

Minutes of the Health & Human Services Committee

Thursday, October 6, 2016

Chair Howard called the meeting to order at 8:30 a.m.

Present: Supervisors Christine Howard (Chair), Darlene Johnson, Duane Paulson, Jeremy Walz, and Chuck Wood. Robert Kolb arrived at 8:41 a.m. **Absent:** Bill Zaborowski.

Also Present: Chief of Staff Mark Mader, Health & Human Services (HHS) Director Antwayne Robertson, HHS Deputy Director Laura Kleber, Administrative Services Manager Randy Setzer, Accounting Services Coordinator William Emslie, Intake & Support Services Manager Kathy Mullooly, Economic Support Coordinator Debbie Berg, Child & Family Services Manager Lisa Roberts, Adolescent & Family Services Manager Ron Pupp, Veterans Services Officer Mike Johannes, Public Health Manager Dr. Nancy Healy-Haney, Epidemiologist/County Health Officer Ben Jones, Aging & Disabilities Resource Center (ADRC) Manager Mary Smith, Clinical Services Division Manager Joan Sternweis, Mental Health Center Administrator Jeff Lewis, Human Services Supervisor Danielle Birdeau, Criminal Justice Collaborating Council (CJCC) Coordinator Rebecca Luczaj, and Senior Financial Analysts Clara Daniels and Steve Trimborn. Recorded by Mary Pedersen, County Board Office.

Approve Minutes of September 15

MOTION: Paulson moved, second by Walz to approve the minutes of September 15. Motion carried 5-0.

Next Meeting Date

The October 13 meeting was canceled. The next meeting is scheduled for November 10.

Overview of the 2017 Operating Budget for the Health & Human Services Department

Setzer provided an overview of the 2017 departmental operating budget. Setzer noted this was a challenging budget department-wide in a challenging fiscal environment. He explained this in detail including maximizing revenues for future budgets and other initiatives and how to provide some services differently. (Division managers also explained these challenges throughout their budget presentations). Total all funds department-wide, revenues total \$48,427,739 – an increase of \$729,255 or 1.5% from the 2016 budget. The County tax levy totals \$25,579,978 – an increase of \$162,000 or 0.6%. Expenditures total \$74,007,717 – an increase of \$891,255 or 1.2%. The positions summary shows a decrease of 0.14 for a total of 410.40 full-time equivalent (FTE) positions.

Kolb arrived at 8:41 a.m.

Discuss and Consider 2017 Operating Budgets for the Following Divisions in the Health & Human Services Department

Intake & Support Services

Mullooly reviewed the budget for the 2017 operating budget for the Intake & Support Services Division including performance measures, the financial summaries, program highlights, and program activities. Both revenues and expenditures total \$3,321,855 – a decrease of \$50,401 from

the 2016 budget. The County tax levy totals \$1,982,244 – a decrease of \$57,546. Personnel costs increased about \$11,300 to \$2,102,500. This represents cost-to-continue for 26.06 FTE positions and a 0.94 increase in temporary extra help offset by a 0.40 FTE decrease in overtime.

Berg reviewed the 2017 budget for the Economic Services Administration and Support Unit. Both revenues and expenditures total \$3,727,920 – a decrease of \$115,654 from the 2016 budget. The County tax levy totals \$206,431 – a decrease of \$80,216. Personnel costs decreased by \$112,500 to \$3,139,900. This represents cost-to-continue for 45.66 FTE positions and the reduction of two FTE sunset positions as funding continues to be reduced per state statute.

MOTION: Paulson moved, second by Wood to approve the 2017 operating budget for the Intake & Support Services Division. Motion carried 6-0.

Child & Family Services

Roberts reviewed the 2017 operating budget for the Child & Family Services Division including performance measures, the financial summaries, program highlights, and program activities.

Both revenues and expenditures in the In-Home Safety/Out-of-Home Placement Services Unit total \$4,658,179 – an increase of \$254,360 from the 2016 budget. The County tax levy totals \$3,875,285 – an increase of \$238,638. Personnel costs decreased \$35,100 to \$2,080,600 reflecting cost savings from the turnover of positions, a 0.10 FTE or \$5,400 reduction in extra help, and a 0.07 or \$6,300 reduction in overtime. This is partially offset by the cost-to-continue for 24.52 FTE positions.

