

TAYLOR COUNTY HUMAN SERVICES BOARD

December 11, 2013

Community Center - Taylor County Fairgrounds

Call Meeting To Order: Chairperson Dave Bizer called the meeting to order at 10 a.m.

Members Present: Robert Lee, Roger Ewan, Vicki Duffy, David Krug, Scott Mildbrand, Rose Madlon, and Dave Bizer.

Members Absent: Lori Willner, William Breneman.

Other Attendees: Amber Fallos and Kathy Barr.

Approve Minutes from the November 6, 2013 meeting and November 6, 2013 joint meeting with Commission on Aging Committee: ROGER EWAN MADE A MOTION TO APPROVE THE MINUTES FROM THE NOVEMBER 6, 2013 JOINT MEETING WITH THE COMMISSION ON AGING COMMITTEE AND THE MINUTES FROM THE NOVEMBER 6, 2013 BOARD MEETING. SCOTT MILDBRAND SECONDED THE MOTION. THE MOTION CARRIED.

Approve the Agenda: A MOTION WAS MADE BY ROBERT LEE, SECONDED BY DAVID KRUG, TO APPROVE THE AGENDA WITH 10 ITEMS. THE MOTION CARRIED.

Public Input: There was no Public Input.

Review and Approve Kinship Policy: Amber Fallos presented copies of Taylor County's Kinship Care Policy. Kinship Care is a federal/state program that allows for children who are placed out of the home sometimes by a court order, to be placed with family members rather than in foster care. Ms. Fallos explained that some parents are not able or willing to care for their children, and Kinship Care can provide a safe and stable environment for the child. The family member's home must meet specific criteria for placement, and the family member does receive a payment. This policy has been approved by the State of Wisconsin and reviewed by Corporation Counsel Ken Schmiege. A MOTION WAS MADE BY ROBERT LEE, SECONDED BY SCOTT MILDBRAND TO APPROVE TAYLOR COUNTY'S KINSHIP CARE POLICY. THE MOTION CARRIED.

Approve Filling Vacancy (ies): There were no vacancies at this time.

Action on Contracts and Addenda: Two contracts and two addenda were presented for approval.

<u>PROVIDER</u>	<u>AMOUNT OF INCREASE</u>	<u>FUNDING SOURCE*</u>	<u>TOTAL</u>
Choices to Change, Inc. SPC 204 – Group Home Unit Rate: \$194.90/day Contract effective: 11/18/13 to 12/31/13	N/A	Youth Aids	\$ 8,575.60
Randall Cullen, M.D. Consulting Psychiatrist (telehealth) Unit Rate: \$185/hr. (96 hrs.) (1/1/14 to 6/30/14)(\$17,760) Unit Rate: \$200/hr. (96 hrs.) (7/1/14 to 12/31/14)(\$19,200) Contract effective: 1/1/14 to 12/31/14	N/A	Community Aids	\$36,960.00

<u>PROVIDER</u>	<u>AMOUNT OF INCREASE</u>	<u>FUNDING SOURCE*</u>	<u>TOTAL</u>
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ADDENDA

Paddington Station	N/A	CLTS	\$97,200.00
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Paddington Station is now an adult family home. The rate and total amount of the contract remains the same. The unit rate is now a daily rate rather than a monthly rate.

Effective: 11/12/13

Abby Vans, Inc.	\$60.00	CIP IB	\$12,550.00
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SPC 107.30 – Specialized Transportation
Unit Rate: \$3.00/one-way trip

Effective: 12/9/13

A MOTION WAS MADE BY DAVID KRUG TO APPROVE THE CONTRACTS AND ADDENDA AS PRESENTED. THE MOTION WAS SECONDED BY SCOTT MILDBRAND. A ROLL CALL VOTE WAS TAKEN. THE MOTION CARRIED WITH A VOTE OF SEVEN AYES, TWO ABSENT (BRENEMAN, WILLNER).

Director’s Report: Amber Fallos presented information from Government and Industry Technologies (GIT), the agency’s software vendor. The information from GIT shows the various modules currently being used by the Human Services Department, the new modules being proposed and costs for the upgrades and annual support of those modules. The installation/upgrades would be in two phases, beginning after 1/1/14. Ms. Fallos stated that Taylor County will be upgrading some of their systems that interface with Human Services software. Ms. Fallos also reported that she and other staff had visited a couple of other counties to look at their billing systems and software, but some had problems with their systems or the billing portion was not part of their software. Ms. Fallos believed the current software from GIT would be the most cost effective for the agency.

Ms. Fallos also discussed the contract with Randall Cullen, M.D. Dr. Cullen will be the new psychiatrist for the agency offsite through a telehealth system. GIT does not have a software package for this system. Ms. Fallos stated that she is looking at purchasing software through Valiant, a company that has a software system for offsite psychiatric services and the billing program associated with it. The cost for the Valiant software would be \$1,000 for the set-up, \$140/month for prescribers and \$10 per month for mental health staff to view the system.

