

Minutes of the Health and Human Services Board Meeting

Wednesday, July 15, 2014

Board Members Present: County Board Supervisors Duane Paulson (Chair), Janel Brandtjen, Christine Howard arrived at 9:44 a.m., and Bill Zaborowski. Citizens Members Mike O'Brien, Lori Cronin, Sarah Justin, Mary Lodes, and Tim Whitmore. **Absent:** Dr. Steven Kulick.

Others Present: Health and Human Services Director Antwayne Robertson, Health and Human Services Deputy Director Laura Kleber, Public Health Manager Dr. Nancy Healy-Haney, Public Health Officer/Epidemiologist Ben Jones, Intake and Support Services Division Manager Kathy Mullooly, Economic Support Coordinator Debra Berg, Child and Family Services Manager Lisa Roberts, Adolescent and Family Services Division Manager Peter Slesar, Clinical Services Division Manager Joan Sternweis, Mental Health Center Administrator Jeff Lewis, Administrative Services Division Manager Randy Setzer, Accounting Services Coordinator Cynthia Lilley, Senior Financial Analyst Jennifer Carriveau, Aging & Disability Resource Center (ADRC) Manager Luann Page, ADRC Coordinator Mary Smith, Senior Financial Budget Analysts Clara Daniels and Steve Trimborn.

The meeting was called to order at 8:30 a.m. Introductions were exchanged.

Pledge of Allegiance

Approve Minutes of 4-23-15

MOTION: Brandtjen moved, second by Whitmore to approve the minutes of April 23. Motion carried 8-0.

Approve Minutes of 6-11-15

MOTION: Zaborowski moved, second by O'Brien to approve the minutes of June 12. Motion carried 8-0.

Advisory Committee Reports

O'Brien reported the AODA Advisory Committee is looking ahead with winter sheltering needs and locations throughout the county. The Heroin and Other Illicit Drug Task Force will meet on Wednesday, July 29, 2015. The five pillar workgroups will provide an update on their progress, highlighting successes, next steps, and identifying challenges.

Brandtjen reported that Waukesha County, in partnership with the Marsh Country Health Alliance, will receive a refund for 2016. The Clearview facility is located in Dodge County. It is for high-risk individuals with extreme needs that are unavailable to find services here in Waukesha County. Waukesha County has had an ongoing partnership over the past 5-6 years.

Announcements

Paulson stated, the budget that we will review, has been put together by the Health and Human Services Division staff. The Board has no authority to change the budget, but can make recommendations going forward. The budget will then be submitted to the County Executive and reviewed at various committees before final approval. Questions should be precise and to the point.

Overview of Proposed 2016 Budget

Robertson thanked the management team, fiscal staff, and subject matter experts (SME) in the development of the 2016 budget. With a budget target of \$140,000 and a 2016 budget deficit of \$1.5 million, Robertson noted you have to be creative, supportive of one another, and willing to make sacrifices for the betterment of all divisions and the clients we serve. As a result, each Division Manager and staff will present a balanced budget that the department is confident in and excited about. Various new initiatives and opportunities you will hear about include:

- Private and public partnerships,
- Cross departmental collaboration, and
- Realignment of personnel and programs.

The Health and Human Services department has experienced 16 retirements in 2015. The department has been heavily involved with succession planning for several years, encouraging staff participation in countywide initiatives like the mentorship program. In 2014, the department was under budget by \$2 million without compromising services and programs. Robertson commented on the forward movement of the department as staff are very dedicated to working collaboratively in a way that assures no one is working in silos, and no one is being protective of their territory. Robertson and Kleber expressed appreciation for the budget you will hear about today, and excitement for the department's accomplishments.

Proposed Intake and Support Services Division Budget

Mullooly introduced herself as the new Manager of the Intake and Support Services Division, replacing Jesus Mireles who retired. Mullooly provided background information on her employment history with the Health and Human Services department. In 2004, Mullooly started as a 2nd shift crisis worker in child protective services (CPS) and Mental Health units. In 2007, Mullooly was promoted to Supervisor, Shared Services unit, and in June 2015 promoted to Manager.

The Intake and Support Services Division include Access, Shared Services, and Economic Support. The Access unit is the front door to child abuse and neglect investigations and reports. The Shared Services unit encompasses several programs which support the rest of Health and Human Services. Those include:

- After hours program provides child protective service coverage 24 hours a day, 365 days a year.
- Childcare certification and respite day care for families in crisis.
- Home and financial management services.
- Volunteer transportation program.
- Voluntary kinship program.

