Supervisor Sweeney moved approval of the above Bills and Encumbrances for the County Board Staff Committee, second by Supervisor Peer. ADOPTED.

**Bills/Encumbrances – Finance Committee**

County Clerk - Dog License Supplies	\$	647.64
Information Technology		580.75
Health Insurance		4,784.00
Employee Wellness Activities		200.00
IT Cross Charges		1,900.00

Supervisor Fox moved approval of the above Bills and Encumbrances for the Finance Committee, second by Supervisor Podzilni. ADOPTED.

**Pre-Approved Encumbrances** None.

**Review and Discussion of Preliminary 2016 Budget Projections and Program Information - Developmental Disabilities.** Mr. Hanewall introduced Jennifer Patridge as his Deputy Director and Jeanine Froeber as his Financial Supervisor. He gave an overview of the Department, which was established in 1973 to comply with requirements of Chapter 51 of the Wisconsin State Statutes. The Rock County Board of Supervisors designated the Developmental Disabilities Board (DDB) to coordinate both financial and programmatic services for developmentally disabled citizens in Rock County. This was based on the belief that people with disabilities should have the opportunity to remain within their own home counties and the services they receive would be more appropriate if determined at the county level. The DDB provides services to Rock County residents who are developmentally disabled or who may have sustained a traumatic brain injury. Services are available to eligible individuals from birth to death. Eligible individuals may include those who are cognitively disabled, have epilepsy, cerebral palsy, have sustained a traumatic brain injury, or conditions requiring similar treatment.

Mr. Hanewall went over his eight person staff roster and the structure of the department. He said together they have 112 years of experience in Rock County.

Mr. Hanewall said they included a list of acronyms and definitions and went over them.

Mr. Hanewall gave a description of services and what the department does. He said case management is provided by Catholic Charities which coordinates the overall delivery of services to clients and are serving approximately 545 clients at this time. Residential placements are provided by approximately 25 different providers, which include AFHs, group homes, CBRFs, supportive and independent living apartments, and are serving over 375 clients. Day service programs are provided by Catholic Charities, KANDU, Lutheran Social Services, and Riverfront who are providing an alternative to vocational services and are serving over 175 clients. Vocational services are provided by CESA-2 Voc, KANDU, and Riverfront and includes pre-vocational training, on-site and supportive employment programs and are serving approximately 285 clients. Birth-to-Three programs are overseen by CESA-2. Birth-to-Three is a mandated program serving children in Rock County up to the age of three who are in need of services due to developmental delays and are serving over 600 children and their families. Recreational services are provided by Catholic Charities who provide monthly recreational activities for individuals as well as social events and is serving over 100 clients. Many of these clients are receiving more than one of the above services.

Mr. Hanewall said some of the other services of the DDB are: Fiscal agent services provided by Epilepsy and Independent Disabilities Services (IDS) to assist clients with fiscal needs such as bill paying, shopping, budgeting, etc. and are serving over 155 clients. Respite care services are coordinated by Catholic Charities and IDS and provide families and AFH providers with a break from services and are serving over 425 clients. MA/PC services are provided by the Department's RN who provides supervision, case management and oversight to over 120 clients to capture over \$3 million in reimbursement to offset the tax levy for the Department. In addition to all these services, the Department completes Adult Protective Services Annual Reviews for 45-50 clients, completes over 60 Provider Certification Reviews to ensure CIP standards are being followed in both residential, vocational and day services programs, attends IEPs in all 8 of the school districts in Rock County, assists families with over 25 Guardianship and/or Protective Placement Petitions for the court, completes over 300 reports to the State and Social Security in relation to Community Aids, Reconciliation Reports, Representative Payee Reports and other documentation as required by the State Department of Health Services and Social Security to maintain compliance with the Waiver Program.

Mr. Hanewall said they have many different funding sources to operate the programs and each of these funding sources have specific regulations as to how they may be applied, reporting requirements, and instances where funding resources may be excluded from application. Their main funding source (45%) is CIP 1-B State/Federal, the County Tax Levy (13%) is the second largest source, MA/PC (10%) is the third largest and the remaining sources are less than 10% each.