In the Children with Special Needs Unit, both revenues and expenditures total \$2,749,498 – an increase of \$76,529. The County tax levy decreased \$55,762 – a decrease of \$52,686. Personnel costs decreased by about \$5,500 to \$404,400 primarily due to employee turnover offset by cost-to-continue.

Regarding Children with Long-Term Support Needs (CLTS) Third Party Administrator, this is a pass-through budget only consisting of general government revenues and includes no County tax levy. Both revenues and expenditures total \$4,233,212 – a reduction of \$317,066.

MOTION: Wood moved, second by Walz to approve the 2017 operating budget for the Child & Family Services Division. Motion carried 6-0.

Adolescent & Family Services

Pupp reviewed the 2017 operating budget for the Adolescent & Family Services Division including performance measures, the financial summaries, program highlights, and program activities.

In the Family Services & Juvenile Services Unit, both revenues and expenditures total \$6,206,913 – a decrease of \$172,425. The County tax levy totals \$2,457,255 – a decrease of \$72,749. Personnel costs are budgeted to decrease by about \$63,100 to \$3,475,300. This is due to un-funding a 1.0 FTE social worker position and offset by cost-to-continue for 37.5 FTE positions.

For the Juvenile Center, both revenues and expenditures total \$1,775,316 – an increase of \$74,926. The County tax levy totals \$1,521,415 – an increase of \$84,926. Personnel costs increase about \$22,600 to \$759,700 for 10.03 FTE positions due to cost-to-continue.

MOTION: Paulson moved, second by Walz to approve the 2017 operating budget for the Adolescent & Family Services Division. Motion carried 6-0.

Veterans Services

Johannes reviewed the 2017 budget for the Veterans Services Division including the financial summary, performance measures, program highlights, and program activities. Both revenues and expenditures total \$315,801 – a decrease of \$1,825 from the 2016 budget. The County tax levy totals \$302,801 – a decrease of \$1,825. Personnel costs decreased \$2,300 to \$254,700 due to staff turnover and cost-to-continue. This is offset by an enacted 2016 ordinance to increase the Veterans Service Aide position to full-time, a 0.30 FTE increase.

MOTION: Paulson moved, second by Johnson to approve the 2017 operating budget for the Veterans Services Division. Motion carried 6-0.

Public Health

Healy-Haney and Jones reviewed the 2017 budget for the Public Health Division including the strategic objectives and outcomes, performance measures, financial summary, program highlights, and program activities. Both revenues and expenditures total \$3,351,365 – a decrease of \$274,605 from the 2016 budget. The County tax levy totals \$2,168,268 – a decrease of \$291,774. Personnel costs are reduced by almost \$212,500 to \$2,888,300 mainly due to a 2.87 FTE reduction. The reduction is offset by a 0.13 FTE net increase in extra help as well as cost-to-continue for the 34.87 FTE positions.

MOTION: Wood moved, second by Johnson to approve the 2017 operating budget for the Public Health Division. Motion carried 6-0.

Aging & Disabilities Resource Center (ADRC)

Smith reviewed the 2017 budget for the ADRC including the financial summaries, performance measures, program highlights, and program activities.

For ADRC Adult Protective Services, both revenues and expenditures total \$1,684,002 – a decrease of \$408,007. The County tax levy totals \$1,069,392 – a decrease of \$422,491. Personnel costs decreased about \$168,400 to about \$750,200 primarily due to the transfer of two Clinical Therapist positions to the Clinical Services Division to better align job functions with service delivery.

Regarding the ADRC Community Services budget, both revenues and expenditures total \$4,011,060 – an increase of \$155,473 from the 2016 budget. The County tax levy totals \$1,056,221 – an increase of \$64,120. Personnel costs increased about \$29,700 to \$1,278,300 primarily for cost-to-continue for the 18.45 FTE positions, and the reallocation of 0.40 FTE Senior ADRC Specialist staff from the Fund 201 ADRC Contract Program to the Fund 150 ADRC Community Services Program.

