

POLK COUNTY HUMAN SERVICES BOARD MEETING AGENDA

Public Welcome to Attend

Tuesday July 23, 2013

8:30 a.m., Lower Level Conference Room
Polk County Government Center
100 Polk County Plaza
Balsam Lake, WI 54810

Department Mission Statement:

Our mission is to assist, empower, and build upon the strengths of the children, youth, and adults in Polk County to achieve positive outcomes.

1. Call to Order/Note Attendance
2. Consideration of Agenda (Agenda not necessarily presented in this order)
3. Consideration of June 25, 2013 Meeting Minutes
4. Public Comment
5. Organizational items
 - A. Establish Date/Time/Refreshments of Next Meeting (see below)
 - B. Review Committee Calendar
 - Committee Calendar for August
 - Recommendations to administration on department budgets
 - Consideration of budget issues and alternatives
 - Policy revisions for County Board action, related resolutions or other items requiring committee action (as needed)
6. Report and Discussion Items
 - A. Polk County Finance Department Quarterly Report
 - B. Veterans Office
 - i. Quarterly Report
 - ii. Budget Discussion
 - C. Human Services
 - i. Standard Monthly Reports
 - ii. 2014 Budget Discussion
7. Presentation—General Organization
8. Human Services Board Member Observations
9. Adjourn

George Stroebel, Chair
Gene Phillips, Director

Tentative Meeting Dates

July 23, 2013
August 27, 2013
September 24, 2013
October 22, 2013
November 26, 2013
December 17, 2013 (3rd Tuesday)

Refreshments

July Kris
August Staff
September Staff
October Brian
November Staff
December Marvin

This meeting is open to the public according to Wisconsin State Statute 19.83. Persons with disabilities wishing to attend and/or participate are asked to notify the County Clerk's office (715-485-9226) at least 24 hours in advance of the scheduled meeting time so all reasonable accommodations can be made. Requests are confidential.

***Polk County Human Services Department
Board Meeting Minutes
Date: July 23, 2013***

Present: Marvin Caspersen
David Markert
Brian Masters
George Stroebel
Tim Strohbusch

Absent: Bill Alleva
Russell Arcand
John Gyllen
Kris Hartung

Also: Gene Phillips
Dana Frey
Richard Gates
Felecia Kallevang

Chairperson Stroebel called the meeting to order at 8:32 a.m.

Consideration of Agenda

Motion to approve the July 23, 2013 agenda was made by Mr. Caspersen, seconded by Dr. Markert. All in favor. Motion carried.

Approval of Minutes

Motion to approve the June 25, 2013 meeting minutes was made by Mr. Masters, seconded by Mr. Caspersen. All in favor. Motion carried.

Public Comments

No comments offered.

Organizational Items

Establish Date & Time of Next Meeting

The next HS Board Meeting will be held August 27, 2013 at 8:30 a.m.

Reports

Veterans Office

Quarterly Report-Richard Gates briefed the board members on the last quarter's information. He stated that he had 236 federal and 10 state claims. Also, there was a total of \$326,000 in federal benefits which most were disability comp claims. Mr. Gates stated that there is now a new VA Director in Minneapolis, his name is Mr. Kelly. Mr. Gates said he went to his CVSO conference in Eau Claire. He needs this training to maintain his credentials. He also turned in his annual report without much return feedback. The VA's office received a \$10,000 CVSO grant. \$8400 was given to the ADRC for transportation costs and the rest will help cover a new electronic signature keypad. Mr. Gates spoke a little about the hiring process within the county. He had a veteran upset after not receiving an interview for a vacant position at the county. There is something called a veterans preference where in the federal and state systems if you apply for a job and have been in active duty you receive extra points to get you towards the interview process. Mr. Gates spoke with Employee Relations regarding this and was told that Polk County is not currently using that system. Mr. Frey stated that Polk County is not as bureaucratic as the state/feds and that ER is trying to simplify the process while still keeping it fair. Mr. Gates stated that the VA office will have a booth and will be at the Polk County fair this weekend.