Next, Ms. Fallos discussed the Patient Protection and Affordable Care Act (PPACA) and the changes that have been made by the Governor and legislature. Some of the states received funding and developed their own insurance healthcare system; however, Wisconsin chose to remain with the federal system, which has had some major problems. Ms. Fallos reported that the Economic Support Specialists are currently working 35 hours per week, but it is anticipated that they will return to 40 hours per week by April 2014 as their workload will increase when more changes occur to the BadgerCare Program.

Ms. Fallos distributed copies of 2013 Assembly Bill 387 which would return first time non-violent 17-year-old offenders from adult court to juvenile court jurisdiction. Ms. Fallos indicated that several years ago when this population was transitioned into the adult court

system, there was funding that was provided to the adult system. This bill does not provide funding to assist with the 17-year-olds returning to the juvenile system.

Ms. Fallos also distributed copies of 2013 Assembly Bill 436 regarding the Chapter 51 process and the admission of minors to facilities by counties through third party petitions. She indicated that there are some concerns with the requirements in this bill and is hopeful that changes will be made prior to it becoming law.

Lastly, Ms. Fallos gave a brief update on each unit as follows:

Mental Health: Ms. Fallos indicated that the offsite telehealth system for the new psychiatrist is something new for the agency, although it is used by several other counties in the state.

Alcohol and Other Drug Abuse (AODA): Ms. Fallos stated that the OWI court currently has eight participants (full capacity). The Clinical Services Coordinator continues to provide case management services to clients.

Children and Family Services: Ms. Fallos reported that the national recidivism rate for children returning to foster care is 7% to 9%, whereas Wisconsin's rate is 20%. Taylor County has applied for a post-reunification grant, which was approved by the State. This funding will assist about five children to be case managed during reunification with their families by providing services to them for 12 months. The grant provides \$1,100 per child, per month for 12 months. This funding also allows the agency to use it flexibly for the type of services most needed to keep these children from returning to the foster care system, according to Ms. Fallos.

Developmental Disabilities: Ms. Fallos indicated the state has transitioned funding for the Brain Injury Waiver (BIW) program to the Community Options Integration Program (CIP) IB program, eliminating this specific waiver. The Children's Long-Term Support case management rates methodology is also changing.

Long-Term Support: Ms. Fallos reported looking forward to the likelihood of at least five more years with the waiver programs versus Family Care and also the hiring of a new Long-Term Support Coordinator.

Economic Support: Ms. Fallos indicated that she is hopeful that a Consortium Director will be hired which will help to free up some of her time working with the Northern Income Maintenance Consortium.

Set Next Meeting Date: The next Human Services Board meeting is scheduled for Wednesday, January 15, 2014 at 10 a.m. in the Community Center at the Taylor County Fairgrounds.

Adjournment: A MOTION WAS MADE BY ROGER EWAN, SECONDED BY ROBERT LEE, TO ADJOURN. THE MOTION CARRIED. The meeting adjourned at 10:50 a.m.

Handouts: Taylor County Kinship Care Policy
2013 Assembly Bill 436
2013 Assembly Bill 387
Preliminary Estimate of WISSIS 14 E.H.R.
Contract/Addenda List

Respectfully submitted:

Kathy Barr
for
Rose Madlon, Secretary

**TAYLOR COUNTY COMMISSION ON AGING/HUMAN SERVICES BOARD
JOINT MEETING**

Wednesday, November 6, 2013 – 10:30 A.M.

Multi-Purpose Building, Intersection of Highways 13 & 64, Medford, Wisconsin

Members Present: Bizer, Ewan, Krug, Mildbrand, Duffy – Human Services Board
Agen, Albrecht, Bix, Dubiak, Jochimsen, Peterson, Thums, Troyk – Commission on Aging
Madlon – Human Services Board & Commission on Aging

Members Absent: Lee, Breneman, Willner – Human Services Board
None – Commission on Aging

Call Meeting to Order: Commission on Aging Chair Albrecht called the meeting to order at 10:30 A.M. Also present were: Larry Brandl, Taylor County Accountant; Kris McMurry & Sue Nuernberger, Aging & Disability Resource Center of the Northwoods; Marie Koerner, Taylor County Human Resources Director; Amber Fallos & Kathy Barr, Human Services Department; Diane Niggemann, Taylor County Commission on Aging Director; Shirley Sloniker, former Taylor County Commission on Aging Director; Jim Metz, Taylor County Board of Supervisors Chair; Mark Berglund, The Star News; Robert Kellerman, Executive Director, Greater Wisconsin Agency on Aging Resources. Members of the public in attendance included: Edie Roiger, Florina Jochimsen, Marguerite Klingbeil, Judy Inman, John Swanson, Elva Storch, Joyce Hamelund; Harry Stroik, Katie Fuchs, Rosemary Rindt; Joan Anderson, Ann Heil.

Public Input: Several members of the public were prepared to discuss their opinions on the proposed Human Services Department incorporation of the Commission on Aging.

