

Waukesha County Board of Supervisors

**Minutes of the Health & Human Services Committee  
Thursday, June 16, 2022**

Chair Wolff called the meeting to order at 1:00 p.m.

**Present:** Supervisors Peter Wolff, Larry Bangs, Jim Batzko, Jeremy Walz, and Matthew Weil.

**Absent:** Jennifer Grant and Tom Schellinger.

**Also Present:** Legislative Policy Advisor Alex Ignatowski, Administrative Specialist Mary Pedersen, County Board Supervisor Ted Wysocki, Health & Human Services Director Liz Aldred, Health & Human Services Deputy Director Lisa Roberts, Business Applications Support Administrator Sandra Masker, Accounting Services Manager Danielle Igielski, Clinical Services Manager Kirk Yauchler, Accounting Services Coordinator Kristen Tranel, Aging & Disability Resource Center Manager Mary Smith, Senior Financial Analysts Michelle Czech and Alex Klosterman, Budget Management Specialist Stephanie Hall, Fiscal Specialist Laurie Wirth, Budget Manager Bill Duckwitz, and Construction Project Supervisor Jeff Lisiecki.

**Approve Minutes of May 12**

MOTION: Batzko moved, second by Walz to approve the minutes of May 12. Motion carried 5-0.

**Ordinance 177-O-027 Modify the 2022-2026 Capital Plan and 2022 Capital Project Budget to Modify Scope for Capital Project #202014 HHS Technology System Enhancements, Funded with American Rescue Plan Act Funding Revenue**

Aldred, Masker, and Igielski were present to discuss this ordinance which modifies the scope of capital project #202014 HHS Technology System Enhancements to convert current paper forms into electronic forms. In addition, this ordinance modifies the 2022 capital project budget for #202014 HHS Technology System Enhancements to appropriate \$52,000 of additional expenditure authority and increases general government revenue by \$52,000 from the American Rescue Plan Act (ARPA) Coronavirus State and Local Fiscal Recovery Funds (CSLFRF) program.

This project is eligible for ARPA-CSLFRF funding through the objective of Public Sector Capacity and Effective Service Delivery for Health and Human Service System enhancements. The department currently utilizes approximately 400 distinct paper forms to collect client data. Staff are requesting to convert these paper forms into electronic forms to allow for direct entry of client data into existing systems. This initiative would reduce the amount of paper forms collected, handled, and stored by the department by nearly 300,000 paper forms annually.

This project is being proposed through ordinance versus in the 2023 budget process to provide sufficient time to hire a contractor and for the contractor to build the 400 electronic forms into the existing system. This project is expected to generate operational benefits, including more efficient access to client records, easier cross-division collaboration, and a reduction in physical storage needs. The transition to digital forms will also marginally reduce office supply costs.

MOTION: Walz moved, second by Weil to approve Ordinance 177-O-027. Motion carried 5-0.

**Ordinance 177-O-029 Modify the 2022 Department of Health and Human Services – Special Purpose Grant Fund for Criminal Justice Collaborating Council Pretrial Supervision and Increase American Rescue Plan Act Funding General Government Revenue**

Aldred, Yauchler, and Igielski were present to discuss this ordinance which modifies the 2022 Department of Health and Human Services – Special Purpose Grant Fund budget to increase operating expenditures by \$32,000 and increase general government revenues from the American Rescue Plan Act (ARPA) by \$32,000. The Criminal Justice Collaborating Council plans to use this funding to support one additional contracted case manager position for the pretrial supervision program to address a backlog in caseload resulting from the pandemic. The cost estimate of \$32,000 reflects a partial-year. Staff anticipates continuing this contracted position through 2023 at a full-year cost of \$67,000 and funded with ARPA revenues to correspond with the Courts Backlog Project approved during 2021. These costs are eligible under final ARPA grant rules that allow for reimbursement under the category of public sector capacity: administrative needs that were caused by or exacerbated by the pandemic.

MOTION: Batzko moved, second by Bangs to approve Ordinance 177-O-029. Motion carried 5-0.

**Ordinance 177-O-030 Modify the Department of Health and Human Services 2022 Budget and Authorize the Utilization of Unspent 2021 Grant Funds from the Specialized Transportation Assistance Program for Counties Provided by the Wisconsin Department of Transportation**

Aldred, Smith, and Tranel were present to discuss this ordinance which authorizes the Aging and Disability Resource Center – General Fund to utilize the carryover of \$16,991 of Wisconsin Department of Transportation, Specialized Transportation grant funding from 2021 to 2022. This funding, along with \$3,398 of tax levy match, will provide \$20,389 to a contracted specialized transportation provider for vehicle maintenance, repairs, and replacement of their two-way radio communication system. The grant funds must be committed by June 30, 2022 and be used by December 31, 2022. This ordinance does not result in a direct tax levy impact as the 20% tax levy match of \$3,398 will be covered by estimated available tax levy as a result of vacant positions and is already included in the 2022 budget.