Mr. Hanewall went over the funding source breakdown for 2015 budget, 2015 anticipated budget, and 2016 projected budget. Mr. Hanewall said the status of the 2015 budget is as follows:

	<u>2015 Budget</u>	<u>2015 Anticipated</u>
Total Revenue	\$27,872,681	\$26,766,844
Total Expenses	31,853,979	33,124,590
County Tax Levy	3,981,298	3,981,298
Add'l Co. Contribution	-0-	(\$1,270,611) (over budget as of 7/8/15)

Mr. Hanewall said the operations of the 2015 budget are impacted by new openings (12 so far in 2015), relocations due to providers giving notice and moves due to safety concerns, loss of residential providers, decreased revenues from the State of about \$122,000, and a decrease in MA/PC revenue of about \$353,236.

Mr. Hanewall said noted points regarding the 2015 budget are: 1) proactive placements have decreased potential emergent cases but have also increased costs, however, proactive planning and placements have reduced the number of detentions to State facilities which are extremely costly to the County and funded by tax levy dollars; 2) the Department has successfully negotiated with many of our 40+ providers to hold costs steady or reduced costs over the past 4 years; 3) the Department received 23 High Cost COP Awards totaling \$49,002 in 2014 and has received 3 Awards so far in 2015 totaling \$7,700 from the State; 4) the State provided the Department a one-time award of \$942,750 for CY2014 & 2015 to open a minimum of six new cases off the waiting list, which we were able to open 10 individuals including two extremely high cost ones at no cost to the County; and 5) the DD Board has continued to transition cases from Human Services Department that have been extremely costly.

Mr. Hanewall said the 2016 proposed budget is:

	<u>2015 Budget</u>	<u>2016 Projected</u>	<u>Change</u>
Total Revenue	\$27,872,681	\$27,773,270	(\$99,411)
Total Expenses	31,853,979	32,491,058	637,079
County Tax Levy	3,981,298	4,717,788	736,490

Mr. Hanewall said the contributing factors for this request include: 1) Revenue concerns with the primary components/factors being: a) funding at the State and Federal level to remain the same or less; b) fully funded individuals could/will become the County responsibility in 2016. 2) Annualized increased cost for client care with an expectation to maintain clients in the community: a) occupancy, many providers are being faced with home modifications (ramps, widening hallways, renovating bathrooms, etc.) to continue to serve aging clients in their current homes; b) additional staff, especially during waking hours, due to clients needing assistance with basic cares; c) overall rising costs in utilities, transportation, food, etc.; 3) Leap Year in 2016 will add an additional day for residential programs that are calculated with a daily rate have to be paid, and estimated additional cost of \$24,100 County share; 4) potential “emergent” cases, the Department has no way of predicting when an emergent case will present itself or the costs attached for providing care; 5) transitional cases the DD Board will transition at least three high need-high cost cases from Human Services in 2016 as these individuals “age out” from Juvenile Justice, CPS and the CLTW program; 6) capacity as the waiting list has grown by approximately five individuals per month, and the high cost to develop placements for transition cases based on lack of resources.

Mr. Hanewall said the preliminary number are difficult to predict at this time since the State has not provided the counties with projected revenue awards for 2016. The Department met with 16 of their major providers the week of July 7 – 10 and, with the exception of inflationary costs (rent, utilities, etc.), most of them recognized the economic climate of the State and County.

Mr. Hanewall said the 2016 Levy Request Goal is: Prepare the 2016 Budget with no increase from the 2015 levy amount of \$3,981,298; evaluate and submit options for decreasing the levy amount if it exceeds the 2015 amount; evaluate every program (especially those that utilize POC funding) for DD eligibility and duplications of services or alternative options.