Mullooly highlighted changes in the budget. As of July 1, 2015, the after hours crisis service has been expanded to 24 hours, 365 days a year with an actual social worker in-house taking those reports. Mullooly explained these resources were reallocated from the Adolescent and Family Services Division in exchange for additional responsibilities with Juvenile Court Intakes. This aligns the responsibilities of Child Protective Services (CPS) and Juvenile Court Intake, as the bylaws read they must be performed 24 hours a day.

Another change is the transition of the licensing, recruitment, and training of foster care homes. Currently, the Intake division performs the voluntary kinship responsibility. Two staff from the

Child and Family Services division will be moved to the Intake division to provide continuum of care, certify voluntary kinship homes, assist with court ordered kinship homes, and licensing of foster parents. The case management component will remain in the Child and Family Services Division.

Mullooly referenced that these changes are reallocated and reassigned costs to the Intake and Support Services Division.

Brandtjen questioned the new performance measure of response time following notification of death. Mullooly responded that is one of the county's strategic objectives; to assist at risk citizens. The department works closely with the Medical Examiner's office by timely report of a death in the community and provides outreach grief counseling services within five days to citizens.

Mullooly continued with review of personnel costs, operating expenditures, and program activities.

Lodes was concerned about the reduction on transportation costs based on trends, and questioned if individuals are being transported to where they need to be. Mullooly stated the volunteer driver program is highly successful in Waukesha County, transporting children and adults to all types of services. In 2015, the internal referral portion of the program was reorganized, and cost for services were charged back to individual unit. This may have contributed to the reduction in transportation costs. Additionally, the county has an average of fifteen dedicated drivers who have been providing volunteer transportation services for more than 10 years. Volunteer drivers are only reimbursed for mileage; they go through an extensive training and have a great relationship with county social workers and the families they serve.

Paulson questioned the kinship state allocation reduction noted in operating expenses. Robertson explained that the kinship care allocation is a pass thru state program. The allocation we receive is based on the number of clients served. The state bases the projection on what we served the prior year. Over the last two to three years, there has been no wait list.

Lodes questioned the projection of child abuse neglect reports for 2016 noting a decrease estimated for 2015. Robertson stated based on trends, the department remains consistent with the average in prior years. Paulson asked how it affects the department's resources in conducting that job. Robertson noted it identifies a trend that we are receiving more referrals, and the need to defer the right personnel to conduct the investigation with our current staffing.

Mullooly touched on the annual customer feedback survey results for 2014 noting a score of 4.3.

Economic Services Administration and Support presented by Berg.

Waukesha County is part of a five county consortium which consists of Waukesha, Walworth, Washington, Ozaukee, and Fond du Lac counties. Waukesha County has a five county consortium for fraud which Waukesha County is the lead agency. Economic Support programs include Medical Assistance, FoodShare, Child Care, Fraud elimination, and Low-Income Energy Assistance. Economic Support assists citizens that are at risk for food insecurity, for not receiving medical treatment because of no health insurance coverage, and for not being able to maintain employment, or not able to accept an offer of employment because they do not have adequate child care coverage.

The Child Care Program allows Waukesha County to be economically vibrant because lower income families and households can gain employment, and because they are under the federal poverty level, they would qualify for child care assistance.

Paulson questioned what affect, if any, will the state budget being passed on food stamps (i.e., drug testing and regulating foods to purchase), have on the county budget? Berg commented on the regulation of foods purchased, in that, she did not know if that would have a direct affect on Economic Support. But for the drug testing, if a waiver was approved, Economic Support would be doing a lot of referrals for drug testing. It is unknown who would be paying to drug test individuals. Brandtjen commented that it has not been approved for a federal waiver to date.

Berg continued reviewing program highlights, and budget changes from 2015 to 2016. General government revenues will increase in 2016 due to an additional allocation for the FoodShare employment and training program. As of April 1, 2015 statewide, if you are an able bodied adult without dependent children, you have a work requirement in order to receive FoodShare. Economic Support is responsible for doing referrals, collecting necessary documentation, and monitoring during the three months of time-limited benefits. The Affordable Care Act funding levels will be reduced as extra funding was received initially and now is being phased out or phased down.