Discuss Reorganization of Human Services and Commission on Aging Departments: Bob Kellerman, Executive Director, Greater Wisconsin Agency on Aging Resources, spoke about the need to keep the quality of services for seniors in Taylor County at a very high level. Bizer, Chair of the Human Services Board, then stated that the Human Services Board had voted at its earlier meeting to recommend to the Personnel Committee that it leave the Commission on Aging and the Human Services Department as two separate departments and to authorize hiring a new full-time Commission on Aging Director as well as a Long-Term Support person.

The Commission on Aging had voted unanimously at its October meeting to recommend to the Personnel Committee that it authorize hiring a new full-time Commission on Aging Director. The Commission on Aging had also voted on a new job description for the Commission on Aging Director, and the Personnel Committee had subsequently approved that new job description.

It was felt that since both the Commission on Aging and the Human Services Board had agreed to recommend that the Personnel Committee hire a new full-time Commission on Aging Director further action by the two Committees was not necessary.

Adjourn: With no further business, Thums moved to adjourn; Bizer seconded. All Ayes. The Joint Meeting of the Commission on Aging and the Human Services Board was adjourned at 10:50 A.M.

Handouts: There were none.

TAYLOR COUNTY HUMAN SERVICES BOARD

November 6, 2013

Community Center - Taylor County Fairgrounds

Call Meeting To Order: Chairperson Dave Bizer called the meeting to order at 9:31 a.m.

Members Present: Roger Ewan, Vicki Duffy, Dave Krug, Scott Mildbrand, Rose Madlon, and Dave Bizer.

Members Absent: Robert Lee (excused), Lori Willner, William Breneman.

Other Attendees: Mark Berglund of *The Star News*, Shirley Sloniker, Larry Brandl, Cheryl Ketelhut, Amber Fallos and Kathy Barr.

Approve Minutes from the October 9, 2013 meeting: ROGER EWAN MADE A MOTION TO APPROVE THE MINUTES FROM THE OCTOBER 9, 2013 MEETING. VICKI DUFFY SECONDED THE MOTION. THE MOTION CARRIED.

Approve the Agenda: A MOTION WAS MADE BY DAVID KRUG, SECONDED BY SCOTT MILDBRAND, TO APPROVE THE AGENDA WITH 10 ITEMS. THE MOTION CARRIED.

Public Input: There was no Public Input.

Discuss Reorganization of Human Services and Commission on Aging: Option #1: Amber Fallos reported that due to the retirement of Commission on Aging (COA) Director Diane Niggemann she asked the Board to look at the possibility of the Commission on Aging being placed under the management of the Human Services Department. This would allow the COA director to take on some of the Long-Term Support (LTS) coordinator duties, and Ms. Fallos presented information on the advantages of combining these positions. She stated that according to information from the Taylor County UW-Extension office, by the year 2020 Taylor County's population, age 45-64 will increase by 42%; those 65 and older will increase by 12%, creating the need to maintain existing senior programs. She explained that a few years ago after the retirement of the LTS Coordinator and the Developmental Disabilities (DD) Coordinator, the two positions were combined due to the likelihood of the Family Care Program being implemented which would eliminate the current waiver programs and most likely some staff positions. At the present time, Family Care is not expected to be implemented for at least another five years. Ms. Fallos continued by noting that the LTS/DD Coordinator spends a substantial amount of time working with DD, Birth to Three and the Children's Waiver programs, and is only able to provide minimal time for LTS Coordinator duties. She explained that the COA Director, if under the Human Services Department, could assume some of the LTS coordinator's responsibilities which would account for approximately 10 to 15 hours per week, with the balance of the time going to COA Director duties. There was some discussion that possibly this ratio would not allow enough time for COA duties, and possibly the 10 to 15 hours could be reduced to eight hours per week, but Ms. Fallos didn't believe this was an option due to the time needed for social worker supervision. This option would include continuing the coordinator support services contract for 10 hours per week. Ms. Fallos indicated the Aging/Long-Term Support Coordinator would have an office at the COA and also at the Human Services building, as the Human Services building is a secure building and this type of set-up would not work well for county residents served by COA programs. She added that this option would also call for public input/public hearing and the submission of a revised plan.

Option #2: Ms. Fallos presented the option of hiring a full-time Long-Term Support Coordinator. If this was approved, the COA director would remain separate from the Human Services Department. Additionally, the contract for 10 hours per week of coordinator support services would be terminated. Larry Brandl, county accountant

indicated that from a financial perspective there would be little difference in the two options. After some discussion, the members felt hiring a Long-Term Support Coordinator and terminating the 10-hour per week contract for coordinator support services would be the best option.

Approve Filling Vacancy (ies): A MOTION WAS MADE BY DAVID KRUG, SECONDED BY SCOTT MILDBRAND, TO APPROVE HIRING A LONG-TERM SUPPORT COORDINATOR (40 HOURS PER WEEK) AND TO TERMINATE THE CONTRACT FOR COORDINATOR SUPPORT SERVICES FOR 10 HOURS PER WEEK UPON HIRE OF THE NEW COORDINATOR. THE MOTION CARRIED.