Mr. Hanewall said the potential options for reducing the 2016 Levy Request are:

- 1) Action: Request a 2% decrease amongst all providers across the board.  
Effect: This would result in a potential savings of \$125,000+ in tax levy.  
Impact: Many of the residential providers would be forced to evaluate their ability to continue to provide services to our clients thus potentially leading to closures, notice to relocate, and forcing the Board to secure residential placements outside the County at an even higher cost.
- 2) Action: Add an additional MA/PC RN to the Department.  
Effect: Potential increase in MA/PC revenue of over \$300,000.  
Impact: The levy request is significantly decreased, more clients eligible for these services could be served, a higher degree of monitoring of external programs thus also potentially capturing more WIMCR revenue.
- 3) Action: Reduce or eliminate all programs that are funded with Purchase of Care (POC) funding (tax levy) where either duplication of services exist or individuals receiving services are not eligible for DD funding.  
Effect: A potential savings of approximately \$73,500.  
Impact: This would force individuals to secure services elsewhere.
- 4) Action: Further reduce the DDB's Unanticipated/Emergency funds.  
Impact: This is difficult to predict year to year what unknown circumstances we will be presented with, this becomes a risky venture.
- 5) Action: Increase the Birth-to-3 program funding to hire an additional therapy team.  
Effect: Potential to generate more Medicaid revenue thus offsetting the County contribution.  
Impact: Since the Birth-to-3 program is also very fluid, there are no assurances this option would generate revenue.
- 6) Action: Continued requests from the DDB to the State for High Cost Crisis funding, Money Follows the Person Awards, and High Cost COP Awards.  
Effect: This would be dependent upon the awards being granted.  
Impact: This could significantly decrease the County share for services.

Mr. Hanewall thanked the Committees for their consideration and support of the Department and the services they provide the citizens of Rock County.

Supervisor Peer said, as Chair of the DDB, he would like to thanks the staff for a wonderful job and that they are a great team.

Mr. Hanewall said the DDB public hearing is this Wednesday at 6:30 P.M. at the Health Care Center.

The Committees took a short break from 9:25 to 9:30 A.M.

Supervisor Bussie left during the break.

**Review and Discussion of Preliminary 2016 Budget Projections and Program Information – Health Department.** Ms. Sandoval handed out copies of her PowerPoint presentation and organization chart. She introduced Janet Zoellner, Nursing Director and Tim Banwell, Environmental Health Director.

Ms. Sandoval said the determinants of Health are: 1) Health Outcomes consisting of length of life (50%) and quality of life (50%); 2) Health Factors consisting of health behaviors (30%), clinical care (20%), social and economic factors (40%), and physical environment (10%); and 3) Policies and programs.

Ms. Sandoval said some of the reasons Public Health is important in Rock County are: Rock County ranks 62 out of the 72 counties; low immunization rates; 4 in 10 driving deaths are alcohol related; 4 in 100 dwellings have lead risks; 3 in 10 wells are high in nitrates; and 1 in 4 children are overweight.

Ms. Sandoval said the Health Department is responsible for improving health and well-being of the community by preventing disease and injury, promoting healthy lifestyles, and protecting the public from health threats.

Ms. Sandoval said they have two offices: 1) 3328 Highway 51 N, Janesville; and 2) 61 Eclipse Center, Beloit. They have 3 primary areas: 1) Health education / promotion & emergency preparedness; 2) Environmental health; and 3) Public health nursing. The department consists of 34 FTEs, 3 - .04 FTEs and 2 summer interns: 5 management people; 16 Registered Nurses; 7 Sanitarians, 2 Environmental Technicians; 1 Health Educator; 6 support staff; and 2 summer interns.

Ms. Sandoval said the Health Promotion / Education & Emergency Preparedness: 1) Promotes health and raises awareness by monthly news columns, press releases, social media, health fairs, school programs (e.g. Edgerton gardens), and emergency preparedness (plans, clinics, staff training); 2) Creates sustainable wellness by seeking grants, continuation of programs initiated through grants, and community coalitions to build wellness programs; 3) Leverage resources using summer interns for the “Get Immunized” campaign, volunteer (Tony Farrell) staffing health fairs, and Edgewood nursing students helping staff immunization clinics.

