

JOINT HUMAN SERVICES BOARD / HUMAN SERVICES COMMITTEE /
PUBLIC WELFARE COMMITTEE / DISABILITY SERVICES COMMITTEE /
BROOKSIDE BOARD OF TRUSTEES

Minutes of Meeting
October 13, 2004, 5:30 p.m.

Kenosha County Job Center /Human Services Building Conference Room North 2

Committee Members Present: Salonia Grimes, Richard Willoughby, Ann Bergo, Eunice Boyer, Colleen Sandt, Bob Pitts, Nancy Principe, Ruth Booth, Denis Wikel, John O'Day, Ron Johnson, Leonard Johnson

Committee Members Absent: Virgil Gentz, Sandie Bisciglia, Barb Rankin, Irv Larsen, Luann Bodven, William Houtz, Robert Carbone, Louis DeMarco, Marbeth Knoff, William Grady, Don Smitz, Gordon West

Staff Present: Dennis Schultz, Laurie Staves, Jeff Wilson, Wayne Krueger, Michelle Eisenhauer, Tom Orendorff, John Jansen, Ron Rogers, Clyde Allen, Sandra Hardt, Adelene Robinson, John Milisaukas, Tom Buening, Jim Kennedy, LaVerne Jaros, Chris Hribal, Dianne Niesen, Frank Matteo, Sandra Badgerow, Carlton Cowie, Mark Felsing

The meeting was called to order at 5:30 p.m. by John O'Day.

1. Comments by the Chair - None
2. Citizen's Comments - None
3. 2005 Budget Presentations:
Copies of the presentation were distributed to all committee members.

Dennis Schultz introduced the 2005 Budget with an outline of the Department of Human Services Budget Goals:

1. Identify and Deal with Fiscal Problems
2. Provide Core Services with lowest impact to taxpayers
3. Initiate additional Prevention Programs
4. Improve Management of existing resources
5. Develop Long-term Solutions

Laurie Staves did a Power Point presentation on the proposed budget.

DHS Overview

Laurie Staves began with the Department of Human Services 2005 Levy Objective. DHS staff budgeted aggressively and met its levy objective by using current and historical information as well as proposing new initiatives including contract performance outcomes and measures and MA Revenue Enhancement.

The total County expenditure budget is \$182,683,641 of which DHS' portion is \$84,926,595 (46%). The non-levy revenue is \$134,984,675 County, of which \$72,782,128 is DHS (54%). Levy is \$47,698,966 for the County, of which \$12,144,467 is DHS (25%). DHS expenses increased 10.6% and revenue increased 13% from 2004, while the levy decreased 2.1%. DHS expenses increased \$8.1 million from 2004. Personnel wages and benefits increased 6.4%. Total DHS levy decrease is \$259,286. The DHS County Personnel increased 4.69 FTE, of which 3.63 were added via resolution in 2004. Contracted personnel were increased 2.5 FTE's in 2005, of which 2.00 FTEs were added via resolution in 2004.

Laurie Staves introduced 2005 budget neutral accounting changes related to rent and occupancy charges. In prior years the net accounting for rent and occupancy was in Workforce Development as primary DHS tent in the building. In 2005 all divisions will report their individual cost for rent and occupancy and Central Services will be the new 2005 DHS reporting area where some costs will be allocated.

Office of the Director:

Laurie Staves introduced the 2005 Office of the Director Budget. Personnel costs decreased \$37,300 (transfer of Central Services Manager position) while fixed charges increased \$78,007 with building rental (budget neutral accounting change) for a total increase of \$40,707 (7.7%). 2005 Office of the Director budget is \$572,203, with \$200,406 revenue. The 2005 levy is \$354,297. 2003 services included special project management, fiscal management, contract monitoring, information & computer systems development & support, and planning and evaluation.

Per Richard Willoughby's request last year to hear about successes in the divisions, each division will share a success story. Dennis Schultz introduced the DHS Intranet, recently implemented department wide. The Intranet will serve to decrease costs, centralize resources and improve communication while being easy to use and easily installed and maintained.

Central Services:

Laurie Staves introduced Central Services as the new 2005 budget reporting area. The Central Services Manager position transferred from the Office of the Director budget to the Central Services budget. Total expenses for Central Services are \$922,663 and revenue is \$922,663 from rental income of DHS/Job Center Occupants. There is no levy in this budget.

Jim Kennedy shared information about the safety response system, the large number of staff trained and equipped in case of emergency, and the number of trained responders as an indication of the success of Central Services. Despite an increase in the numbers of 1033 (emergency) incidents, all have been responded to in a safe, professional and prompt manner, defining the effectiveness of the safety response system.