MOTION: Walz moved, second by Batzko to approve Ordinance 177-O-030. Motion carried 5-0.

**Ordinance 177-O-028 Modify the 2022-2026 Capital Plan and 2022 Capital Project Budget to Create Capital Project #202217 Mental Health Center Remodel, Funded with American Rescue Plan Act Funding Revenue**

Aldred and Yauchler were present to discuss this ordinance which modifies the 2022-2026 Capital Plan to create capital project #202217 Mental Health Center Remodel. This ordinance also modifies the 2022 Capital Project budget to increase expenditures \$875,000 in the Department of Health and Human Services – Special Purpose Grant Fund.

The County currently operates a Mental Health Center (MHC) inpatient hospital for acute crisis care with a physical capacity of 28 beds. For several years, the MHC has operated with significantly fewer clients than capacity allows for. The Department of Health and Human Services (HHS) indicates that this is due to a number of factors, including utilizing HHS- and other community-provided resources

to more effectively transition patients back to the community following an acute inpatient stay and identifying alternatives to inpatient care. In addition, the county has had difficulty recruiting positions at the MHC, including psychiatrists and nurses, which limits the capacity for coverage.

Lower MHC census levels have made it difficult for the department to generate client fee revenue to cover its fixed costs. The proposed project would remodel the facility to be more in-line with actual census levels, from a 28-bed facility down to a 16-bed facility. Staff believe that the smaller capacity should be able to absorb patient caseloads going forward because a new subacute Crisis Stabilization service unit will allow to more quickly transition patients out of the inpatient hospital into a more appropriate level of care.

This is estimated to reduce program costs at the MHC by about \$760,000 which includes a reduction in staffing of about 9 FTE, including fewer psychiatric technicians, registered nurses, and other positions. There would also be smaller reductions in variable operating expenses including lower prescription drug costs, and reductions in interdepartmental charges, largely from lower technology costs related to fewer staff. Similarly, budgeting for fewer clients would result in lower budgeted client fee revenue of about \$382,000. This would be partially offset by an expansion in Medicaid eligibility for clients. Department management indicates that the county would receive additional Medicaid revenues, estimated at \$158,400, as a result of reducing the existing MHC acute crisis inpatient hospital capacity. Under current regulations, clients aged 21-64 are not eligible for Medicaid reimbursement for treatment at inpatient facilities larger than 16 beds. By reducing the capacity of the facility, the County would begin to receive revenue for clients in this age range that otherwise had no funding source (e.g., private insurance). Overall, there is a projected net favorable levy impact of \$536,000 from reducing the size of the inpatient hospital.

Staff anticipate requesting to use most of these savings to help fund its proposed new subacute Crisis Stabilization unit at the MHC. It is estimated that this new program area would cost approximately \$1,036,000 which includes additional personnel costs for a human services supervisor to oversee the operation, contracted staffing to serve clients and other operating expenses, and related interdepartmental charges, mostly for technology and collections services. Operational expenses would be partially offset by projected client fee revenues of about \$588,000, resulting in an increase in net levy need of about \$448,000. The total impact of these changes is estimated to reduce tax levy need by about \$88,000 annually when fully operational. Staff anticipate making most of these changes in the 2024 budget to align with the completion of the capital project. This capital project would be funded through the American Rescue Plan Act (ARPA) – Coronavirus State and Local Fiscal Recovery Fund (CLSFRRF) program which makes funding available to address prevention, treatment, recovery, and harm reduction for mental health, substance use, and other behavioral health challenges.

The department is seeking approval for this capital project outside of the normal capital plan review schedule to help ensure that there is enough lead time to complete construction and prepare operations for the 2024 budget. Recent supply chain issues have extended the timeline necessary to acquire materials for construction.

MOTION: Weil moved, second by Walz to approve Ordinance 177-O-028. Motion carried 5-0.

**Next Meeting Date**

- July 14

**Executive Committee Report of May 16**

Wolff advised the Executive Committee approved several ordinances and appointments and heard a report on American Rescue Plan Act funding.

**Announcements**

Ignatowski asked supervisors to send pictures of them in their community or with constituents for the County Board Twitter account. He also asked them to regularly check their email for County Board updates, etc. He noted that expense sheets should be turned in at the end of June and end of December each year and starting July 1<sup>st</sup> they should use the new form.

MOTION: Walz moved, second by Batzko to adjourn at 1:33 p.m. Motion carried 5-0.

Respectfully submitted,

*James Batzko*

James Batzko  
Secretary