

JOINT HUMAN SERVICES BOARD / HUMAN SERVICES COMMITTEE

Minutes of Meeting

October 13, 2010, 5:30 p.m.

Kenosha County Job Center - Commons Area

- Committee Members Present: John O'Day, Ed Kubicki, Richard Willoughby, Sandie Bisciglia, Terry Rose, Jeff Gentz, David Arrington, David Celebre, Mike Goebel, Ryan Joseph (YIG)
- Committee Members Absent: Ron Johnson, Denis Wikel (both excused)
- Staff Present: John Jansen, Laurie Staves, Adelene Greene, Ron Rogers, Jeff Wilson, Dr. Witeck, Gina Carver, John Milisaukas, Cindy Johnson, Wayne Kreuger, LaVerne Jaros, Janet Schmidt, Derrell Greene, Susan Morrill, Fran Petrick, Kellye Diem, Tom Buening, Kimm Peters, Tom Orendorff, Kevin Loef
- Others Present: Kathy Fliess, Donna Dickenson, Laura Kroll, Janis Sepulveda, Mary Jonker, Gary Brown, Dave Houghton, Chris Schoen, Byron Wright, Earl Hawley, Co. Bd. Suprs Mike Underhill and Kim Breunig, Joe Potente (Kenosha News)

1. Call to Order

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

The Medical Examiner's budget presentation was moved to be the first item for discussion.

2. Citizen's Comments

Earl Hawley, Chair of the Aging & Disability Resource Center Board, said that a joint meeting was held with their committee, Commission on Aging, and the MH/AODA Committee yesterday, and all committees approved the 2011 DADS budget unanimously. Jack Rose, Chair of the MH/AODA Committee, also sent a letter recommending approval of the 2011 DADS budget.

3. Presentation and Approval of 2011 Dept. of Human Services Budget

Laurie Staves gave an update for the 2010 budget. The levy excess for DCFS and DADS previously reported was \$17,000. We were able to recoup an additional \$306,000 from the state institute expenses for the 3 long-term clients. Through 8/31/10, the levy excess is now \$323,000.

John Jansen reviewed the handout on statistics in Kenosha County pertaining to the unemployment rate, median household income, poverty rate, etc. Through September, the DWD General Reception area has assisted over 50,000 people. The State has increased our contract to meet the needs of our citizens. Chrysler will be closing also. Juvenile Crisis contacts have increased by 31%. Independent Living placements have increased from 7.6 to 22.8 in 2010. More families are reaching out for our help. We were given the task to balance our budget with 0% increase in levy. We have exceeded this directive by reducing our 2011 tax levy by \$250,000 compared to 2010. This is a lean budget.

Ms. Staves stated that this budget was put together with an unknown State budget. Our federal and state budget allocations are kept status quo. We are giving back 2.1% levy (\$250,000). On Dec. 19th, everybody will be getting a 2% salary increase. There are no pay increases in 2011, although some employees will be receiving step increases. Health insurance has a 1% increase.

DCFS, Health, and DWD all had contributions to our levy reduction. Brookside's contribution is revenue generated by census given back to the General Fund - it's not levy. There is no levy in Brookside's 2011 budget. Federal and state funding is a huge part of the \$82.5 million 2011 budget amount. Levy is 14% of our budget. For the 4th year in a row, the levy has decreased about 1% every year. We use our levy to draw down match dollars. \$6.1 million more in funding is drawn down using this levy in 2011.

### **Medical Examiner:**

The Medical Examiner is leaving at the end of this year, and we will be going to a lay medical examiner model. Racine has this model along with other Wisconsin counties. Autopsies will be contracted out to Milwaukee, specifically, but we can also use Waukesha County. We will pay \$1,200 per autopsy, for a total of \$132,000 additional costs for contracted autopsies which is offset by personnel savings. This fee is all inclusive, including x-rays, lab, pathology, which reduces some of our supply costs. The Deputy Medical Examiner will be eliminated as that position assisted with autopsies, and will no longer be needed.