Mr. Banwell said Environmental Health includes childhood lead poisoning prevention (40,000 homes built prior to 1980), radon program, ground water protection (13,000 private wells), general sanitation – human health hazards, food protection and public lodging, private sewage disposal (13,000 septic systems), and AHEC summer intern “Hand Washing” education survey / well water sampling survey.

Mr. Banwell went over the changes to the Environmental Health Division:

<u>1999</u>	<u>2014</u>
21 Services	41 Services
684 Facility Permits	977 Facility Permits
Septic Maint. – 3,000 Systems	Septic Maint. – 13,000 Systems
Water Lab – 586 Samples	Water Lab – 1,290 Samples
Drug Collection – 0 pounds	Drug Collection – 5,659 pounds
Avg. Restaurant Score – 81.4	Avg. Restaurant Score – 89.9
25 Homes Tested for Radon	103 Homes Tested for Radon
440 Food & Lodging Permits	846 Food & Lodging Permits

Mr. Banwell said there are a number of things the Environmental Health Division does now that it did not do in 1999: 3 staff with GIS expertise; pool operator training; food facility training; rabies clinics; health impact assessment capacity (Brownfields, grocery store in the 4<sup>th</sup> Ward); software management programs; Countywide surface water quality testing (found two sources with high / elevated bacteria); Town well water sampling program / expanded lab outreach.

Mr. Banwell said some of the challenges the Environmental Health Division include: FDA & State increasing food inspection program standards; nitrate levels in County ground water increasing; increased demand on recreational water use – safety and water quality; aging population / deteriorating housing / hoarding issues; child lead poisoning standards require more follow-up; 2% of home wells are tested; 40,000 housing units in Rock County may have lead paint; bed bug infestations are increasing; and additional eating and lodging establishments are locating in Rock County.

Ms. Zoellner said some of the things the Public Health Nursing staff do are: immunizations; Healthy Families First, which they help explain and interpret what doctors have told a client/citizen; clinical services, TB program has been delegated to the counties by the State; communicable disease (there are about 80 communicable diseases in Rock County and they educate on prevention and care) and sexually transmitted infections (their role is resource and referral); HIV/AIDS, which they do a 5 county region; and contracted services such as school nursing and paternity testing. Ms. Zoellner said only about 78% of 2 year olds are immunized.

Ms. Zoellner said the Public Health Nurses measure the service they provide. They document all hours spent working in 15 minute increments utilizing an electronic database. By agency work rules, each FTE must spend at least 50% of their working hours in direct contact serving the public. She said some of the core areas of service are communicable disease investigation, maternal and child health home visits, immunization clinic services, and health education.

Ms. Zoellner said the highest number of direct service hours provided are to the Healthy Families First home visiting program, and the second highest hours of service are for immunization delivery. She said these two areas generate revenue for the agency and help support the positions. The communicable disease investigations and health education area are entirely supported by tax levy funds.

Ms. Zoellner said some of the things they have implemented to help save money / cut costs are: 1) The nursing staff using electronic charting to minimize the cost of copying and storing records; 2) Edgewood College provides a professor and a group of nursing students that are able to research area public health needs as part of their curriculum; 3) The nursing division was awarded a grant to develop and implement fetal mortality review, a small grant from Beloit Kiwanis to purchase toys for infants with the lead logo printed on them, and a “Cribs for Kids” grant distributing 80 pack and play cribs to families that may not have a safe place for their babies to sleep; 4) They have also partnered with numerous agencies and community groups to extend the reach of each individual nurse.

Ms. Zoellner said they have a hard time keeping public health nurses due to the implementation of Act 10 and the clinics and hospitals now needing nurses with their area of expertise and knowledge.