The ADRC Contract Fund contains no County tax levy and consists of general governmental revenues. Both revenues and expenditures total \$3,176,445 – an increase of \$10,082. Personnel costs decreased about \$107,100 to \$1,742,800 for 22.0 FTE positions primarily due to staff retirements, positions being filled at lower wage levels, and the reallocation of 0.40 FTE Senior ADRC Specialist, discussed above.

MOTION: Paulson moved, second by Walz to approve the 2017 operating budget for the Aging & Disabilities Resource Center. Motion carried 6-0.

The committee recessed at 12:13 p.m. and reconvened at 1:00 p.m.

Clinical Services

Sternweis, Birdeau, Lewis, and Luczaj were present to discuss the 2017 operating budget for the Clinical Services Division including the financial summaries, performance measures, program highlights, and program activities.

Sternweis discussed the Mental Health Outpatient-Clinical Unit. Both revenues and expenditures total \$9,102,604 – an increase of \$1,198,522 from the 2016 operating budget. The County tax levy totals \$5,268,821 – an increase of \$988,527. Personnel costs increased by about \$169,300 to \$3,879,700 mainly for cost-to-continue for 36.03 FTE positions. The budget includes \$160,900 for 2.04 FTE for temporary extra help, the transfer of 2.00 FTE Clinical Therapists from the ADRC and 0.23 FTE Weekend Registered Nurse and 0.10 FTE Senior Clinical Psychologist from the Mental Health Center.

Birdeau discussed the Mental Health Outpatient-Intensive Unit. Both revenues and expenditures total \$8,558,308 – a decrease of \$78,158. The County tax levy totals \$3,519,525 – a decrease of \$381,664. Personnel costs increased \$123,400 to \$2,074,600 which reflects the transfer of 1.0 FTE Clinical Therapist position from the Clinical Unit and an increase of 0.10 FTE for extra help.

Lewis discussed the Mental Health Center budget. Both revenues and expenditures total \$6,762,343 – an increase of \$199,876. The County tax levy totals \$3,543,809 – a decrease of \$151,128. Personnel costs increase about \$153,000 or 3.2% to about \$4,849,900 primarily for cost-to-continue for 49.11 FTE positions. There is also an increase of 0.60 FTE Psychiatrist and 0.10 FTE Senior Clinical Psychologist as well as a decrease of 0.23 FTE Weekend Registered Nurse reallocated to the Clinical Program. Also, overtime costs increased 0.19 FTE or \$13,000 and there is a decrease of 0.27 FTE or \$2,000 in extra help costs.

Luczaj discussed the CJCC budget. Both revenues and expenditures total \$1,374,820 – an increase of \$5,981. The County tax levy totals \$1,077,870 – an increase of \$22,712. Personnel costs increased \$2,900 to \$115,800 reflecting cost-to-continue for the 1.0 FTE Coordinator position.

MOTION: Paulson moved, second by Wood to add \$60,000 from fund balance for the Drug Court Program. The motion was discussed at length and was amended to provide an additional \$60,000 to the Drug Court Program or to program(s) that reduce drug related deaths. Motion carried 6-0.

MOTION: Paulson moved, second by Walz to approve the 2017 operating budget for the Clinical Services Division as amended. Motion carried 6-0.

Administrative Services

Setzer discussed the 2017 operating budget for the Administrative Services Division including the financial summaries, performance measures, program highlights, and program activities. Both revenues and expenditures total \$6,493,458 – an increase of \$333,647. The County tax levy shows a credit of \$2,413,597 – a decrease of \$169,784. Personnel costs increase by about \$247,400 to

\$4,675,900. This reflects costs-to-continue for 63.94 FTE positions, the transfer of 1.0 FTE Administrative Assistant from Public Health, an additional \$66,600 for temporary extra help.

MOTION: Kolb moved, second by Johnson to approve the 2017 operating budget for the Administrative Services Division. Motion carried 6-0.

Discuss and Consider Possible Amendments to the 2017 Operating Budget for the Health & Human Services Department

See "*Clinical Services*" on page 4.

Approve the 2017 Operating Budget for the Health & Human Services Department

MOTION: Paulson moved, second by Wood to approve the 2017 operating budget for the Department of Health & Human Services as amended. Motion carried 6-0.

MOTION: Paulson moved, second by Johnson to adjourn at 3:26 p.m. Motion carried 6-0.

Respectfully submitted,

Robert L. Kolb
Secretary