Next, Ms. Fallos reported that a case manager/agency intake worker in the Long-Term Support unit has resigned and taken a job in the private sector and she asked that the Board fill this position. A MOTION WAS MADE BY ROGER EWAN, SECONDED BY SCOTT MILDBRAND, TO APPROVE FILLING THE VACANT POSITION OF LONG-TERM SUPPORT CASE MANAGER/AGENCY INTAKE WORKER. THE MOTION CARRIED.

Action on Contracts and Addenda: Two contracts and three addenda were presented for approval.

<u>PROVIDER</u>	<u>AMOUNT OF INCREASE</u>	<u>FUNDING SOURCE*</u>	<u>TOTAL</u>
<u>ADDENDA</u>			
Abby Vans, Inc.	\$1810.00	CIP IA	\$ 12,490.00
Mayo Clinic Health System (MCHS) Eau Claire Hospital, Inc.	MCHS EC Clinic Current CPT Fee (per visit)		Current WI Medicaid Rate
COHO, LLC	\$9750.00	Mental Health COP	\$186,398.00

<u>CONTRACTS</u>			
<u>PROVIDER</u>	<u>AMOUNT OF INCREASE</u>	<u>FUNDING SOURCE*</u>	<u>TOTAL</u>
Gemini Cares, Inc. (13-LTS-10)	N/A	Elder Abuse Alzheimer's CIP COP CLTS Brain Injury Waiver Community Aids	\$ 9,000.00
Clark County Community Services (13-DD-36)	N/A	Birth to Three Community Aids	\$ 19,500.00

A MOTION WAS MADE BY DAVID KRUG TO APPROVE THE CONTRACTS AND ADDENDA AS PRESENTED. THE MOTION WAS SECONDED BY ROGER EWAN. A ROLL CALL VOTE WAS TAKEN. THE MOTION CARRIED WITH A VOTE OF SIX AYES, THREE ABSENT (BRENEMAN, LEE, WILLNER).

Director's Report: Amber Fallos reported that the volume of calls at the agency regarding insurance coverage has not significantly increased at this time with the implementation of the Patient Protection and Affordable Care Act (PPACA). She believed this was most likely

due to the problems at the Marketplace website. Ms. Fallos briefly discussed Assembly Bill 387 which would return first time non-violent 17-year-old offenders from adult court to juvenile court jurisdiction. Ms. Fallos indicated, however, that the State is not providing any funding to assist with this change.

She also briefly discussed Assembly Bill 436 regarding the Chapter 51 process and the admission of minors to facilities by counties through third party petitions.

Set Next Meeting Date: The next Human Services Board meeting is scheduled for Wednesday, December 11, 2013 at 10 a.m. in the Community Center at the Taylor County Fairgrounds.

Adjournment: A MOTION WAS MADE BY ROGER EWAN, SECONDED BY SCOTT MILDBRAND, TO ADJOURN. THE MOTION CARRIED. The meeting adjourned at 10:25 a.m. for members to attend a joint meeting with the Commission on Aging Committee scheduled at 10:30 a. m. at the Multi-Purpose Building.

Handouts: Considerations for Refilling Long-Term Support Coordinator Position (including Job Description for Long-Term Support Coordinator)

Key Considerations for Possible Human Services and Commission on Aging Redesign (including Job Description for Aging and Long-Term Support Coordinator)

Long-Term Support Case Manager/Agency Intake Worker Job Description

Contract/Addenda List

Respectfully submitted:

Kathy Barr
for
Rose Madlon, Secretary

TAYLOR COUNTY HUMAN SERVICES BOARD

October 9, 2013

Community Center - Taylor County Fairgrounds

Call Meeting To Order: Chairperson Dave Bizer called the meeting to order at 10:03 a.m.

Members Present: Rose Madlon, Scott Mildbrand, Dave Krug, Vicki Duffy, Robert Lee, William Breneman, Roger Ewan, and Dave Bizer.

Members Absent: Lori Willner had an excused absence.

Other Attendees: Stacy Reick, Amber Fallos and Kathy Barr.

Approve Minutes from the September 11, 2013 meeting: ROGER EWAN MADE A MOTION TO APPROVE THE MINUTES FROM THE SEPTEMBER 11, 2013 MEETING. ROBERT LEE SECONDED THE MOTION. THE MOTION CARRIED.

Public Input: Stacey Rieck from Black River Industries informed the Board that the sewing contract with the Department of Corrections has been renewed; the buses passed inspection by the Wisconsin State Patrol; the lawn care service had a good season; a local bank has donated Packer raffle tickets and proceeds will go to BRI; BRI has received a new forklift paid for by the profits from golf outings held by BRI. Ms. Rieck then discussed the State of Wisconsin's review on funding for workshops such as BRI. According to Ms. Rieck, this had been done about five years ago and the State is attempting to urge pre-vocational clients into community work. Amber Fallos added that the State does not appear to understand the workshop model and the obstacles these clients would encounter outside a workshop and into community employment.