The 2011 proposed Medical Examiner expenses are \$573,947 (increased \$36,054 from 2010), revenue of \$178,885 (increased \$25,135 from 2010) and a levy of \$390,030 (an increase of \$5,887 from 2010).

Co. Bd. Supr. Kim Breunig commented that you are paying more and receiving less. You are contracting autopsies to Milwaukee County and paying a lay person to do death investigations. She questioned whether putting a lay person in this job could put the County at risk of lawsuits. Ms. Staves replied that lawsuits happen no matter who does the investigation. The County Executive wanted to try a new model. It's a \$4,000 difference. That rate should be set for this year and maybe next year, too. A lay medical examiner is appointed. Supr. Breunig asked what the qualifications were. Ms. Staves said that Personnel would have that information.

Co. Bd. Supr. Mike Underhill asked about the pathological portion in the actual budget pages. The cost in 2009 was \$6,000, 2010 was \$18,000, and you're proposing \$150,000 for 2011. Ms. Staves responded that the \$150,000 figure includes the additional \$132,000 contract with Milwaukee County for the autopsies. We will drive the bodies to Milwaukee. In 2008 we performed 114 autopsies, in 2009 we did 88, and thru Sept. of this year we performed 86. We are estimating a total of 110 - 115 for 2010.

Dr. Witeck stated that he also does investigations of unnatural deaths, which will also go to Milwaukee. The Deputy Medical Examiner will be tied up with this. Ms. Staves said that the lay medical examiner will be here on-site doing the hands-on portion.

Richard Willoughby said that this new medical examiner model seems to be the way it was 4-5 years ago. He asked what the reason was for 'not' hiring another medical examiner and switching the model to contract out autopsies. John Jansen replied that we had a unique contract with Dr. Witeck which allowed him to do autopsies outside of the County. We were paying Dr. Mainland, the full-time medical examiner, \$175,000. By going to the lay medical examiner model, we are able to save dollars by hiring somebody who isn't going to be a forensic pathologist and still get the work done through the Milwaukee contract.

Terry Rose agreed with Supervisor Breunig. We are getting less and paying more. Years ago, we had an elected coroner. Then we got rid of that model and went to the professional medical examiner. We were told that position would provide better service and a higher standard of service, and we would have a medical examiner here locally, on the scene, doing the exams, testifying in court if necessary, and available to talk with families, law enforcement, and DA's. We enhanced the budget because we were told we would have a more enhanced office and more revenues. Now you are using the same arguments to do the opposite. This idea has not been sold today at all. I will not support this.

Mr. Jansen responded that the DA and Sheriff's Dept. signed on to this. Mr. Rose countered that they signed on to the previous one, too.

Jeff Gentz questioned the \$175,000 to have a full medical examiner. We are comparing this to the \$107,000 to pay the current medical examiner, Dr. Witeck. Our two options are to get a new medical examiner at \$175,000 or adopt a plan like this, right? Ms. Staves replied that \$107,000 is our net adjustment arrived at by removing Dr. Witeck's salary and benefits, by removing the deputy medical examiner, and adding the lay medical examiner. It's about \$118,000 (which was .83 FTE salary, plus \$27,000 benefits) for a total of \$135,000 now. Mr. Gentz continued that we have \$135,000 now, and if we went to this plan, it would be a slight increase from that, but if we went to what we had before, the full-fledged medical examiner, you'd be looking at \$175,000.

After much further discussion, John O'Day suggested that maybe Ms. Staves could get further information for the meeting next week so that we could move on with the rest of the budget. Everyone agreed.

#### **DHS Overview/Office of the Director:**

OOD FTE's remain the same, with an increase in personnel costs of \$11,820. We are eliminating \$50,000 for the Veterans Assisted Living Study. That study was to determine what should be done with the old Brookside site. \$5,000 has been added for a KARE Center Expansion Study. Mr. Jansen explained that CUSH approached the County Executive to look into the possible expansion of the KARE Center. A group of people are meeting to gather information to determine if the Center is meeting the needs of the its residents. Do we have enough beds available? Is it physically accessible for everyone? Do we need a different location? Or an additional location?