MOTION by Richard Willoughby to approve the Office of the Director 2005 and the Central Services 2005 budgets as presented, seconded by Eunice Boyer. MOTION CARRIED UNANIMOUSLY.

Aging Services:

Laurie Staves introduced the 2005 Aging Budget. Personnel costs increased an average of 6.4%. Total 2005 budget is \$10,414,808, with revenue of \$9,605,461, and levy of \$809,347.

Division Director LaVerne Jaros began her discussion of successes by highlighting that COP currently has 400 on the waiting list and there are waiting lists forming for Meals of Wheels and Volunteer Escort. LaVerne defined their successes as stretching dollars and utilizing resources creatively to meet vast need. LaVerne shared several success stories demonstrating creative use of limited resources.

MOTION by Ron Johnson to approve the Division of Aging Services 2005 budget as presented, seconded by Salonia Grimes. MOTION CARRIED UNANIMOUSLY.

Brookside:

Laurie Staves introduced the Brookside budget. Brookside has 154.12 FTEs and an increase in staff development is related to a software implementation to replace outdated DOS based software that was implemented in 1986. Personnel costs increased 4.6% for wages and benefits. Their 2005 budget is \$11,350,360, with \$8,834,510 in revenue. The 2005 levy is \$2,515,850 (a decrease of \$334,809).

Brookside administrator Sandra Hardt shared that she believes the Brookside successes include the beautification project (flowers, landscaping) and staff retention for 2004.

Denis Wikel questioned the proposed increase in private pay residents to increase revenue and whether this fits with the Brookside mission. He stated the County of Kenosha is not in the nursing home business. Eunice Boyer commented that unlike other county run nursing homes, Brookside is quite comfortable, attractive and therefore quite desirable. Bob Pitts commented that since Sandy took over, management of Brookside has been top-notch and he gave compliments to both Sandra and Clyde Allen, fiscal manager. John O'Day asked if the maintenance shed was completed. Sandy indicated that it was complete.

MOTION by Richard Willoughby to approve the Brookside Care Center 2005 budget as presented, seconded by Ron Johnson. MOTION CARRIED UNANIMOUSLY.

Disability Services:

Laurie Staves introduced the 2005 DDS budget. FTEs remain the same in 2005 and personnel costs increased average is 5.9% for 2005. The 2005 DDS budget is \$19,201,051 of which \$17,977,885 is revenue and \$1,223,166 is levy. Tax levy decreased \$1. Laurie explained the \$575,257 decrease in expenses and revenue for Early Head Start Grant results from Kenosha Achievement Center, who runs the program, becoming the grantee in 2005.

Chris Hribal, Planning and Development Coordinator for DDS, expressed apologies from Division Director Ron Frederick, who was unable to attend the committee meeting. Chris introduced and explained the services DDS provides through a large number of contracts. Chris shared that one of the successes for DDS in 2004 was the Community Support Program, run by Belle Therapy. When they took over the contract, the staff-client ratio was 12.24:1. Best practice recommended by the state is 10:1. Latest indications are that Belle Therapy has successfully brought the program in under the recommended ratio and shows a staff-client ratio of 9.67:1.

Laurie Staves indicated that the Disability Services Board did not have a quorum and would vote on this budget at a later date. Only the Human Services Board voted on the budget motion.

MOTION by Colleen Sandt to approve the Division of Disability Services 2005 budget as presented, seconded by Eunice Boyer. MOTION CARRIED UNANIMOUSLY.

Children & Family Services:

Laurie Staves introduced the 2005 DCFS budget. Personnel costs increased \$241,849 and another budget neutral item (building rental) appears in this budget. Laurie directed meeting attendees to page 39 of the handout and reviewed the placement chart. In 2001, when the placements were reaching an all-time high, a placement committee was formed and options to reduce placements were reviewed. Placements dropped in 2002 and 2003 while appearing to level off in 2004. This committee continues to meet to continue diligent review of placements. The 2005 budget for DCFS is \$19,246,260, with \$14,402,702 in revenue. The levy is \$4,843,556 (an increase of \$351,321 related to another budget neutral accounting change).

John Jansen, Division Director, related a story about a 34 year pregnant woman who was four months pregnant and abusing alcohol on a daily basis. The division began UCHIPS proceeding in an attempt to protect the unborn child. Using out of the box thinking and nontraditional use of services, the baby was successfully delivered and is meeting developmental milestones. The family is close to reunification.

Anne Bergo questioned the Disproportionate Minority Confinement allocation increase. It was clarified that the grant was increased to expand the scope.