Review and Approve Security Policy: Ms. Fallos stated she did not have a security policy to present to the Board but reported that she had spoken with Don Everhard about this issue. Mr. Everhard handles the majority of the after-hours crisis on-calls for the Human Services Department, along with being the owner of Elite Management Services which deals with safety issues. According to Ms. Fallos, the current procedure for Human Services staff is to remain where they are during a security threat. However, there has been discussion that during a crisis staff should go to their e-mail and check to see where the threat is occurring in the building and, if possible, leave the building. After some discussion the Board felt that lockdown and evacuate, if possible, was most likely the safest for staff and clients in the building. Ms. Fallos indicated that although law enforcement has full access to the building, it may be helpful to use a sign or indicator to notify them to where the crisis is at. Dave Bizer added that staff should be given a designated area to go to during a crisis. He also recommended that Ms. Fallos contact the county's IT department since the e-mail is linked to the phone system. Ms. Fallos indicated she would prepare a security policy and bring it to the next Board meeting.

Review and Approve Kinship Policy: Ms. Fallos explained that the Kinship Care Program allows children who live out of the parental home to stay at a relative home rather than in foster care. The State is now requiring a Kinship Care Program policy for each county. Ms. Fallos indicated that she has a draft of the policy that the State is reviewing and will be bringing the policy when it is approved.

Review and Approve Drug Testing Policy for Clients: Ms. Fallos distributed the Taylor County Alcohol and Drug Monitoring Policy that had been discussed at last month's meeting. Although this is a voluntary drug test, clients who refuse to take it would be notified that a refusal is considered a positive result and may have consequences, such as having their driver safety plans placed in non-compliance with the Dept. of Transportation.

Ms. Fallos also reported that currently the agency is requesting that the local probation and parole office administer this test to drug felons applying for Foodshare as required by the program. She indicated that drug felons with a positive test are subject to denial of Wisconsin Foodshare benefits. This does not apply to other individuals with positive drug tests. Ms. Fallos reported that three companies will be submitting bids for the saliva drug test; all tests will be up to standard and admissible in a court of law. Ms. Fallos added that according to the local health department the test does not need special disposal and can be thrown out in the garbage. It was suggested that Ms. Fallos speak with Corporation Counsel Ken Schmiede before bringing this policy back to the Board for approval.

Approve Filling Vacancy (ies): There were no vacancies at this time.

Ms. Fallos informed the Board that the directors in the Northern Income Maintenance Consortium have requested that Taylor County hire a new full-time employee (FTE) to replace the part-time position based on information that the part-time position was not projected to complete training before the end of November. Given this information, the person in that position has dedicated herself to completing the training by November 1st; therefore, continuing with the part-time position remains a viable resource for the consortium and the county.

Action on Contracts and Addenda: A contract and two addenda were presented for approval.

<u>PROVIDER</u>	<u>AMOUNT OF INCREASE</u>	<u>FUNDING SOURCE*</u>	<u>TOTAL</u>
<u>ADDENDA</u>			
Donna Zielke Adult Family Home (13-DD-31) SPC 103.22 – Residential Respite Unit Rate: \$210/day (24 hr. day) (one client) Effective: 9/19/13	\$1680.00	CIP IA	\$ 5,680.00
Opportunity of North Central Wisconsin, Inc. (13-DD-44) SPC 104 – Supportive Home Care Unit Rate: \$18.72/hour (one client) (\$1872) SPC 104 – Supportive Home Care Unit Rate: \$31/hour (one client) (\$3100) Effective: 9/20/13	\$4972.00	COP-W	\$14,972.00
<u>CONTRACT</u>			
Forward Services Corporation (13-ES-01) FoodShare Employment and Training Program (FSET) FSET Administration - \$3,000 FSET Transportation - \$600 FSET Retention - \$500 Contract effective: 10/1/13 to 12/31/13 Taylor County Human Services Board October 9, 2013	N/A	FSET	\$ 4,100.00

A MOTION WAS MADE BY DAVID KRUG TO APPROVE THE CONTRACT AND ADDENDA AS

PRESENTED. SCOTT MILDBRAND SECONDED THE MOTION. A ROLL CALL VOTE WAS TAKEN. THE MOTION CARRIED WITH A VOTE OF EIGHT AYES, ONE ABSENT (WILLNER).

Director's Report: Ms. Fallos informed the Board that the agency's billing software is producing inaccurate mental health and Alcohol and Other Drug Abuse (AODA) billing statements and she has been in contact with the software company regarding the issue. She reported the problem has not been corrected and she has concerns about the agency billing Medicare and Medicaid when these errors exist. Ms. Fallos also stated that the agency has received written warnings from the county's auditors regarding the billing problems. She then presented information from Valant Medical Solutions which has billing software, but also software for electronic health record storage, prescription transfers and note/narrative taking for the mental health/AODA clinicians. Currently, the agency pays a different vendor \$5,000 annually for electronic records management. The set-up cost/initial down-payment for the Valant Medical Solutions software is \$8,230 along with monthly payment amounts depending upon number of users and extra options. Some members asked if the entire software program could be replaced; however, Ms. Fallos replied that portions of the current software program such as Long-Term Support and Developmental Disabilities case management works well. She did not believe that the current software vendor would reduce the cost if the agency used only a portion of the software. The cost for the Valant Medical Solutions software would be in addition to what the agency is paying the current software vendor. After some discussion, the Board indicated they would like to look at more information regarding one system that performed all needed functions and cost comparisons.