Levy decreased \$28,000, of which \$25,000 was for the Study.

The 2011 proposed Office of Director expenses are \$929,412 (decreased \$39,206 from 2010), revenue of \$542,043 (decreased \$10,478 from 2010) and a levy of \$387,369 (a decrease of \$28,728 from 2010).

#### **Central Services:**

Central Services takes care of everything in this building. There is 1 FTE with an increase of \$1,694 in personnel. Postage is being increased by \$2,000, and copier/fax leases are being increased by \$5,000. These are the costs of running the Job Center building. There is no levy for Central Services, because it is funded by the DHS division occupancy charges and job center partner rental charges.

The 2011 proposed Central Services expenses and revenue are each \$120,600 (increased \$600 from 2010).

## **Brookside:**

FTE's will increase by 2.4. A non-rep Nursing Office Manager position will increase from 32 hours to 40 hours, 2-24 hour Housekeeping 2nd Shift positions will be added, and 1.0 Unit Secretary for the 3 Wing area is being added. The Nursing Office Manager's duties include worker scheduling, as well as ordering, receipting, and distributing supplies. We currently have no housekeeping positions on 2nd shift. But we have people and messes, and most visitors are 2nd shift. Our budget is Medicare census driven. A resident could be discharged at 5:00 p.m., and someone could be admitted at 7:00 p.m., but there currently is no housekeeping staff to change the rooms out. This is also a good time to do the floor waxing that can't be done during the day. These 2nd shift housekeeping positions will improve our services. The Unit Secretary will be at the nurses' station and will get the charts ready, doctor's orders, set up transportation, take phone calls from doctors, hospitals and families, and handle numerous other paperwork. This will free up the nurses so they have more time to care for the residents.

Fran Petrick added that the Office Manager will also help in Medical Records, closing charts, etc.

Terry Rose asked Ms. Staves about the Medicaid census. She referenced the Statistical Comparison handout, stating that the September census was 28.5, and the YTD average was 26.3. The goal was 25.

Ms. Staves continued that personnel costs are increasing \$355,193. This is a 24-7 facility, so if someone doesn't show up for work, we need to call someone in whether it be through a contract or employee overtime. Because of this, the overtime budget is increasing by \$189,804.

There is no such thing as a vacancy allowance in a 24-7 facility -- all positions must be filled. So, they are removing \$100,000 from this year's budget and will remove the remaining \$100,000 in 2012. This has been at the \$200,000 level, and prior to that it was \$400,000.

There is an increase of \$90,818 for the additional 2.4 FTEs. The Medicare/Medicaid census is going up, and this results in an increase in expenditures of \$161,840. We have more therapy and more supplies when increasing the Medicare and Medicaid census. The nursing contract is being increased by \$22,500. Utilities are projected to decrease \$6,560, but this figure 'does' include a 10% increase from the current year.

Effective Oct. 1st, we went to a new MDS Assessment system, which is more detailed and more time consuming. This drives our reimbursement rates and is required by the federal government. We are just now learning it, so it has been included in the training budget (Staff Development) which is increasing \$4,000.

A new line item (for \$3,000) has been added for Advertising/Marketing for our Admissions Coordinator to get the word out about rehab at Brookside. She has done a great job. She's set up booths at UW-Parkside Aging Conference, Food, Folks & Spokes, and Relay for Life. Our Medicare numbers add revenue.

The State Bed Assessment increased \$36,960. It's currently at \$170 and will probably go up again on July 1st.

Principal and Interest went down by \$16,044. Our building will be paid for in 2013.

Richard Willoughby questioned the doubling of the overtime budget by \$190,000 and the 3.4% staff increase with benefits. Ms. Petrick responded that when we have absences with long-term illnesses, we need to fill those positions. We have had many people out on A&S, which means we are paying the person for A&S, as well as the person who takes their place. We will do anything to replace them. We can't go without people. We can't control when people get sick. We have an aging workforce. Our contract with 1392 will be giving us some relieve with some internal pools. We hope we don't have to use this overtime money, but we need to be prepared.