Personnel costs will increase primarily due to creation of two new positions to address the FoodShare Employment and Training (FSET) workload issue. One Affordable Care Act position will be abolished as funding phases down. Operating expenses decreased due to the Workforce Development Center (WDC) lease terminating December 31, 2015. Any remaining staff at the WDC, hired because of the Affordable Care Act funds will be relocated to the Human Services Center. Interdepartmental charges will decrease in 2016 due to reduction in Affordable Care Act position. All business and staff is efficiently managed and run through the consortium call center. Berg referenced a graph highlighting an increase in program activities from 2013 to 2014, and slight decrease in 2015.

Justin questioned what will happen when individuals, who apply for services, test positive to the drug screening test. Brandtjen commented the plan is to work toward remediation and refer to a treatment center.

Supervisor Howard arrived at 9:44 a.m.

Supervisor Brandtjen left at 9:48 a.m.

Proposed Child and Family Services Division Budget

Roberts presented the Child and Family Services Division budget. The Child and Family Services Division is comprised of two distinct units, Child Protective Services and Children with Special Needs. The Child Protective Services unit provides services to intact families that are at high risk of abuse or neglect, or to children that have been investigated for abuse or neglect. In those situations, children are placed in foster care, group homes, or residential facilities. The department works with the families to rectify those situations and reunify children back home, or establish alternative permanency plans. The Children with Special Needs unit serves children who have severe and persistent disabilities. The department provides wrap around supportive services to keep them safely in the community. These children are often in danger of themselves, or aggressive to other people, and not necessarily in danger of being hurt by someone else, thus requiring institutional care.

The department's strategic objective is to develop and utilize community resources/supports, reduce time children spend in out of home care, identify services gaps, and make a permanent solution for children to return home safely keeping families intact.

Roberts shared a few examples of good newsworthy items happening in the Children and Family Services area. Those include the development of level five homes, which is a community based home with rotating staff; work with agencies to develop contracts with behavioral specialists; surveying parents; and regularly work with the Special Services Advisory Committee to keep out of home placement rates low. Roberts referenced the Out of Home Placement chart as it is a comparison to similar sized counties. Waukesha County was selected to be part of a five year state pilot study on post reunification. Roberts noted numbers are on the rise for children who have been abused or neglected coming into out of home care and reunified with parents, and then re-abused or neglected a second time. Not only is this in Wisconsin, but throughout the country. Through additional funding received by the state, Waukesha County is working with the University of Illinois investigating children who are the most challenged and are at the highest risk of re-entry, taking into consideration what is needed to keep these families healthy, safe, and maintained for the long term. Waukesha County is one of eight teams across the country, and the only one in Wisconsin, that is collaboratively working with the University of Maryland and Northwestern to look at the impact of trauma, assessing trauma more effectively and efficiently, how trauma is impacting the development of treatment plans, and how to identify trauma issues in order to change the trajectory of a child's adult functioning.

Roberts referenced general government revenues increased due to a State Community Aids allocation to fund children through age 21. These are children who have an Individualized Education Plan (IEP) at school, and are involved in school and out of home care, to remain foster care funded. A slight increase was noted in the base for foster care payments. Revenue decreased for foster parent pre-service training as funds were transferred to the Intake and Shared Services division due to realignment of the Foster Care program, and a decrease of the pass thru funds for residential health checks for children going into residential care centers.

Paulson asked if part of the monetary allocation is to prepare them to be independent at age 21. Roberts stated research shows that children aging out of out-of-home care often end up in jail, homeless, or other issues. The department creates an extensive independent living skills plan beginning at age 15 ½ until the child ages out of the system. Additionally, the state has a program in place for children aging out of out-of-home care which will allow the ability to track support and services that are sought.

Roberts continued with charges for services noting a slight increase, and increase in personnel costs due to reallocation of resources. The shifting of two positions to the Intake and Shared Services division, and also to fund a clinical therapist position that was unfunded in the Clinical Services division. The position will be a part of the child protection team to address the need for better crisis planning stabilization, and child and family specific clinical services. Operating expenditures are budgeted to increase due to reallocation of funds from the children with special needs budget to the residential care center budget, because of the continued trend and high level of out-of-home placement of children. Contracted services increased due to community support contracts having increased referrals of children being born drug affected. Interdepartmental costs increased mostly for computer based expenses. Roberts continued with the Child Protective Services program activities.