Ms. Fallos reminded members of a potluck at the Courthouse today for Taylor County Deputy Chad Kowalczyk who was shot last month in the line of duty.

Dave Krug reported that the Personnel & Finance Committees are scheduled to have a joint meeting next Tuesday with discussion about ADRC revenue potential.

Set Next Meeting Date: The next Human Services Board meeting is scheduled for Wednesday, November 13, 2013 at 10 a.m. in the Community Center at the Taylor County Fairgrounds.

Adjournment: A MOTION WAS MADE BY DAVID KRUG, SECONDED BY ROBERT LEE, TO ADJOURN. THE MOTION CARRIED. The meeting adjourned at 11:25 a.m.

Handouts: Price Quote – Valant Medical Solutions
Taylor County Alcohol and Drug Monitoring Policy
Contract/Addenda List

Respectfully submitted:

Kathy Barr
for
Rose Madlon, Secretary

TAYLOR COUNTY HUMAN SERVICES BOARD

September 11, 2013

Community Center - Taylor County Fairgrounds

Call Meeting To Order: Chairperson Dave Bizer called the meeting to order at 10:03 a.m.

Members Present: Roger Ewan, William Breneman, Robert Lee, Dave Krug, Vicki Duffy, Scott Mildbrand, Rose Madlon, and Dave Bizer.

Members Absent: Lori Willner had an excused absence.

Other Attendees: Amber Fallos and Kathy Barr.

Approve Minutes from the August 14, 2013 meeting and August 14, 2013 Public Hearing: ROGER EWAN MADE A MOTION TO APPROVE THE MINUTES FROM THE AUGUST 14, 2013 MEETING AND THE AUGUST 14, 2013 PUBLIC HEARING. ROBERT LEE SECONDED THE MOTION. THE MOTION CARRIED.

Approve the Agenda: WILLIAM BRENEMAN MADE A MOTION TO APPROVE THE CURRENT AGENDA WITH 11 ITEMS. THE MOTION WAS SECONDED BY SCOTT MILDBRAND. THE MOTION CARRIED.

Public Input: There was no Public Input.

Review and Approve Proposed 2014 Budget: Ms. Fallos distributed the Expenditure Budget and Revenue Budget worksheets for the proposed 2014 budget. She reviewed the budget information in the Board packet including budget comparisons from past years. Ms. Fallos indicated the proposed 2014 budget had no increase in staff salaries or benefits. She explained that the proposed 2014 budget has a one percent increase for Black River Industries for day services to \$13.13/hr. (\$13/hr. in 2013); daily living skills training to \$3.25 per quarter hr. (\$3.20 per quarter hr. in 2013); pre-vocational services to \$9.24/hr. (\$9.15/hr. in 2013); and supported employment to \$15.91/hr. (\$15.75/hr. in 2013). The one percent increase for Black River Industries totals \$7,693; \$4,707 of this amount will be covered by federal funding, resulting in \$2,986 of needed funding. Ms. Fallos also reported a one percent increase for the certified adult family homes is included in the proposed 2014 budget. The overall increase for the certified adult family home providers totals \$9,553; \$5,648 will be covered by federal funding, with the remaining balance of \$3,905. According to Ms. Fallos, the one percent increase for the certified adult family homes is still significantly lower than the cost for a placement at a corporate family home. She continued by reporting that one of the major concerns in the proposed budget continues to be the lack of inflationary increase in Community Aids funding. Community Aids is the only source of non-earmarked revenue that can be used for a myriad of services as well as for local match to collect federal dollars for services for long-term support and developmentally disabled clients. In the area of Youth Aids funding, the proposed 2014 budget does not include funding to cover any placements at Lincoln Hills, nor does the budget include any funding in the mental health budget to pay for a placement at the Institute for Mental Disease (IMD) where currently the annual cost for one person is \$111,325. Next, Ms. Fallos stated that the proposed 2014 budget shows a considerable increase for Birth to Three services, as Birth to Three provider rates and the number of referrals to the program have significantly increased. Ms. Fallos reported that the proposed 2014 budget maintains the current staff positions as in the past two years. At this time, it is still unknown about the expansion of Family Care, which would significantly affect positions at the agency. She also told the Board that the proposed 2014 budget includes an allocation of \$73,708 in county levy for income maintenance. This annual allocation is mandated by the state even though the Northern Income Maintenance Consortium continues to operate with a 34% reduction in funding. Lastly, Ms. Fallos reported that in 2012 Taylor County had joined the Woodland

Health Services Commission to continue to allow Taylor County residents with severe behavioral problems to be protectively placed at the Clark County Health Care Center. Taylor County budgeted \$86,000 in both 2012 and 2013 for the Woodland Health Services Commission for these placements; however the cost has increased and the proposed 2014 budget includes \$96,302 for the current need. Ms. Fallos did indicate, however, that if these individuals were placed at a state facility the cost would be much higher. Scott Mildbrand stated he believed that the proposed 2014 budget should be at zero percent increase due to the tax levy freeze imposed on the county, the uncertainty of employee benefits/insurance costs and the need to have more money in the county's reserve fund. He indicated, however, that he felt Ms. Fallos did well in compiling the budget given all of the financial constraints presented to her. After considerable discussion A MOTION WAS MADE BY DAVID KRUG, SECONDED BY ROBERT LEE, TO APPROVE THE PROPOSED 2014 BUDGET WITH A COUNTY LEVY REQUEST OF \$955,287 AND A TRANSFER FROM THE FUND BALANCE OF \$125,063. A ROLL CALL VOTE WAS TAKEN. THE MOTION CARRIED WITH A VOTE OF EIGHT AYES, ONE ABSENT (WILLNER.)

