

MINUTES
SAUK COUNTY BOARD OF HUMAN SERVICES

Meeting: May 10, 2010, 5:00 p.m., County Board Gallery, Baraboo, WI

Members Present: Alexander, Bowers, Fabisiak, Vertein, Dippel, Fordham, Stoeckmann, Sinklair, Lombard

Members Excused: None

Members Absent: None

Others Present: Orth, Brattset, Box

Chair Alexander called the meeting to order and certified compliance with the Open Meeting Law.

Human Services Board Organization

- A. Election of Officers: Chair - Motion by Stoeckmann, seconded by Fordham to nominate Alexander as Chair, close nominations and elect by unanimous ballot. Motion Carried. Chair is Alexander. Vice-Chair - Motion by Vertein, seconded by Sinklair to nominate Dippel as Vice-Chair. Close nominations and elect by unanimous ballot. Motion Carried. Vice-Chair is Dippel. Secretary - Motion by Alexander, seconded by Stoeckmann to nominate Lombard as Secretary and close nominations and elect by unanimous ballot. Motion Carried. Secretary is Lombard.
- B. Set Meeting Date and Time: Meeting date and time were noted as continuing on the first Monday of each month at 5:00 p.m., except when the first Monday of the month is the first business day, at which time the meeting will occur on the second Monday of the month at 5:00 p.m.
- C. Finance Committee Appointments: Motion by Bowers, seconded by Sinklair to nominate Finance Committee appointments, Stoeckmann(Chair); Vertein and Dippel. Close nominations and elect by unanimous ballot. Motion Carried. Appointments are: Stoeckmann, Vertein, and Dippel.

Motion by Dippel, seconded by Sinklair to adopt the agenda. Motion Carried.

Motion by Dippel, seconded by Fordham to approve minutes of the previous meeting. Motion Carried.

Public Comment

None

Communications:

CWCAC Report - Joan Fordham: Fordham noted that on 4/28/10 she attended the bimonthly meeting of CWCAC. Several bylaws were changed, extending the time periods for officer and board member terms. Fordham noted that she opposed these changes. In other business Fordham noted that they approved the purchase of property in Necedah for another apartment complex. Fordham reported that she will not be assigned as the county board member to Community Action in the next term and that Don Nobbs, county board member will be attending in the future. Discussion: Bowers indicated that he thinks that it was important that Fordham contributed to the process of CWCAC and giving honest impressions regarding her view points.

Business Items:

- A. Review and Approval of Monthly Vouchers: Box distributed the monthly voucher report and noted that the formula that was previously calculated to summarize monthly averages has now been made more accurate (See attached). Box noted that the W2 expenses are low due to allocation design and Box will review other expense lines so this report reflects a more accurate accounting. Stoeckmann reported in the monthly voucher report that Salary and Benefits were up about \$300,000 due to three pay periods in the reporting month. Also Administrative was down \$9,000 due to timing of bill payments and completion of contracts. Community Treatment was up about \$197,000 due to delayed contracts being signed. Income Maintenance was down due to decreased funerals and transportation. Motion by Stoeckmann, seconded by Lombard to approve vouchers at \$1,595,263.54. Motion Carried.
- B. Review Quarterly Board Reports: Box distributed reports to include: 1). Accounts Receivable (See attached), noted as the report read. Fordham had a question regarding the write off policy. Box noted that when sent to Collections, it is no longer on Human Services' books. In sending to Collections it is about a four month process and consumers are contacted by letter and offered a payment plan. The accounts that are noted as 365 days and greater represents people making payments to the Department at various rates. Lombard asked about tax intercept. Box explained the tax intercept process, which is enacted by the State. 2). Alternate Care Status (See attached). Box noted that group homes are over budget, but others are in line with budget, however, it is early in the year. Alexander noted about 14-15 juveniles, Box indicated this was correct. 3). Volatile Line Report (See attached). Box noted that there was some variance in alternate care and Birth-to-three, however, this is to be expected early in the budget year. There is a lack of historical data at this point.
- C. Recommend Marsh Country Health Alliance Representative: Orth noted a summary of the Marsh Country Alliance. Sauk County Corporation Counsel still is looking at final agreement and awaiting an answer from the Alliance attorney. Motion by Stoeckmann, seconded by Fabisiak for Scott Alexander to be made representative for the Marsh Country Alliance. Motion Carried. Discussion: Sinklair asked about the rolling five year in which payments are based. Orth related that it works in Sauk County's favor due to utilization. However, the annual rate should be determined in time for county budget cycles and should this be of concern, Sauk County would evaluate their involvement in the Alliance.
- D. 2009 Year End Carry Forward Request: Box reported on the 2009 Year End report (See attached). Approximately \$152,816 favorable with carry forward dollars from 2008, a total of \$385,837. Review of Carry Forward, please see attached. Included a total of \$259,021, with 2009 balance being \$126,816. Orth summarized Family Care startup fees to be maintained as a safety factor, Southwest Family Care Alliance will retain a 1% reserve in the future as they develop this reserve due to excess finances in the future. The exception is 2009 and therefore a need for a safety startup fee. Brattset reviewed expenses for translation devices. Other items were briefly discussed as noted. Motion by Fordham, seconded by Dippel to approve carry forward amount of \$259,021. Motion Carried.
- E. 2011 Draft Form 1: Orth reported on Form 1 (See attached). He reviewed goals as noted. Fordham indicated the importance of paying attention to Form 1 as a budget tool. There is a need to look into programs to determine what is absolutely necessary. Orth noted that he will review the Form 1 again for final confirmation by the Board.

Department Updates:

- F. Southwest Family Care Alliance Update: Orth reported that Sue Hebel and Terry Metzger met with Family Care staff at Sauk County Department of Human Services to update on ongoing financial situation and service. Service Level Agreements are being discussed so that each Care Management Unit has unified goals. Also, each county annually has a program audit by MetaStar, Sauk County Department of Human Services was done approximately two weeks ago and it went very well with quality services and staff receiving good comments by the auditors. Teri Buros will be meeting in May with the full Sauk County Board of Supervisors to update on Southwest Family Care Alliance.
- G. Ho-Chunk Allocation: Orth reported that Ho-Chunk has given Sauk County an annual allocation. In this case, Human Services will receive \$60,000 of the total \$90,000. Orth noted that this money will be spent with a focus on Lutheran Social Services and using the funds to increase timeliness of Families Come First services for families.
- H. CFSR Update: Brattset reported that the CFSR process was complete and staff and state staff, as well as federal reviewers had a full week reviewing and interviewing for cases from both Columbia and Sauk counties. Each evening Bill Orth, Hazel Coppennoll, and Dan Brattset attended the closing summaries as well as the final site summary on the last day of the review. In summary, there were many noted strengths for cases and a number of challenges. The challenges were consistent throughout the state as reported by state staff and included such concerns as number of face to face contacts, time to response on intermediate referrals where it falls to the five day period of longer, permanency on adoptions and planning in transition to adulthood cases. These challenges bring up discussions that need to occur between the county and state as to policies and funding concerns for these services. The State will get a final report from the Feds some time by the end of July, 2010 and will begin a state process improvement plan which will ultimately be delivered for implementation at the county level.
- I. Organizational Analysis: Orth reported that the RFP Organizational Analysis on the scope of work for Sauk County Department of Human Services has been posted and applicants will be opened on May 11, 2010 at 8:30 a.m. Orth asked for two board members to review proposals. The two volunteers from the board include: Alexander and Lombard. The timeline is to begin in June or July of 2010 and to be completed sometime in September or October, 2010.

The next meeting of the Sauk County Human Services Board is scheduled for Monday, June 7, 2010 at 5:00 p.m.

Motion by Bowers, seconded by Lombard to adjourn. Motion Carried.

Andrea Lombard