Because of so many different trends, Brandtjen asked about the type of services provided to these children. Roberts stated the cases are complex and require a multi-disciplinary approach. Roberts also explained the transfer of venue process of a family whose children are in out-of-home placement.

Based on past trends, Lodes questioned the validity of the total budget for residential care centers. Roberts explained the department budgeted low with the anticipation of having another level five home up and running by August. Whitmore asked what is a level five home. Roberts explained it is a community based foster home specifically built to meet the needs of the child with licensed shift staff. The department is currently working with Lutheran Social Services and Genesee Lake School to develop another level five home.

Roberts continued with the Children with Special Needs Unit budget. One program area of this unit is the Birth to Three Program, which is with Lutheran Social Services to provide early intervention services to parents with children from birth to age three with special needs. Another area includes the Federal/State Medicaid Home and Community Based Service Waiver for Children's Long Term Support (CLTS) funding which provides fully funded and locally matched tax levy funding. The third area is the Family Support Program (FSP) which provides fully funded state dollars to parents of children with disabilities to purchase services.

Roberts reviewed the program highlights, general government revenue increase due to an increase in indirect cost reimbursement, and other revenues decreased due to a pass through of reimbursements for CLTS related costs. Roberts commented that the state, through a federal mandate will be making significant changes to the autism program. The impact on the budget is yet to be determined. Personnel costs decreased due to realignment of staff between Child and Family and Family Services divisions. Operating expenditures and interdepartmental costs decreased.

Lodes asked a question relative to the Waukesha community not for profit agencies like Safe Babies Healthy Families, Family Services, Prevention & Protection of Abused Children (PPAC). How do you work with them? Roberts reported those agencies are included in the department's contracted services. A slight increase in funding is in the budget to support their efforts as we collaboratively work together to avoid duplication.

Proposed Adolescent and Family Service Division Budget

Slesar introduced himself and Fred Garcia, Supervisor in the Adolescent & Family Services Division. Garcia has many years of experience in the role of social worker, and has shown a keen interest in learning about the budget process. Slesar began his presentation by defining the word 'adolescents'. In his search, Slesar shared a book title that really captures the definition. The book is entitled, "*Get out of My Life, but could you drive me and Cheryl to the Mall*". The division is all about families who are coming to the attention of the juvenile system. Families that may have come to the attention of school personnel, law enforcement, or voluntarily seeking services and supports.

The division consists of four areas: two Family Service units of which Garcia supervises one, and two Juvenile Services units. The Family Services unit staff work with young individuals who come through the front door with either truancy or family conflict type situations. The Juvenile Service units work with the individuals who have had the criminal law violations. The processes

as described in the program description are steps taken when the department works with families. Slesar touched on the many services offered. The goal is to reduce delinquency by helping families address the problem that has led to the referral, and the services augment the different things that we do; what does the family need, and in a court case situation, the department makes the recommendation to the court. From there, the department continues its involvement, monitors the rules and supervises all within a family context.

Slesar continued with review of a strategic outcome to maintain a practice of continuous quality improvement. Through a grant with the Department of Justice, the department purchased a curriculum for staff entitled, Evidence Based Practice Supervisory Briefcase, an 18 month curriculum that looks at the different concepts involved in evidence based practices to be effective in working with young people. Slesar reviewed the program highlights of general government revenues noting a decrease in the youth aids allocation. Youth Aids funding is based on a formula tracked by the state. To date, the department is not sure how the formula will look for Waukesha. Charges for service revenues increased, and county tax levy will decrease due to the decrease in out of home placements. With the reduction in the Juvenile Center, as of July 1, 2015 personnel costs will increase as one position was reallocated to the Intake and Shared Services Division to provide 2nd shift crisis case management. Slesar continued with review of operating expenses noting decrease in out-of-home placement costs, group homes, residential care centers, and correctional aftercare. Interdepartmental charges decreased due to a reduction in end user technology charges to the division. For 2016, the department is estimating to serve 484 families under program activities for Family Services. The increase is due in part to a continued increase in the overall number of truancy referrals including an increased number of younger children being referred. Court Intakes also reflect increased delinquency and truancy intakes. Page 4 Slesar referenced the Truancy Referrals graph. In 2012, 9/5% truancy referrals were under age 10, and in 2015, thru June, 17.5% truancy referrals are less than age 10.