Ms. Sandoval went over the 2015 budget projections:

	<u>2015 Budget</u>	<u>2015 Estimate</u>	<u>2016 Budget (Cost to Continue)</u>
Revenue	\$ 899,620	\$ 854,017	\$ 891,558
Expenses	\$3,246,002	\$2,918,490	\$3,341,779
County Tax Levy	\$2,346,382	\$2,064,474	\$2,450,220

Ms. Sandoval said some of the 2015 budget highlights are: 1) total revenue decrease of 5% due to lower home visit (PNCC) revenue; and 2) total expenditures decrease 27% primarily due to salary savings, 8 staff turnovers this year so far.

Ms. Sandoval said her request for the 2016 budget is:

Action: Add an Environmental Health Supervisor position.

Rationale: The Environmental Health Division has had a 75% increase in programs, licensed facilities increased by 67%, more partners are seeking collaboration, and will give them the ability to seek grants.

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

Budget Effect: \$87,000

Action: Capital Improvement – Carpet replacement.

Rationale: Safety hazard as loose/worn/frayed carpet is creating a tripping hazard.

Impact: Eliminate safety hazard.

Budget Effect: \$13,705

Ms. Sandoval said to have a 2016 Budget 0% levy increase from the 2015 Budget they will need to cut \$100,000. She said the following are actions in priority order for 2016 Levy Reductions:

Action: Reduce line item expense

Example: Travel, postage, office supplies, interpreter fees

Rationale: Reduce personal vehicle mileage; increase e-notices, e-newsletters, etc.; 3 FTE

Spanish fluency

Service Impact: None

Budget Effect: \$10,000

Action: Increase permit fees

Example: permits \$5 or \$7

Service Impact: None

Budget Effect: \$11,000 or \$15,500

Action: Share staff

Example: Share 0.5 FTE sanitarian with other departments with similar work

Rationale: Achieve 0% tax levy

Service Impact: ?

Budget Effect: \$50,000

Action: Reduce / eliminate staff

Example: 0.6 FTE Clerical / 1.0 FTE Clerical

Rationale: Achieve 0% tax levy

Service Impact: Staff morale, customer service

Budget Effect: 0.6 Clerical \$38,000. 1.0 FTE \$54,000

Action: Reduce / eliminate staff

Example: 0.4 FTE Nurse

Rationale: Achieve 0% tax levy

Service Impact: reduce customer education component

Budget Effect: \$45,000

Action: Reduce / eliminate staff

Example: 0.4 FTE Sanitarian

Rationale: Achieve 0% tax levy

Service Impact: Fewer services, decreased surge capacity (e.g. outbreaks)

Budget Effect: \$42,000

Ms. Sandoval said some of the 2015 challenges have been: 1) staff turnover (8 positions); 2) increased requests for community collaborations (e.g. Children's Health Alliance of Wisconsin, Youth2Youth4Change Coalition, Wisconsin Asthma Coalition, etc.), which has created increased workload; 3) increased number of inspections and permits, state requirements, which has increased the workload; 4) continuation of grants (e.g. FIMR ends 6/2016) means less money; 5) Affordable

Care Act effect meant less immunizations and less revenue; and 6) PNCC (home visiting program) standards created an increased workload and a decrease in revenue.

Ms. Sandoval explained they collaborate to do more with less, leverage resources, and minimize duplication. She said some of the examples of future / proposed collaborations are: 1) intra-County (e.g. planning department, land conservation, ground water grant, asthma grant, etc.); 2) “identify partners” project with United Way and others by compiling a resource directory – who is doing what; and 3) partner with non-medical work (e.g. CNHA / CHIP).

Ms. Sandoval thanked the Committee members.

**Next Meeting.** Chair Podzilni said next joint meeting will be on July 20, 2015 at 8 A.M. at the Sheriff’s Office.

**Adjournment:** Supervisor Arnold moved adjournment at 10:34 A.M., second by Supervisor Sweeney. ADOPTED.

Respectfully submitted,

Marilyn Bondehagen  
Confidential Administrative Assistant

**NOT OFFICIAL UNTIL APPROVED BY COMMITTEES.**