

POLK COUNTY HUMAN SERVICES BOARD MEETING AGENDA

Public Welcome to Attend

Tuesday October 8, 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 September 10, 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 November*
 - *Final action on budget revisions (as needed)*
 - *Policy revisions for County Board action, related resolutions or other items requiring committee action (as needed)*
6. Report and Discussion Items
 - A. Veterans Office
 - i. 2014 Budget Recommendation-County Administrator
 - ii. Quarterly Update
 - B. Human Services
 - Consideration of budget proposal for 2014 budget.
 - *Review of budget recommendations and consideration of options and amendments*
Policy revisions for County Board action, related resolutions or other items requiring committee action (as needed)
Action-Recommend to County Board Budget as Proposed and Presented/with Amendments
 - C. Standard Monthly Reports/County Quarterly Report (may not be available due to early meeting)
7. Presentation—Revenues
8. Human Services Board Member Observations
9. Adjourn

George Stroebel, Chair
Gene Phillips, Director

Tentative Meeting Dates

October 8, 2013
November 26, 2013
December 17, 2013 (3rd Tuesday)

Refreshments

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: October 8, 2013***

Present: George Stroebel
Marvin Caspersen
David Markert
William Alleva
Tim Strohbusch
Kris Hartung
Russell Arcand
Brian Masters

Absent: John Gyllen

Also: Gene Phillips
Pat Kirkwood
Richard Gates
Dana Frey
Felecia Kallevang

Press: Gregg Westigard

Chairperson Stroebel called the meeting to order at 8:30 a.m.

Consideration of Agenda

Motion to approve the October 8, 2013 agenda was made by Mr. Caspersen, seconded by Mr. Strohbusch. All in favor. Motion carried.

Approval of Minutes

Motion to approve the September 10, 2013 meeting minutes was made by Mr. Masters, seconded by Mrs. Hartung. All in favor. Motion carried.

Public Comments

No comments offered.

Organizational Items

Establish Date & Time of Next Meeting

The next HSD Board meeting is scheduled for November 26, 2013 but has been changed to **Thursday, November 7th @ 1:00 pm**. The board decided to meet prior to the November county board meeting to finalize the HSD budget. Chair George Stroebel will not be in attendance.

Report and Discussion Items

Veterans Office-2014 Budget Recommendation

Mr. Gates gave a handout to the board members of his 2014 budget recommendation. He reported that the budget is about the same as prior years. The fleet vehicle program is a minor change in his budget which he did ask for more money for his transportation budget. Last year his transportation budget was \$950 and he is now asking for \$3600. Another minor change is that Mr. Gates wants to purchase a presentation board, 3 magazine racks, and a business card holder for all of their contacts and information to be displayed. All of those items would total \$709.37. That amount is included in the budget handout. Mr. Frey was present and agreed that there were not any major changes within the Veterans Office budget.

Motion to approve the Veterans Office budget was made by Mr. Masters, seconded by Mr. Casperson. All in favor. Motion carried.

Quarterly Update

Mr. Gates gave a handout to the board regarding his quarterly update. He feels his office is right where they are supposed to be. He stated he does not expect to exceed his budget. Mr. Gates stated that his office went paperless this year and 5 filing cabinets are already gone. He is not mailing claims anymore. The biggest function that his office does for the vets is new disability comp benefits from the federal government. This quarter the total of those claims was \$584,000. The state benefits offered for vets at this time is the 3 nursing homes, dental services, property tax relief, and the Wisconsin GI Bill. The state is down to minimum services and has been this way for a while now. Mr. Gates spoke about how the claims are processed and mentioned that Milwaukee and St Paul are the top regional offices in the country. Therefore, other states are sending their backed up claims to Milwaukee to have them processed as first priority. This puts WI vets claims in line to be processed. Mr. Gates also commented that the government shutdown is not affecting his office at this time. The regional office in Milwaukee is not open to walk in traffic and they are not processing appeals. The comp and retire pay will continue as usual.

Human Services-Consideration of budget proposal for 2014 budget

Mr. Frey briefed the board members on the 2014 Human Services Budget. The benefit and employee compensations have increases. Also there has been 1.2 FTE added. This is due to the affordable care act changes and will fully funded by the state. Mr. Phillips added there are a few changes in transportation due to the change within the county. He stated he is comfortable with the budget and budget process. Mr. Casperson asked if there are any changes in personnel. Mr Phillips stated there are none besides the affordable care act changes. Mr. Stroebel pointed out that the handout shows we are going from 66 FTE, to 67.2. Mr. Masters asked the personnel cost as the handout shows the increase being \$200,000. Mr. Frey stated it is due to the 1.2 positions, wage, health insurance, and retirement increases. Mr. Strobusch asked how much health insurance will go up this year. Mr. Frey stated 6%, which the county and employees will both contribute more. Mr. Strobusch also asked about the change in state aids. Mr. Frey stated we are trying to be more realistic with our budget. Mrs. Kirkwood explained that we get BCA(basic county allocation) money every year, but in turn we pay it back to the state. There is a \$500,000 difference this year and it is due to it not being included in prior years as it is a wash. They have decided to include it on the revenue and expenditure side this year.