Lodes asked if you are finding a theme to the reason why young individuals are being truant. Slesar stated the shift in demographics has changed the department's practice by refining skills in how we work with parents. Garcia mentioned that under Chapter 118, and with funding relating directly to issues with young truants, school districts have increased awareness and referrals of young truants.

Paulson asked what communities had the highest offenders. Lodes asked if it's geographically related to some of the problem elementary schools. Slesar said Waukesha was the highest offender and work has begun with the Waukesha School District to gather data on which schools have a higher percentage of truancy, to change the environment and make truancy less likely. Slesar also noted that Waukesha School District is the largest school district, which could explain why they have a higher percentage of truancy. The delinquency recidivism rate graph and the percentage of youth who reoffend within one year of the end of their court supervision was reviewed.

Slesar continued with review of the Juvenile Center portion of the budget. The Juvenile Center offers secure and non-secure temporary placement. In 2012, the secure female detention center was closed and purchased from the Washington County Juvenile Detention facility. Effective July 1, 2015, Waukesha County contracted with Lad Lake for non-secure shelter care for male and females. Personnel costs decreased due to the transition of Shelter Care services. Staffing was reduced by 6.49 FTE's due to lower census and reduction of youth care staff and supervisors. General government revenue decreased due to the elimination of the federal nutrition grant.

An unexpected expense of \$30,000 was transferred from the fund balance to cover the two females in short-term secure detention at Washington County Juvenile Detention facility. Operating expenses will increase due to the full year contract, and interdepartmental charges will increase due to the transport costs with Lad Lake. Program Activities were reviewed including graphs on Shelter Care and Secure Detention days by gender.

Lodes asked if Waukesha County met the projection of dollars saved by the consolidation with Lad Lake? How much did the County project to save with the consolidation of Lad Lake? Slesar reported that Waukesha County projected to save \$130,000 a year.

Whitmore asked where the Youth Aids allocation originates. Slesar indicated from the State of Wisconsin.

Howard commented she was happy to hear the department is moving forward with more of the evidence-based practices.

Proposed Veteran Services Division Budget

Ludka presented the Veteran Services Division budget with co-worker Claire Layton, an Army Veteran. The mission of the Waukesha County Department of Veterans' Services is to make sure all Waukesha County residents, that are eligible, receive veteran benefits either through the State Department of Veteran Affairs or the Federal Department of Veteran Affairs. Ludka shared a letter from a consumer acknowledging the quality service provided by the Waukesha office.

Two strategic outcomes Ludka discussed include assisting at risk citizens by providing support to individuals impacted by a death, and to increase and improve access to suicide prevention resources and homelessness. Ludka noted the Milwaukee Center for Veterans recently opened an office in downtown Waukesha, and have a long track record of actively assisting homeless veterans in Milwaukee County. Additionally, Ludka noted the department provides benefit or referral services to the affected client when notification is received by representatives from the National Alliance on the Mental Illness (NAMI). Layton added the supportive services for veterans and families do rapid rehousing, and work with veterans for six to eight months to stabilize placement in the home. The definition of a veteran is not universal for every program, depending on when you served, where you served, days on active duty, etc.

Ludka talked about the Wisconsin Department of Veterans Affairs (WDVA) County Veterans Service Officer (CVSO) Grant. The grant for 2015 remains unchanged. For 2016, the state is changing the reimbursement to be based on two draws. Paulson expressed his support of the grant contribution and the state mandate years ago to have a County Veteran Service Officer, but disliked the fact that the state will be applying contingencies to the \$13,000 grant after all these years.

Ludka noted that in April 2015, all Southeastern counties received a check from the state in the amount of \$598 from the Disabled American Veterans past Auxiliary President's fund. The money is a one time amount specifically ear marked to assist homeless veterans with rent or utilities. Ludka continued the budget review by noting that personnel costs increased, operating and interdepartmental charges decreased slightly due to less traveling, and he reviewed program activities. The expense for grave markers and flag holders remains unchanged.

Proposed Aging and Disability Resources Division Budget

Page presented the Aging and Disability Resources Division (ADRC) budget. The ADRC general fund is comprised of four program areas: Adult Protective Services, Transportation, Community Services, and Nutrition. Strategic Outcomes for the division were reviewed.

Adult Protective Services is the lead reporting agency for instances of abuse and neglect for adults and elders at risk in Waukesha County. Cost effective service intervention is provided for adults who are not eligible for the State's Family Care benefits. General government and charges for services remain unchanged from last year. Revenues consist of supportive home care and state basic county allocations (BCA). The ADRC works closely with law enforcement agencies when individuals are found to be legally incompetent and are a danger to themselves or others.