**MOTION by Ron Johnson to approve the Division of Children & Family Services 2005 budget as presented, seconded by Leonard Johnson.
MOTION CARRIED UNANIMOUSLY.**

Workforce Development:

Laurie Staves introduced the DWD budget for 2005. DWD budget has a number of the budget neutral accounting changes including the transfer of office equipment maintenance and other Central Services items to the Central Services budget. Early in 2004, staff recognized that W2 benefits were exceeding projections so they formed a W2 benefit reduction team to review services and systems to effectively meet the needs of participants and reduce costs. That effort has shown results in lowering the estimated expenditures significantly. Total 2005 budget is \$17,319,701, with \$16,015,364 in revenue. DWD will have \$1,304,337 in levy for 2005, a 13.6% increase.

Adelene Robinson, Division Director for DWD, reviewed some of the services provided and highlighted 4 successes. One story was of a young woman who started as a participant, moved into a part-time, then full-time position with the Answering/Message Center. She has recently been promoted to Lead worker. Another story was of a single dad with 2 children who began as a temporary employee and has recently been hired on as the Children First case manager. Adelene also shared information about a successful recruitment for the Great Lakes Galley and successful Child Support collections via lien docking.

**MOTION by Ron Johnson to approve the Division of Workforce Development 2005 budget as presented, seconded by Leonard Johnson.
MOTION CARRIED UNANIMOUSLY.**

Health:

Laurie Staves introduced the 2005 Health budget. FTEs increased 1.19 including .13 for laboratory hours which was added via 2004 resolution. Personnel costs increased 6.00% including \$109,678 for added staff. Total 2005 budget is \$4,848,560, a decrease of \$866,876 resulting from an accounting change. In prior years interdivisional contracts with DCFS, DDS and Aging resulted in Health reporting all expenditures. The 2005 accounting change will result in all expenses and revenue being charged to the appropriate division budget where they occurred. Health budget shows \$4,002,404 in revenue, and \$846,156 in levy, an increase of \$29,038 (3.6%).

Frank Matteo, Division Director, shared several resource guides and information brochures that he believes represent some of the successes for the Division of Health in 2004. The Healthy People Kenosha County Mental Health Committee collaboratively created the Mental Illness Family Guide to Community and School Resources. The Youth Health Committee released the Teen Resource Card. The Lead Hazard Control Program "Bust the Dust" brochure highlights the positive aspects of this program.

Veterans Services:

Laurie Staves introduced the 2005 Veterans Services budget. Personnel costs increased an average of 4.7%. Total 2005 budget is \$260,758, with \$13,000 revenue. 2005 levy is \$247,758, a 4.3% increase.

Division Director Tom Lois shared a story of a 56 year old Vietnam veteran who, after many health problems related to Agent Orange exposure, is now totally bedridden due to strokes. Veterans staff intervened to assist with the proof that the debilitation was a result of the Agent Orange exposure. The result is a determination of 100% service connection disability and retroactive disability payments in addition to the monthly payments and home renovation grant.

Medical Examiner:

Laurie Staves introduced the new addition to Human Services: Medical Examiners Office. After reviewing practices, evaluating procedures and assessing needs, DHS staff are recommending an increase of 1.16 FTEs which includes a full-time Office Manager. 2005 budget for the Medical Examiner Office is \$439, 421 with revenue of \$128,200 and levy of \$311,221.

Leonard Johnson questioned Dennis Schultz about the Tri-County Consortium for the ME services. Dennis assured Mr. Johnson that this effort is still in the works and will serve the community well. John O'Day questioned the Office Manager position and related this will be difficult to keep in this tight budget atmosphere. Dennis responded that the idea has been well received thus far. Colleen Sandt asked for clarification of the need for this position. Dennis stated that Frank Matteo did a comprehensive analysis of the practices and procedures in the Medical Examiners office and discovered this position will need to be a community contact point for funeral directors, law enforcement and families as well as being responsible for record keeping, reporting and other administrative tasks that are necessary. Efficient running of this office will depend in part on this position.

MOTION by Leonard Johnson to approve the Division of Health Services 2005 budget, the Division of Veterans Services 2005 budget and the Medical Examiners 2005 budget as presented, seconded by Ron Johnson. MOTION CARRIED UNANIMOUSLY.

4. Such Other Business as Authorized by Law - None
5. Committee Members Comments - None
6. Adjournment

It was moved to adjourn by Anne Bergo, seconded by Ron Johnson. Meeting adjourned at 7:50 p.m.

Respectfully submitted,

Michelle Eisenhauer