Motion to recommend the 2014 Human Services budget to the County Board was made by Mr. Casperson, seconded by Mr. Alleva. All in favor. Motion carried.

Standard Monthly Reports

Monthly Statistics- Mr. Phillips announced that Dr. Rosario Grau is our new medical director for our Behavioral Health Clinic. The statistics were handed out at today's meeting. There were a few that were not completed for September due to the early board meeting this month, and staff not having access to the statistics yet. Mr. Masters asked if the new CPS worker has been hired yet. Mr. Phillips responded that we are in the process. Mrs. Kirkwood stated that the applications have been scored already. Mrs. Hartung commented that the medication management stats are up. Mr. Phillips explained that we are using many sources to gather statistics and our nurse has now supplied a more accurate count.

Quarterly Report- There was another handout given to show the quarterly update. Mrs. Kirkwood stated that we are close to budget and slightly over in a few places. Foster care and MH housing are up a little. Group and residential placements are over budget. Mr. Phillips commented that we are always over budget in the same place which is kid placements. Mr. Stroebel asked if any of our revenues are at risk with the government shutdown. Mr. Phillips responded not at this time. We receive our money from the state. The ES unit is mostly funded by the feds and it is available also.

There were more handouts given to the board members to show them the results from our Clinic/Substance Abuse and CSP services survey. It is voluntary for the clients to complete the survey. The results are communicated to the staff. The board would like to know the total amount of clients so they can figure out overall percentages. Mr. Phillips

stated that with the new computer system hopefully we can give them that information. Also, that this handout is an informational report, not statistical. It is some information that we wanted the board to be aware of. Mr. Stroebel asked if we follow up with the summary and recommendations. Mr. Phillips stated yes. Mr. Stroebel wanted to be sure that it is being addressed and followed up on. Mr. Phillips explained that Linda Mills-Kresbach oversees the CSP program. Our staff is trying to be proactive in other areas so we don't wait until the clients are in need of our intensive programs. We are trying to catch it on the front end. Mr. Stroebel stated that he hopes that strategy works and helps with the overall placement costs.

Presentation-Revenues- Mrs. Kirkwood started by explaining that there was a question last month regarding the public charge for service on the budget. She wanted to gather information to share with them this month. MA, Insurance companies, and client payments are all included in this number. We lost a therapist so went from 4 therapists down to 3. The revenue dropped a little due to not as many providers billing. The \$270,000 shortage for 2012 shows up in transfers. Mrs. Hartung stated she thought the new computer system was supposed to increase the revenue and she is not seeing it. Mrs. Kirkwood responded she didn't include it. She doesn't like to add numbers into the budget until it is actually there. She explained that DOA includes the WIMCR money that comes from the state. Mrs. Kirkwood is trying to show the board accurate numbers. Mr. Stroebel commented that there seems to be consistent and stability issues with reporting and budgeting. He hopes that the new computer conversion will help with that. Mrs. Kirkwood said that DOA is also doing a system conversion. The county is looking at streamlining account numbers throughout all county departments. Mr. Stroebel asked about the therapist we didn't replace that Mrs. Kirkwood was referring to. Mr. Phillips explained that was due to the department focusing more on crisis services, and not outpatient services. He also stated that the department wants to hire a BH manager. Mr. Alleva asked if the new rates that the board approved were taken into consideration. Mrs. Kirkwood responded yes, but explained that it really doesn't change much. MA only pays their set rate. We also have ATP clients that pay a minimal amount of money for services. We are waiting for county board to approve the 2014 new rates before we implement them. Mr. Phillips asked Mrs. Kirkwood to explain the \$500,000 difference in the 2014 budget. Mrs. Kirkwood explained that when Northern Bridges took over long term care the state said we couldn't keep the BCA money. We receive the monies and then pay it back out two times a year. She hasn't included it in the budget in prior years, but has decided to include it now since it is actual revenue and expenditures. In 2009 it started at \$622,000 and has decreased every year since then. It was supposed to run for 5 years, but now we have heard that it will continue after 2013. Mrs. Kirkwood explained that we could just not accept the money from the state, but she doesn't recommend us doing that.

Human Services Board Member Observations

Dr. Markert announced that there was a meeting with Community Care of Central Wisconsin who is replacing Northern Bridges. They are out of Stevens Point. They will take over on January 1, 2014.

Adjournment

Motion to adjourn the meeting at 9:55 am was made by Mr. Strohbusch, seconded by Mrs. Hartung. All in favor. Motion carried.

Respectfully submitted,

Bill Alleva,
Secretary