

DODGE COUNTY HUMAN SERVICES & HEALTH BOARD MINUTES

The Dodge County Human Services & Health Board met on Wednesday, August 2, 2017, in Conference Room #G052 of the Henry Dodge Office Building.

The meeting was called to order at 6:00 p.m. by: Mary Bobholz

ROLL CALL: PRESENT: Mary Bobholz, Lois Augustson, Jeremy Bartsch, Becky Glewen, Stephanie Justmann, Jennifer Keyes, Mark Roesch, and Kira Sheahan-Malloy.

NOT PRESENT: - David Godshall- excused absence.

ALSO PRESENT: STAFF: Becky Bell – Director, Monica Hooper-Division Manager, Sheila Drays-Division Manager, Jody Langfeldt-Supervisor, Alyssa Schultz-Division Manager, Kim Kunz-Supervisor, Kris Schefft-Supervisor, Lisa Grycowski-Supervisor, Amy Booher, Supervisor, Mark Bebel-Supervisor, Sara Gaska-Supervisor, Stephanie Levenhagen-Supervisor

OTHERS: Jeff Duchac-County Board Member, Terry Feil- Feil's Supper Club

Certification of Public Notice: Kris Keith certified public notice.

Consideration to Deviate from the Agenda if Needed:

A motion was made by: Stephanie Justmann to approve deviation from the agenda if needed. The motion was seconded by: Jeremy Bartsch. Motion carried.

Approval of Minutes of the July 12, 2017 meeting:

A motion was made by: Stephanie Justmann to approve the minutes of the July 12, 2017 meeting. The motion was seconded by: Becky Glewen. Motion carried.

Public Forum:

Jeff Duchac was here to discuss the positions that were on the Board agenda for August. Jeff was asking the Board to approve the positions that were up for discussion because he felt that they were necessary for helping kids in the system that are in need of it. He also stated that because of all the changes that had been implemented there has been huge cost savings which will help pay for these positions.

Board Action:

A. Discuss Nutrition Program Bids

Stephanie Levenhagen discussed that every 5 years we advertise for bids for the Nutrition program, this year we only received one bid and that was from Feil's Supper Club in Randolph. They are currently our provider and Terry Feil stated that the state has added extra requirements for what has to be served like more healthy options, but that his menu meets the state requirement. The vote is usually in September. Feil's has always received good comments overall and we receive good service.

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B. Discuss 2018 preliminary budget overview

For the preliminary budget overview Monica took the 2017 budget numbers that were created and took into account the 2017 wage increases, health insurance increases and additional positions for all units to show our budget would allow for all these changes in the 2018 budget. She also said we are reallocating money from contracted agencies to the new staff positions. Becky mentioned that the state may give counties start-up money for the new proposed budget by Governor Walker of taking all kids off wait lists but we do not know the dollar amount so that was not included in the 2018 projection.

C. Consider, discuss and take action on the Clinical Services Intake Worker position resolution

Currently this is an LTE position and the proposal is to make it a permanent full-time position. This position performs intake duties which include taking calls, gathering insurance information, scheduling appointments, and submitting claims to insurance companies. Before this position was created the crisis workers were performing these functions. This cut down on the number of billable hours the crisis workers conducted. It was discussed to make this position 30 hours instead of full-time but this would still leave 10 hours of the week that the crisis workers would have to go back to doing the non-billable work. Alyssa said crisis cases are rising and crisis workers cannot reabsorb these duties. This position is already being paid for with benefits in 2017 and is being built into the 2018 budget.

A motion for changing the Clinical Services Intake worker position from LTE to full-time was made by Lois Augustson and seconded by Jeremy Bartsch. Motion Carried

D. Consider, discuss and take action on the Child Protective Services Social Worker position resolution

Mark Bebel talked about how currently there are only 5 CPS social workers in the agency and it has been over 20 years since a CPS social work position has been added to the department. There has been a 25% increase in out of home placement cases and a 35% increase in cases where drug abuse is the main reason for our involvement with the family. Currently Dodge County social work caseloads are at 17-19 families per worker and the State and Federal standards are 10-12 families per worker. An additional social work position will get us closer to the industry recognized standards.

A motion was made to approve the Child Protective Services Social Worker position by Jeremy Bartsch and seconded by Jennifer Keyes. Motion Carried

E. Consider, discuss and take action on the Community Education Coordinator position resolution

This position will be 20 hours per week in the ADRC and is set to start September 1, 2017. This position will be funded by the ADRC and no County levy dollars will be used.

