

HUMAN SERVICES DEPARTMENT MEETING MINUTES

July 30, 2014

Present: Ed Kelley, Sherry Johnson, Pat Dooley, Gary Steber, Jeanette Bomberg, Susan Theer, Holly Stratton, Jackie Halada Excused: Dawn Hirn Others: Jen Steber, Jim Dunkel

S. Johnson called the meeting to order at 5:30p.m. Roll Call noted those members present with Hirn being excused.

Motion by G.Steber to move item 6b to item 9 on the agenda, seconded by Stratton, the agenda was unanimously approved as with the amendment.

Motion by Bomberg, seconded by G.Steber, the minutes of the May 28, 2014 meeting were unanimously approved.

Motion by Theer, seconded by Dooley, the May-July 2014 expenditures were approved unanimously. It is understood that client identifying information is blacked out to protect client confidentiality and that staff approval for all expenditures is present before payments are made.

NEW BUSINESS:

Approval to replace Accounting Assistant: Received Robin Kitzinger's resignation letter effective August 15th. Robin's work supports the work of all others in the agency and is therefore vital in the Department's success. A copy of the updated position description was reviewed. Motion by Stratton, seconded by Theer, the Board unanimously approved the request to replace the Accounting Assistant and forward to Personnel for approval.

Approval to hire Robin Kitzinger on a limited term basis to assist with the Accounting Assistant transition: Moved to Item 9 (closed session).

Florence County Child Care Services: J.Steber outlined the history of the former Licensed Child Care Center (Just 4 Kids, Florence) and updated the Board on any progress being made in securing Head Start services and basic child care services for Florence County families.

Resolution to Place a Health Care Advisory Referendum on the November 4, 2014 Florence County Ballot: A copy of the resolution was reviewed by the Board. The vote will not have any formal action re: policy changes and will simply provide information to the Governor's office and Legislatures re: County interest in improving the State's BadgerCare program by having access to millions of dollars in Federal funding. J.Steber noted the potential impact to Human Services agencies if the dollars are not obtained. Motion by Kelley, seconded by Theer, the Board voted unanimously to pass the Resolution on to County Board in order to place the item on the November 4, 2014 ballot.

2015 Child Protective Services Appeals Process: J.Steber updated the Board on the new Child Protective Services Appeals process. The new process will be effective January 1, 2015. Concerns about the process have been forwarded to the State specific to small Counties and other legal language.

Inter-County Agreement: HSD currently participates in the existing Inter-County Agreement which outlines County responsibilities when encountering individuals from another surrounding County. The language was updated to reflect current practice and clarify financial responsibility of the home County. Motion by G.Steber, seconded by Bomberg, the Board voted unanimously to accept the language changes and continue participation in the Inter-County agreement (specific to Human Services agencies).

MOU-Molina Healthcare— As part of the agencies Bt3 review several months back, it was recommended to begin billing MA for therapy services. Due to the different levels of MA (BadgerCare, etc.), Florence County must agree to the billing/service provisions under Molina Healthcare. Because the Health Department already has an agreement in place, Human Services is only required to sign the service agreement and Business Associate agreement. Once signed, billing can begin and the Department will receive reimbursement for Bt3 therapy services (up to MA rates). Motion by Stratton, seconded by Theer, the Board voted unanimously to sign the MOU with Molina Healthcare.

WHEAP-Public Benefits Vendor Update: Florence Utilities will participate in the WHEAP program as a public benefits vendor. Historically Florence Utilities operated its own Public Benefits program and was awarded approximately \$13,000/year. Becoming a WHEAP participating vendor, a total of \$19,000 will be available to assist Florence Utilities customers at the time of their annual WHEAP application.

FSET Program: J.Steber shared information regarding the future of FSET services in Florence County. More information will be shared as it is learned.

NIMC Child Care Program/Staff Update: DCF has not approved the Consortium plan until fiscal plans and requirements can be met. Child Care activities will be administered as-is until DCF approves the plan. If the plan is approved, Child Care staff will be hired. Ms. Moller has expressed her interest in becoming a full-time Child Care Consortium staff member. If selected by the Consortium she would remain a Florence County employee and Child Care funds would funnel to the Department to reimburse wage/fringe costs.

WHEAP and Housing Program Updates: J.Steber and C.Moller will be attending various WHEAP trainings due to the eligibility system changing. Press releases will be run in the coming weeks to remind propane users to set up payment agreements and plan for the upcoming heating season.

CY2015 Budget and Funding Updates: J.Steber noted that significant increases/decreases in State/Federal funding are not expected in CY2015. Allocations have yet to be confirmed at the State level; however. At the request of the County Auditor and J.Steber, a request was made that the Board approve the ability of Human Services to carry a fund balance which is done in several other Counties. Allowing for the carryover will allow HSD to budget as close to actual as possible vs. having a large surplus at year-end. It was stated that the carryover would only be used for unplanned but mandatory expenses. Carry-over would not be used for capital outlay items or other non-mandated items. Motion by Stratton, seconded by G.Steber, the Board voted unanimously to forward the request to the Audit and Budget Committee.

OLD BUSINESS:

Alternate Care Update—A written report was reviewed by the Board. The Department currently has two Residential placements with one expected to return home in August. Additionally, there are two kinship care placements which are expected to return home in August.

Update on Purchase of Service Contract Activity: Department had two hospitalizations which resulted in residential treatment for AODA. All costs are within budget.

Child and Family and Long Term Support Update: J.Dunkel updated the Board on a significant Long Term Support Program change involving Estate Recovery. The new law is effective August 1, 2014. The change has resulted in at least two waiver clients terminating services. J.Steber updated the Board on Act 334 which is effective August 1, 2014 which will allow Out-of-Home-Care to be extended to Age 21.

Director's Update:

All Staff Training Approvals July/August 2014 (In-State): Motion by G.Steber, seconded by Bomberg, the Board voted unanimously to approve the trainings submitted for HSD Staff.

LTS Lead Worker Recruitment/Hiring Update/Position Description—J.Steber shared the timeline for recruitment and hiring which has already been approved by Personnel. A copy of the updated position description was shared. Motion by Theer, seconded by Bomberg, the Board voted unanimously to approve the updated LTS Lead Social Worker position description.

Closed session pursuant to WI Stat. 19.85 (1)(c)—for the purposes of setting compensation for the LTS Lead Social Worker and discuss the Accounting Assistant Limited Term Employee. Motion by Bomberg, seconded by G.Steber, the Board voted unanimously to adjourn to closed session. All Ayes.

Reconvene to Open Session and take action, if appropriate, on matters discussed in Closed Session. Motion by G.Steber, seconded by Stratton, the Board voted unanimously to reconvene to Open Session. All Ayes.

Motion by Bomberg, seconded by G.Steber, the Board voted unanimously to approve the LTS Lead Worker compensation recommendation presented.

Motion by Halada, seconded by Theer, the Board voted unanimously to approve the LTE and wage as recommended and forward to Personnel for approval.

Motion by Bomberg, seconded by Stratton, the Board voted unanimously to approve the Accounting Assistant position description.

Board Member Concerns/Future Agenda Items: Follow Up items from above.

Adjourn: Motion by G.Steber, seconded by Kelley, the meeting was adjourned.

Next Meeting: Wednesday, August 27, 2014 immediately following the Public Hearing scheduled at 5:00p.m.