Review and Approve Drug Testing Policy for Clients: Ms. Fallos informed the Board that a drug testing policy for clients is currently being explored in Taylor County. In the past, if clients were referred for drug testing it would be done at the local clinic and was billed to the client's insurance. Billing insurance for the court-ordered test is no longer an option. The test being looked at is available in a saliva swab kit, costing approximately \$5 to \$10, which could be administered by an agency social worker. The client would be responsible for the cost of the test. The drug test is a nine panel drug test to be used mostly for CHIPS and juveniles and O.W.I. court participants. It was pointed out that this test is a drug test, not alcohol test, as the agency already utilizes a breathalyzer test for alcohol detection. David Krug shared information about what other states are doing with drug testing and denial of benefits for individuals with positive drug tests. Ms. Fallos stated that most benefit programs in Wisconsin do not allow drug testing for eligibility purposes.

Approve Filling Vacancy (ies): There were no vacancies at this time.

Action on Contracts and Addenda: A contract and an addendum were presented for approval.

<u>PROVIDER</u>	<u>AMOUNT OF INCREASE</u>	<u>FUNDING SOURCE*</u>	<u>TOTAL</u>
<u>ADDENDUM</u>			
LEGAL NAME CHANGE ONLY: From: The Language Banc To: Midwest Language Banc, Inc. d.b.a. The Language Banc, Inc. Effective: 3/1/13	N/A	N/A	N/A
<u>CONTRACT</u>			
Just Like Home – S & K Assisted Living, LLC SPC 103 – Residential Respite Unit Rate: \$115/24 hr. day (one client) Effective: 9/1/13 to 12/31/13	N/A	CIP	\$2,760.00

A MOTION WAS MADE BY SCOTT MILDBRAND TO APPROVE THE CONTRACT AND ADDENDUM AS PRESENTED. ROGER EWAN SECONDED THE MOTION. A ROLL CALL VOTE WAS TAKEN. THE MOTION CARRIED WITH A VOTE OF EIGHT AYES, ONE ABSENT (WILLNER).

Director's Report: (PPACA) Amber Fallos distributed information on the Patient Protection and Affordable Care Act (PPACA). She briefly explained some of the changes that will be occurring with the implementation of PPACA, which in 2014 will require all individuals to have healthcare coverage or pay a penalty. Ms. Fallos stated that due to changes in eligibility guidelines, individuals who become ineligible for BadgerCare and Medicaid programs will have to apply to the Health Insurance Marketplace, which is a federal insurance exchange - private insurance subsidized through state and federal dollars. The Marketplace website has been designed to assist individuals in obtaining affordable health insurance, and individuals must apply prior to 12/15/13, or they will not be able to receive insurance coverage effective January 1, 2014. Ms. Fallos told the Board that she will be meeting with community leaders in the near future regarding these major changes in healthcare coverage and wanted the Board to also be aware if they receive questions from constituents. She added that the website for Marketplace application and information is www.Healthcare.gov.

Set Next Meeting Date: The next Human Services Board meeting is scheduled for Wednesday, October 9, 2013 at 10 a.m. in the Community Center at the Taylor County Fairgrounds.

Adjournment: A MOTION WAS MADE BY ROGER EWAN, SECONDED BY ROBERT LEE, TO ADJOURN. THE MOTION CARRIED. The meeting adjourned at 11:35 a.m.

Handouts: Patient Protection and Affordable Care Act information
Expenditure Budget and Revenue Budget Worksheets
Contract/Addendum List

Respectfully submitted:

Kathy Barr
for
Rose Madlon, Secretary

TAYLOR COUNTY HUMAN SERVICES BOARD

August 14, 2013

Community Center - Taylor County Fairgrounds

Call Meeting To Order: Chairperson Dave Bizer called the meeting to order at 1:50 p.m.

Members Present: Rose Madlon, Dave Krug, Vicki Duffy, Robert Lee, William Breneman, Lori Willner, Roger Ewan, and Dave Bizer.

Members Absent: Scott Mildbrand had an excused absence.

Other Attendees: Erin Meyer, Amber Fallos, and Kathy Barr.

Approve Minutes from the July 10, 2013 meeting: ROGER EWAN MADE A MOTION TO APPROVE THE MINUTES FROM THE JULY 10, 2013 MEETING. WILLIAM BRENEMAN SECONDED THE MOTION. THE MOTION CARRIED.