A motion to approve the Community Education Coordinator position was made by Stephanie Justmann and seconded by Jeremy Bartsch. Motion Carried

F. Consider, discuss and take action on the two Counselor I, II or III position resolution

This resolution proposes adding 2 Counselors to the Children's Long Term Support (CLTS) unit. We currently employ two workers who serve 100 children, with caseloads of 50 children per counselor. The industry standard is 30 cases per worker. Dodge County has 64 children

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On the wait list. Governor Walker is proposing to remove all children off the waitlist within one year of passing the budget. This person will be cross trained in CLTS (Children Long-Term Support) and CCS (Comprehensive Community Services). This cross training will enable us to serve children more effectively by maximizing revenue streams.

A motion to approve the Counselor I, II or III position was made by Kira Sheahan-Malloy and seconded by Jennifer Keyes. Motion Carried

G. Consider, discuss and take action on the Social Service Aide position resolution

This resolution creates a Social Service Aide position to assist social workers with supervised visitation. Dodge County currently employs one Social Services Aide position. There was discussion over the educational requirements of this position. Concern was expressed regarding the fact the position only required a high school diploma. Human Services staff spoke about the training requirements for this position. It was further noted that if the resolution didn't pass, Human Services would have to contract the service out.

A motion to approve the Social Service Aide position was made by Jeremy Bartsch and seconded by Mary Bobholz. There was a 3-5 vote, motion failed-Mary Bobholz, Jeremy Bartsch and Jennifer Keyes (yes)-Lois Augustson, Becky Glewen, Stephanie Justman, Mark Roesch and Kira Sheahan-Malloy, opposed

H. Consider, discuss and take action on abolishing the Medical Billing Specialist position and creating an Account Clerk III position resolution

This resolution abolishes a Medical Billing Specialist position which has lead worker responsibilities. This position had been advertised and multiple people were interviewed but a successful candidate was not found. Creating an Account Clerk III position, which does not have lead responsibilities, will meet the needs of the department.

A motion was made to abolish the Medical Billing Specialist and create an Account Clerk III by Stephanie Justmann and seconded by Kira Sheahan-Malloy. Motion Carried

I. Consider, discuss and take action on the Account Clerk III position resolution

Currently this is an LTE position and the proposal is to make it a permanent full-time position. The primary responsibility of this position is to ensure credentialing is being done for all of our clinicians. Prior to the creation of this position, Human Services was not consistently credentialing professionals which had a negative impact on our revenues. There were concerns expressed that if this position is not approved Human Services runs the risk of being unable to continue to consistently credential professionals. This position is already being paid for with benefits in 2017 and is being built into the 2018 budget.

A motion to approve the Account Clerk III position going from LTE to full-time was made by Kira Sheahan-Malloy and seconded by Jeremy Bartsch. Motion Carried 6-2, Mary Bobholz, Lois Augustson, Jeremy Bartsch, Jennifer Keyes, Mark Rousch and Kira Sheahan-Malloy (yes) - Becky Glewen and Stephanie Justmann opposed.

Director's Report:

A. Discuss Netsmart updates

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Monica discussed how Netsmart was here again in July for 3 days and they worked on the problem they are having with getting payments. CCS claims are going out to Forward Health but we are not getting 100% revenue back, but the files are being uploaded and the self-pay program is getting reworked to produce correctly.

B. Opioid Crisis State Targeted Response Grant

Becky talked about the Opioid Crisis Targeted Response grant that we had applied for. We received the grant but not the full \$100,000 we requested. We anticipate receiving \$84,879. The grant period ends April 30, 2018. Human Services will advertise regarding this grant opportunity and services available at Human Services.

Division Reports:

The Board members reviewed and discussed the following informational items:

A. Fiscal & Support Services Division:

1. Review of June 2017 expenditures & revenues.

B. Community Support Services Division:

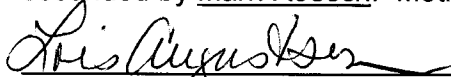
1. Program Statistics
2. Aging and Disability Resource Center Information:
 - a. Dining Center Comments
3. Public Health Information:
 - a. Summer Newsletter

C. Clinical & Family Services Division:

1. Program Statistics:
 - a. Out of Home Costs
 - b. June Report from Northwest Connections on after-hours crisis activity.

Next Meeting Date: September 6, 2017 @ 6:00 p.m.

A motion was made by Lois Augustson to adjourn the August meeting. The motion was seconded by Mark Roesch. Motion carried. The meeting was adjourned at 8:02.


Lois Augustson, **Secretary**


Mary Bobholz, **Chairperson**


Kris Keith, **Recording Secretary**

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DISCLAIMER: THE ABOVE MINUTES MAY BE APPROVED, AMENDED OR CORRECTED AT THE NEXT COMMITTEE MEETING