Ms. Staves explained that if there is a surplus at the end of the year, it goes back to the General Fund.

Compared with other nursing homes, our rates are in the middle. Adjustments are being made in the census for 2011. Private pay rooms are being decreased from 46 to 38, and the room rate is increasing from \$270 to \$280 per day. This results in a revenue decrease of \$649,700, plus an additional revenue decrease of \$10,800 for the State Bed Assessment. Medicare rooms are increasing from 25 to 29, for an increase in revenue of \$1,050,014. Medicaid rooms are increasing from 82 to 85, for an increased revenue of \$209,156. The Supplemental Payment Program is increasing by \$132,171 due to there being fewer county nursing homes to share in the pot of money.

Jeff Gentz asked if Brookside was sure they will be able to reach the 29 Medicare beds per day. Ms. Petrick replied that planning the census involves a crystal ball. We didn't expect our private pay to drop. Some have expired and we replaced them with Medicare residents. With the new line item for Advertising/Marketing, Kris Palmas will be increasing her presence in the community and continue to get the word out that Brookside has rehab. She has also prepared a brochure on the Brookside Endowment Fund and we got our first check for \$1,000 today. When Ms. Palmas learns that a resident will be leaving, she works with hospitals to fill the bed on that same day. She also revised the application process making it much easier. The census historically will be lower in July but higher in winter months. Ms. Petrick truly believes they will be able to reach the 29 beds in 2011. Having the 2nd shift staff will help with that also. Housekeeping will be able to clean the rooms.

Ms. Staves added that these are more realistic census numbers, and she is more comfortable with these.

The Capital Outlay increased \$16,400. Three items are covered by bonding which is paid over 8-10 years: powered resident lifting devices, nurse call system, and an additional 25 electric beds.

The 2011 proposed Brookside Care Center expenses are \$14,366,013 (increased \$779,720 from 2010), revenue of \$14,501,849 (increased \$750,491 from 2010). A total of \$135,836 will be returned to the General Fund, which is an increase of \$29,229 from 2010.

The Brookside Board of Trustees approved this 2011 budget at their 10/11/10 meeting.

### **Aging & Disability Services:**

FTEs remain at 11.5 for DADS. There is a \$38,608 increase in personnel costs. Building occupancy charges decreased by \$14,736. Family Care is at the end of the phase in period. The \$1.7 million in 2011 is the maximum. This means more Community Aids funding in Kenosha County. Resource Center Purchased Services increase by \$85,610, Protective Services decreases by \$6,292, and Community Living Support decreases by \$28,375. MH Residential Services increase \$106,259. Three people in state institutions used \$500,000 of the \$600,000 MH Institution budget in 2010,

so we are increasing this budget amount by \$125,000 for 2011. MH Resource Center Purchased Services increase \$130,169. More clients are getting into the Badger Care Plus Core Plan, for an estimated savings in MH psychiatric services of \$65,000. Because the number of clients and utilizations are going up, the MH Crisis Services/Bridges/KARE Center/Court Services is being increased by \$92,616.

We have heard that Community Aids will be decreased in 2011 by \$66,786. Medicaid Revenue increases by \$109,840, and Resource Center increases \$118,279. More clients are being served and we are drawing down more Medicaid Revenue for these clients, for an increase of \$165,829. AODA Block Grant funding decreases by \$114,539, and MH Out-of-State Reimbursement decreases by \$10,000. Alzheimers (AFCSP) and Older Americans Act (OAA) funding both decrease by \$28,042 and \$8,942 respectively.

Richard Willoughby commented that he is also on the ADRC Committee with Earl Hawley. This is the lowest budgeted levy increase. There are a lot of volunteers who help, too. These are people with a lot of knowledge. You are getting good value for the money with this DADS budget.

The 2011 proposed DADS expenses are \$14,133,587 (increased \$364,102 from 2010), revenue of \$10,951,525 (increased \$276,655 from 2010) and a levy of \$3,182,062 (an increase of \$87,447 from 2010).

The Commission on Aging, Aging & Disability Resource Center Board, and MH/AODA Committee approved this 2011 DADS budget at their 10/12/10 joint meeting.