Paulson asked if there are homes for those who pose a threat to others or a danger to themselves, other than Waukesha Memorial, available in the county. Page stated not at this time. Another mechanism used to record instances of potential elder abuse is the Wisconsin Incident Tracking System (WITS). Internal staff training on WITS was conducted.

Under other revenue, protective payee remains unchanged. Personnel costs decreased due to staff vacancy and turnover. Net operating expenditures decreased due to the assessment rate at Clearview Nursing Home. Interdepartmental charges increased due to Corporation Counsel legal fees. Page continued with review of Activities.

Smith reported on the Community Services program. The 2016 budget was consolidated into one general area titled ADRC Community Services. ADRC Community Services includes contracted transportation services funded from the State of Wisconsin Department of Transportation Specialized Transportation Program, and the Older American's Act program. Community services include caregiver's support, elder abuse and neglect funding, short term case management, evidence based prevention program, and the senior dining nutrition program. One of the strategic outcomes is to assist at risk citizens by working with the Medical Examiner's office to support those impacted by a death. The Medical Examiner's office will forward a referral to the ADRC to offer services for the surviving spouses. General government revenues increased due to a reallocation in administrative staff costs. The Older American Grant funding increased. There was a decrease in the Nutrition Service Incentive program based on the number of meals served. Other revenue decreased due to our donations received from clients. Smith noted the department is experiencing a decrease in donations from senior dining centers and the home delivered meals. The anticipated 5% increase in food costs will have an impact on the 2016 budget. Transportation services increased which is an anticipated vendor rate with Rideline. Interdepartmental charges increased due to computer maintenance costs. A decrease in managed care revenue is projected for 2016. Program activity graphs were reported on the various specialized transportation services. The ADRC has five evidenced based programs in the Waukesha community that utilizes various community partners. Smith shared comments received on the annual home delivered meal survey.

Lodes thanked Smith for the education on the different meal sites and asked how one qualifies for the ADRC's program versus meals on wheels, or other meal programs in the community. Smith reported for senior dining at the congregate sites, a person must be 60 years old and above. Upon initial request for home delivered meals, an assessment according to the state policy is completed, and then every year after. A private provider does not have any type of assessment.

Page reported on the ADRC Contract Fund, a special revenue fund that provides the public with information related to aging or living with a disability, specialized counseling, support, and other options for older adults and adults with disabilities. The ADRC Information & Assistance staff provide information to approximately 20,000 callers a year. Elder and disability benefit counseling, prevention and early intervention programs, long term care functional eligibility screening, and transitional youth and marketing outreach are just a few of the programs available.

Page discussed the strategic outcome to assist at risk citizens. In 2014, the department received a dementia care specialist grant. ADRC staff were trained to become dementia capable by the Dementia Care Specialist. In addition, the Dementia Specialist is reaching out to the Waukesha community businesses to assist them in becoming dementia friendly. The goal is to train five business in 2015, and ten in 2016.

Page continued with review of personnel costs, operating expenses, interdepartmental charges, and activities. A new measure was added to the budget to increase counseling cases for the Disability Benefits specialist. In 2014, there were 451 cases, for 2015 estimating 490 cases, and for 2016 estimating 500 cases. Page was very proud to report that the Elder Benefit Specialist helped Waukesha County residents to receive \$2.5 million in resources, and the Disability Benefit Specialist helped residents receive almost \$1.4 million in resources.

Page spoke on how the ADRC is mandated to do outreach and marketing. In 2014, the ADRC newsletter was initiated. The ADRC resource guide is another means to distribute information. Both are available online at the ADRC website.

Review 7/16/15 Schedule

Robertson noted how well informed and embedded the division managers have been within their budget, heard presentations today about various new initiatives, cross divisional opportunities that enhances the department's program and service delivery, and continuation to keep learning more about the department and its services to the citizens of Waukesha County.

Paulson noted that the August 13, 2015 meeting will be held at Lad Lake, and at this meeting, the Health and Human Services Board will elect a Secretary, which is in accordance with the bylaws.

Adjournment

Zaborowski made a motion to adjourn second by Lodes. The motion was voted on and carried 8-0. The meeting adjourned at 1:22 p.m.

Minutes recorded by Linda Johnson

Approved on 9-10-15
Date