Budget- Mr. Gates spoke on behalf of his budget. He stated that it is almost the same as last year. The only change that he has had is in the car system. All cars are now being shared throughout the county. Mr. Gates doesn't like how it is set up right now as he is being charged for the cost of any gas used from his car, even if it is another department traveling. Mr. Frey stated that it all washes out in the end. The WI GI bill allows vets to attend school for free with no time limit for using it. 30% of Polk County Vets were originally from Minnesota so couldn't qualify for it. Now after 5 years of residency in Wisconsin they can qualify for it. If the vet was 30% or more disabled, then the wife and children qualify also. There is a federal GI bill also but there is a time limit for usage of 15 years. Mr. Stroebel thanked Mr. Gates for a great job.

Human Services

Polk County Finance Quarterly Report- Mr. Phillips explained that this report reflect last quarter. It shows that we receive a lot of revenue at the beginning of the year. The expenses tend to lag but will catch up. The state aids are coming in also, but slowly. Mr. Stroebel thought it was looking good compared to other years. Mr. Phillips said it was due to vacancies and that is too small to be significant.

Standard Monthly Reports- No comment.

2014 Budget Discussion- Mr. Phillips stated that he wanted to talk about the budget submission. Some items will have to be readjusted. As we expected, there isn't any new money coming in. Mr. Frey said it was the same story, no new money. Each department handles it differently, but we will need to make adjustments. Mr. Stroebel stated he knows that we have controllable and uncontrollable costs and is hoping to see a difference in the new software system. Mr. Phillips informed the board that Defran, the new computer software system team is on site for the first time this week. It is a significant project and will take time to be ready for implementation. Mr. Phillips then showed the board the work flow chart for Human Services. The new system will affect the outpatient clinic the most. The Children/Family unit is required to use a state system and Defran/Mr. Demar's are working on building an interface with them. Mr. Masters asked if we have problems with collections. Mr. Phillips answered yes and stated we don't have a good smooth system right now. The new system will be a huge benefit. The department had to purchase an electronic record keeping system by January 1, 2014 and that is included in the package we purchased with Defran. Mr. Phillips then went on to discuss the structure of Human Services. He stated we have a smaller number of supervisors than any other Human Services Department. The department has named some clinical supervision/lead workers within the units. It averages about \$1/hour increase in pay. We currently have one AODA clinical supervisor, two lead workers, and one CSP clinical supervisor. Mr. Phillips suggested that we need at least one of the above in Crisis and also APS services. Economic Support consortia will show new revenues but there is nothing official yet from the state. There will be overtime offered to employees from October through December, but will be controlled by Polk County. Some of the other counties in the consortia work 40 hours per week and Polk County works 37.5 hours. The money should be there for 2 years like everything else in the states budget. It seems that there will be enough to add one more position to the ES staff. The federal/state money will go to Eau Claire which is the hub for our consortia. Eau Claire County will then contract with us. We will not approve this position until the contract is finished. Mr. Frey stated that because of lack of preparation at the state level, doesn't mean Polk County will act fast. Dr. Markert asked how the consortia model works. Mr. Phillips stated it is made up of 10 counties. The Directors of Human Services meet and set policy for the consortia. Mr. Frey said he would like to see the consortia have a budget of their own not just the individual counties. Most counties have a manager in the ES staff. We only have a lead worker which is working great. Mr. Phillips said that we are over budget on our volatile items again like last year. Placement costs are high. Some of the suggestions on how we plan to balance are to be able to collect money from crisis services and staff reductions/vacancies. Mr. Stroebel asked when the board can expect to see the first draft of the budget. Mr. Frey answered in September and that is when the board should consider amendments. If help is needed, please ask Mr. Frey for assistance in drafting them.

Human Services Board Member Observations

Mr. Strobusch wanted to know if we hire a new ES position if it would be a contracted employee or if we hire a new county employee. Mr. Frey said that confidentiality is a problem with contracted employees. Also, state funding is always only good for 2 years so we can't budget beyond that. Mr. Strobusch asked if the county has ever thought of doing a 2 year budget like the state. Mr. Frey said that we are not to that level yet to introduce the concept. Ideally, he would like to do a 3 year budget.

Adjournment

Motion to adjourn the meeting at 9:51 am was made by Mr. Stroebel seconded by Mr. Strobusch. All in favor. Motion carried.

Respectfully submitted,

Bill Alleva,
Secretary