### **Children & Family Services:**

DCFS is showing an increase of 1.0 FTE, but this position was actually added in 2010 and will be carried over to 2011.

Personnel costs (which include salaries and benefits) increase by 2.6% or \$117,702. The Office Support Worker position increase is \$63,332. Staff development increased by \$2,000, while office supplies decreased by \$3,000. Building occupancy charges decreased by \$5,160. DCFS' portion of the County's increased liability insurance is \$7,522. The estimated 2010 juvenile out-of-home placement cost is \$7.1 million, coming in under budget, so we have budgeted \$7.2 million for 2011 - a decrease of \$311,200. The DFCS grant ended this year (after 6 years) so there is a decrease of \$96,390. Kinship is sum sufficient with an increase of \$105,551. The Children's Waiver is being increased by \$156,910 based on utilization. We are seeing more children with this additional funding.

There was a 31% increase in the number of contacts to our Crisis Program, going from 9,376 contacts in 2008 to 12,274 estimated for 2010. Crisis services increased \$99,998. The Independent Living census increased from 7.6 in 2008 to an estimated 22.8 in 2010, for a total increase of \$100,021. This program now has a new requirement to track the youth. At ages 19 and 21, we have to find them to complete a survey with them. The funding increase to this program covers both the increase in usage by youth and the new tracking requirement. There was also a 2% increase of \$109,626 for the other contract providers who have also had increases in their employee and health insurance costs.

Crisis Services is 56% funded, Independent Living is 72% funded, and the other purchased services are 53% funded, which leaves a levy increase of only \$123,529 for these three categories.

Shared Revenue Allocation (WIA, FSET, Child Support, W-2, IM) increased \$332,407. DCFS and DWD work together in helping families.

We have no clue what the State will do with their budget on 7/1, so we are estimating a slight increase in Community Aids/Youth Aids of \$7,198. There is a small decrease in the Birth to 3 program of \$15,721 based on utilization. Medicaid revenue is going up by \$131,973. The Office of the Director has a Medicaid Director who works to be sure we get as much reimbursement as possible. The Children's Waiver funding increases by \$165,240. This includes administration cost reimbursement.

Ron Rogers explained that the Children's Waiver Program is a Medicaid program for children with autism or physical disabilities. A treatment plan is developed. Families can purchase therapy or equipment or home modifications to make the home a better environment for the child. The Autism Waiver is a higher level of care for 3 years and then it reduces. We can draw down slots for another 20 children under a Juvenile Court Order and use that money to offset those costs to keep the child in the parents' home.

The 2011 proposed DCFS expenses are \$23,540,862 (increased \$346,912 from 2010), revenue of \$17,951,089 (increased \$610,885 from 2010) and a levy of \$5,589,773 (a decrease of \$263,973 from 2010).

The Public Welfare Committee approved this 2011 DCFS budget at their 10/12/10 meeting.

### **Workforce Development:**

Laurie Staves stated that the DWD budget shows an increase of 4.0 FTE, but they were actually added in 2010 and are being carried over into 2011. The 3 ES workers were added by resolution in May, and the Business Services Job Developer was added in March by resolution.

Personnel costs are up \$316,093, which is a 5.4% increase. Many new Es workers will be incurring step increases and 5 employees went from single to family health insurance coverage. The additional cost for the 4 FTEs is \$275,172. Child Support genetic testing is increasing by \$21,800. We have been doing a lot more genetic testing. The building occupancy charge decreases by \$32,640, and DWD's share of the liability insurance increase is \$7,554. W-2 benefits are increasing by \$714,975 and W-2/FSET Program Services increase by \$661,333. WHEAP is increasing by \$50,000.

Kenosha County is the pass-thru for WIA funds for Racine and Walworth, but the WIA-Kenosha ONLY funds are increasing \$53,225. Stimulus funding for WIA-NEG Employment & Training are increasing \$382,500. John Milisaukas said that we conducted 13 workshops and orientations with the Chrysler employees and received 360 surveys from them. We used that information to complete our NEG proposal.. We hope to find out before Thanksgiving what additional funding we will be receiving for Chrysler employee retraining. We have about 180 individuals needing training funds. This \$382,500 includes that estimate for the Chrysler employees.

