

Juneau County
Human Services Board Minutes
September 20, 2017

The Human Services Meeting was called to order by Mike Kelley in the County Board Room. It was noted that the meeting had been posted in accordance with the law.

Present: Beverly Larson, Mike Kelley, Tim Cottingham, Orville Robinson, Carrie Buss, Carl Wildes, Peg Saylor, Scott Ethun

Approval of Minutes

A motion was made by Tim Cottingham and seconded by Orville Robinson to approve the minutes of the August 16, 2017, Human Services Board Meeting. Motion carried.

Support Services Unit Presentation

The Support Services Unit consists of Penny Janecek, Manager and receptionists; Stephanie Potter, Alison Brown, Brittany Jacobson and Intake Records Clerks; Pat Morris, Amy Stuetgen. This unit is relied on a great deal as it provides support services to the entire human services department. Reception is covered in both the Annex and Hickory buildings. The three Receptionist's receive all incoming calls for the agency, type dictation, coordinate client activities, appointments, and correspondence for the human services workers and therapists, schedule County vehicles and meeting rooms and many other duties as needed. These three have many talents like creating brochures, and forms for programs, managing information shared on the website and Facebook page. The two Intake Records clerks, handle a high volume of calls from consumers seeking services at our agency, including crisis, they also assist consumers with information on DHS programs and other Juneau County community resources. Pat and Amy schedule initial intake appointments for consumers to meet with the appropriate worker and program, depending on their needs. The Intake Records Clerks are also responsible for all client health records and incoming and outgoing records requests for the department. This Support Services team has been a large part in entering data into the new electronic health records system.

Building Update – Tim Cottingham

The building committee is busy making decisions on furnishings and colors. The building structure is moving quickly, a crew of brick layers will be completing the exterior walls of all brick and the roof should be installed in the next few weeks. The building committee is making decisions on furnishings and colors for the interior. Any old furniture will be available to the County and anything not utilized will go to auction. Carrie bus said the Mauston School will also be auctioning furniture and suggestion the County do this together.

Brief Discussion on Staffing for Children, Youth and Families

Kelly Firlus, is the manager of the Children, Youth, and Family Support Unit and primary worker of the Birth to Three program, Ashley Olsen is the CLTS Social Worker and the backup person for the Birth to Three program. The CLTS Program currently has a waitlist of 15 children. Governor Walker's proposed budget will expand access to CLTS care by providing \$14,067,300 in FY18 and \$25,205,500 in FY19 to eliminate the CLTS waiting list. The budget is still waiting for legislator to pass. If legislator passes the budget, Mr. Ethun explained to the committee that he will likely be requesting another human services worker for this unit to eliminate the CLTS waitlist. The CLTS services provided by the additional worker will receive Medical Assistance reimbursement that will pay for this position.

Effective January 1, 2018, the County Board approved adding eight hours of targeted case management time to Michelle Lee's schedule making her a fulltime employee. Currently Michelle is a 32 hour Adult Protective Services worker.

Presentation of 2018 Human Services Budget

Mr. Ethun was pleased to inform the Board that the 2018 Child Support Budget has a decrease in levy. This program is performance based and receives 66% reimbursement from federal based on its performance. The Board was pleased with this budget.

A motion was made by Carrie Buss and seconded by Peg Saylor to approve the 2018 Child Support Budget. Motioned Carried.

Mr. Ethun also reviewed the 2018 Human Services Budget. The levy continues to be higher than anticipated due to increases in out of home care placements, adult family home placements and hospitalizations reflecting an upturn in costs. The committee members reviewed each unit's budget recognizing areas that were budgeted higher than previous years. Mr. Ethun explained how difficult it is to budget placements and hospitalizations as they are not known. With the trends nationwide of high drug use and mental health issues, it is likely that these services will be required and the 2018 budget does reflect these areas. The department is hopeful with the improved programs and systems in place, we can reduce high cost care.

A motion was made by Carrie Buss and seconded by Orville Robinson to approve the 2018 DHS Budget with the understanding that Mr. Ethun will review the budget with Lori Chipman, Finance Director and Unit Managers to get clarification on some of areas in the budget Mr. Ethun could not answer. Motion carried.

Public Hearing is scheduled on Tuesday September 26th at 6:00 at Hatch Library.

Items for the Next Meeting

Next Meeting Date

The next Human Services Board meeting will be held on Wednesday, October 18, 2017, at 8:30 a.m. in the County Board Room.

