

MINUTES  
SAUK COUNTY BOARD OF HUMAN SERVICES

Meeting: March 13, 2023, 4 p.m., County Board Room 326A, West Square Building, Baraboo, WI

Chair, Patricia Rego called the meeting to order and certified compliance with the Open Meeting Law.

PRESENT: Patricia Rego, Delmar Scanlon, James Bowers, Cliff Thompson, Joan Fordham, Jake Roxen;  
EXCUSED: Joel Chrisler; ABSENT: Valerie McAuliffe

Others Present: Jessica Mijal, Stephanie Box, Nicole Rachuj

Motion by Jake Roxen, seconded by James Bowers, to adopt agenda. Motion carried.

Motion by Delmar Scanlon, seconded by Jake Roxen, to approve the minutes for the previous Human Services Board Meeting held on February 13, 2023. Motion carried.

**Public Comment:**

None.

**Communications/Director's Report:**

- a. **Board Materials:** Distributed electronically. Jessica Mijal discussed Human Services Day at the Capitol; another meeting on the 10th Cap Day is April 12th. All board members are welcome to attend. Some of the leadership will be attending. There is a legislator breakfast the end of March where Jessica will be giving a brief presentation outlining some of the programs and some of the major barriers Sauk County Department of Human Services (DHS) is encountering. Sauk Prairie Schools received a large mental health grant which in part requires partnering with community entities and community-based services. They are looking to partner with Sauk County Human Services around that grant. Jessica Mijal and Brent Miller will be attending a meeting for more details. A new group for consumers will be starting up for the Impaired Driver Program. Group offerings are a nice way to see more people in one setting. Justice Diversion and Support (JDS) has been offered some additional grant money to participate in a campaign called Thriving and Recovery.

**Business Items:**

- a. **Discussion and Action to Approve Monthly Vouchers:** Distributed electronically. Stephanie Box reviewed the Monthly Voucher Report. Motion by Cliff Thompson, seconded by Delmar Scanlon, to approve monthly vouchers for \$2,302,803.70. Motion carried. At the request of the board, a synopsis of the JDS accounts, budgets, and what was spent will be presented quarterly.
- b. **Accounts Receivable Report:** Distributed electronically. Stephanie Box reviewed the Accounts Receivable Report for January 2023. Credit Management, 1 Account for \$14.00; State Debit Collections, 3 Accounts for \$976.00. Revenue received: \$374.62 from Credit Management, \$50.00 from State Debit Collections, no TRIP revenues, and no hardships. There was a Memorandum of Understanding (MOU) with Clerk of Courts and shared use with DHS for a program to look up social security numbers. Their contract has been dropped due to a \$200/month fee. Because DHS has no way of looking up social security numbers, there may be more accounts being sent to Credit Management since that information is required for State Debit Collections.
- c. **Discussion and Action to Approve Collection Requests:** Motion by Delmar Scanlon, seconded by Jake Roxen, to approve sending 14 accounts to State Debt Collections in the amount of \$17,318.02 and 7 accounts to Credit Management for \$1,627.00. Motion carried.
- d. **Monthly Reports:** Distributed electronically. Stephanie Box reviewed the January 2023 Volatile Line report.

- e. Preliminary Estimated Year End: Stephanie discussed the JDS estimated year end. As of 3/12/2023, JDS is \$13,574.21 favorable plus the budgeted carry forward of \$51,709.00. 2022-year end agency variance subtotal is \$65,283.21. JDS 2023 carryforward request is \$51,709.

Stephanie discussed the estimated DHS year end. As of 3/12/2023, DHS is \$28,595 favorable. The estimated revenues and expenses yet to be booked are \$420,000.00, bringing the adjusted 2022 agency variance favorable balance of \$448,595.00 plus the 2022-year end budgeted carry forward of \$238,265.00 is a subtotal of \$686,860.00. This is due to unexpected revenues and vacant positions that have led DHS to have a favorable balance. Stephanie discussed the 2022 DHS Variance Summary Report of favorable and unfavorable. Stephanie discussed the DHS 2023 carry forward requests \$206,200.00. Discussion occurred.

- f. Discussion and Action to Approve Carryforward Request. Motion by Jake Roxen, seconded by Cliff Thompson, to approve carryforward of \$51,709 for JDS. Motion carried. Motion by Joan Fordham, seconded by James Bowers, to approve carryforward of \$206,200 for DHS. Motion carried.
- g. Discussion and Action to Approve 2023 Contracts. This will be on next month's agenda.

**Department Updates:**

- a. 2022 Annual Report: Jessica Mijal encouraged all members to look at the electronically distributed 2022 Annual Report in Granicus. Jessica reviewed the report. Discussion occurred.

**Next Meeting:**

The next meeting of the Sauk County Human Services Board will be April 10, 2023, at 4:00 p.m. in County Board Room 326A.

Motion by James Bowers, seconded by Joan Fordham, to adjourn at 5:04 p.m. Motion carried.