W-2 revenue is increasing by \$1.9 million (of which \$1.4 million will be used for benefits, and \$500,000 for administrative costs). There was a 27% increase in the caseload count from 2009 - 2010.

Shared revenue is decreasing \$61,515. Child Support funding increases \$96,704.

The 2011 proposed DWD expenses are \$21,174,762 (increased \$2,807,148 from 2010), revenue of \$20,128,844 (increased \$2,837,919 from 2010) and a levy of \$1,045,918 (a decrease of \$30,771 from 2010).

The Public Welfare Committee approved this 2011 DWD budget at their 10/12/10 meeting.

**Health:**

FTEs are increasing 1.86 in Health, mainly due to getting the nursing contract back with KUSD (2.03 FTE increase). There was a reduction of .17 FTE because the Lab Services Director will be contracted out, with the departure of the medical examiner.

Terry Rose asked if there is a cost to us for the KUSD nursing contract. Ms. Staves responded 'no', there is no cost to the County. Direct and indirect costs are included in our rate to KUSD.

Personnel costs increase by \$122,871, the KUSD school nursing contract personnel increase is \$194,480, and the lab director decrease is \$27,543. Staff development is increasing by \$19,652 because of a Coverdell grant we received. This grant has already covered the replacement cost of a \$95,000 machine, and training is included in this grant funding.

Building occupancy charges decrease by \$10,344, liability insurance increases by \$2,637. The WIC Program increases \$214,750, Tobacco Control increases \$120,999. The Kenosha Lifecourse Program increases \$63,100. Lab Director contracted services increase \$27,543.

On the revenue side, the KUSD school nursing contract increases \$293,921, WIC Program increases \$195,000, the Coverdell Grant increases \$158,560, and Tobacco Free Coalition increases \$131,422.

The City of Kenosha's contribution will be increasing \$8,424, which makes their share 54% for 2011. Mr. Rose asked how much the City owes the County. Ms. Staves replied that the amount owed is \$551,000. For 2010, the City is paying its share.

The 2011 proposed Health Services expenses are \$7,329,731 (an increase of \$862,270 from 2010), revenue of \$6,400,692 (an increase of \$922,224 from 2010) and a levy of \$929,039 (a decrease of \$59,954 from 2010).

The Board of Health approved this 2011 Health budget at their 10/11/10 meeting.

**Veterans:**

Veterans FTEs remain at 3. Personnel costs increase by \$17,201, of which \$12,000 is for a retiree going from single to family health insurance coverage. Supplies are decreasing by \$1,000, liability insurance increases by \$158, and building occupancy charges decrease by \$744.

Total revenue is \$13,000, which has remained the same for the past 12 years.

The 2011 proposed Veterans expenses are \$284,709 (increased \$15,615 from 2010), revenue of \$13,000 (same as 2010) and a levy of \$271,709 (an increase of \$15,615 from 2010).

**DHS 2011 Proposed Budget Recap:**

Ms. Staves noted that the last page is a summary of the budget increases and decreases for all divisions in Human Services.

**Human Services Committee:**

Terry Rose commented that the Human Services Committee will meet again next week to review this budget and will then take action on it. It was decided to meet on Thursday, Oct. 21st at 6:30 at the Administration Building.

**Human Services Board:**

Richard Willoughby moved to accept the budget as presented, seconded by Sandie Bisciglia. Motion approved unanimously.

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

It was moved to adjourn the Human Services Committee by David Celebre, seconded by David Arrington. Human Services Committee meeting adjourned at 7:30 p.m.

It was moved to adjourn the Human Services Board by Richard Willoughby, seconded by Ed Kubicki. Human Services Board meeting adjourned at 7:35 p.m.

Respectfully submitted,

Sharon Davis  
KCDHS Secretary

F:\Sharon\HSB-HSC 2011 Budget Min 10-13-10