Adjourn

A motion was made by Tim Cottingham and seconded by Peg Saylor to adjourn the Human Services Board meeting. Motion carried.

Respectfully Submitted By:



Orville Robinson, Secretary

Penny Janecek, Recorder

**JUNEAU COUNTY
HUMAN SERVICES BOARD
VOUCHER COMMITTEE**

September 20, 2017

The Voucher Committee meeting was called to order by chairperson, Beverly Larson at 8:00 a.m. prior to the Human Services Board meeting in the County Board Room.

Present: Beverly Larson, Mike Kelley and Scott Ethun

A motion was made to go into closed session by Mike Kelley and seconded by Beverly Larson. Motion carried.

A motion to return to open session was made by Mike Kelley and seconded by Beverly Larson. Motion carried.

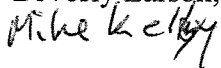
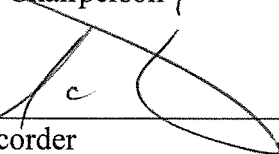
Motion to approve vouchers was made by Mike Kelley and seconded by Beverly Larson. Motion carried.

The meeting of the Voucher Committee is adjourned to Wednesday, October 18, 2017 at 8:00 a.m. in the County Board Room, Human Services Board meeting to follow.

A motion was made by Mike Kelley and seconded by Beverly Larson to adjourn the meeting. Motion carried.



Beverly Larson, Chairperson

Scott Ethun, Recorder

JUNEAU COUNTY
HUMAN SERVICES BOARD MEETING
September 26, 2017

The Public Hearing for the Human Services Board Meeting was called to order by Chairperson, Beverly Larson at 6:00 P.M. in the Hatch Public Library. It was noted that the meeting had been posted in accordance with the law.

Present: Scott Ethun, Beverly Larson, Mike Kelley, Tim Cottingham, Orville Robinson, Carl Wildes, Nancy Knickelbein

Absent: Peg Saylor, Carrie Buss

OPEN MEETING FOR PUBLIC COMMENTS ON PROPOSED 2018 BUDGET

There were no public comments made verbally or by written response regarding the 2018 proposed budget.

CLOSE PUBLIC HEARING

At 6:00 p.m. a motion was made by Beverly Larson to close the Public Hearing. Motion carried.

REVIEW AND APPROVE THE 2018 BUDGET

Mr. Ethun reviewed the 2018 Human Services Budget with the Human Services Board. The levy continues to be higher than anticipated due to increases in out of home care placements, adult family home placements and hospitalizations. Mr. Ethun commented that the rising drug use and mental health issues in the County are playing a large role in the increase in costs and is difficult to budget. The committee members discussed line items budgeted higher than previous years. Contracted services for psychological and Comprehensive Community Services have increased due to the increased need servicing more residents of Juneau County. The Ministerial Association has requested to increase the Transient Fund from \$1,500 to \$3,000. With the DHS budget as it is, the Transient Fund increase request was not approved at this time and will be reviewed in six months. Mr. Ethun noted that all of the staff in DHS will continue to look for efficiencies in other ways to reduce costs.

Nancy Knickelbein presented the Child Support Budget and was pleased to inform the Board that the projected Child Support Budget has a decrease in levies. This program is performance based and receives revenue from the state based on its performance. The Board was pleased with this budget and complemented Nancy Knickelbein and her staff for the work this department has accomplished this past year.

OPEN PUBLIC HEARING

A motion was made by Carl Wildes and seconded by Mike Kelley to open the Public Hearing. Motion carried.

A motion was made by Mike Kelley and seconded by Carl Wildes to approve the 2018 Child Support Budget and 2018 DHS Budget with the understanding the Mr. Ethun will review the budget with Lori Chipman, Finance Director and Department Managers for clarification on items discussed at this meeting and present both budgets to the Finance Committee. Motion carried.

NEXT MEETING

The next meeting of the Human Services Board will be held on October 18, 2017 at 8:30 a.m. in the County Board Room.


ADJOURN

A motion was made by Tim Cottingham and seconded by Mike Kelley to adjourn the meeting. Motion Carried.

Juneau County Human Services Board

Page:

Respectfully Submitted By:

A handwritten signature in cursive script that reads "Orville Robinson". The signature is written in black ink and is positioned above a horizontal line.

Orville Robinson, Secretary

Penny Janecek, Recorder