Approve the Agenda: WILLIAM BRENEMAN MADE A MOTION TO APPROVE THE CURRENT AGENDA WITH 11 ITEMS. THE MOTION WAS SECONDED BY ROBERT LEE. THE MOTION CARRIED.

Public Input: There was no Public Input. Amber Fallos referred the Board to a letter from Black River Industries Director Paul Thornton who was unable to attend the public hearing and board meeting. His letter gave a brief overview of how the first vocational programs began in Taylor County, the positive working relationship between Black River Industries and Taylor County, and the appreciation for the county's financial support and support for individuals with developmental disabilities.

Approve 2012 Annual Report: William Breneman indicated that he believed that Human Services has done well with the challenges presented to them, e.g. state mandates, reductions in funding, etc. A MOTION WAS MADE BY DAVID KRUG, SECONDED BY ROGER EWAN, TO APPROVE THE 2012 ANNUAL REPORT. THE MOTION CARRIED.

Discussion Regarding Board Priorities for 2014 Budget: Dave Bizer stated that he would like to see the Black River Industries (BRI) contract slightly increased, or at least remain at the same level of funding for 2014. Ms. Fallos indicated that the contracted rate with BRI has not been increased since 2010, and agreed that the areas of supportive services, day services and pre-vocational services be increased, if possible. She added that the majority of the adult family homes have also not seen a rate increase since 2006, and she felt that possibly an increase could be proposed. There was some discussion on any increase, as county officials have asked department heads to prepare their budgets with a 0% increase for 2014. There was also some discussion on match money from the federal and state governments for developmental disabilities and long-term support programs. Ms. Fallos will present the 2014 budget to the Human Services Board in September with a 1% increase for BRI and the adult family homes and a budget without the increases. Ms. Fallos stated that there are several variables in the budget, due primarily to out-of-home placements which are often times court-ordered at mental health inpatient facilities, Institute for Mental Disease, treatment foster homes, and group homes. Additionally, there is no match money in the mental health or children and family services budget to assist with these costs.

Approve Filling Vacancy(ies): There were no vacancies at this time. Ms. Fallos shared a letter from the Northern Income Maintenance Consortium. The letter discusses the additional funding the state has given to Income Maintenance consortia to assist them in hiring full-time or limited-term employees or increase the hours of existing IM staff. This

has come about due to the implementation of the Patient Protection and Affordable Care Act (PPACA) which will increase the workload for IM consortia beginning in October of this year. The letter also states that the Northern Income Maintenance Consortium is asking that Taylor County hire one worker. Ms. Fallos maintained the previous report regarding the need for increased hours for IM staff and the foster care specialist as an efficient use of funds for Taylor County and the consortium. This request would require an additional hire above the already requested increases. Ms. Fallos reported that PPACA monies were available to hire a worker. There is concern of training and eventual payment of unemployment beyond 12 months when the worker is laid off. The Board concurred with the increased hours for current workers versus hiring a new worker.

Action on Contracts and Addenda: There were no contracts or addenda presented.

Director's Report: Ms. Fallos briefly discussed some of the changes that will occur due to PPACA such as individuals having to have insurance or pay a penalty. She also discussed a state program, the Post-reunification Support Program designed to reduce the re-entry rates for children into out-of-home care. She reported Wisconsin has a high re-entry rate (20%) for children re-entering out-of-home care, compared to the national level which is at 9%. Ms. Fallos added that federal monies will be used to assist with this project.

Set Next Meeting Date: The next Human Services Board meeting is scheduled for Wednesday, September 11, 2013 at 10 a.m. in the Community Center at the Taylor County Fairgrounds.

Adjournment: A MOTION WAS MADE BY ROSE MADLON, SECONDED BY ROBERT LEE, TO ADJOURN. THE MOTION CARRIED. The meeting adjourned at 2:37 p.m.

Respectfully submitted:

Kathy Barr
for
Rose Madlon, Secretary

TAYLOR COUNTY HUMAN SERVICES BOARD - PUBLIC HEARING
August 14, 2013
Community Center – Taylor County Fairgrounds

Call Meeting to Order: The Public Hearing on the 2014 Plan and Budget for the Taylor County Human Services Department was held on Wednesday, August 14, 2013 in the Community Center at the Taylor County Fairgrounds. The public hearing was called to order by Chairperson Dave Bizer at 1 p.m.

Members Present: Members in attendance were Roger Ewan, Robert Lee, Vicki Duffy, William Breneman, David Krug, Lori Willner, Rose Madlon, Dave Bizer.

Members Absent: Scott Mildbrand (excused)

Human Services staff: Jen Meyer, Liza Daleiden, Amber Fallos, and Kathy Barr.

Introduction to Public Hearing – Amber Fallos, Human Services Director and Dave Bizer, Human Services Board Chair: Chairperson Bizer welcomed the individuals in attendance and asked the Board members to introduce themselves. Director Amber Fallos also welcomed everyone and introduced the Human Services staff who assisted with the public hearing. She then thanked everyone for attending the public hearing, stating that the public's opinion is extremely important in aiding Board members in their decision-making for funding services for county residents.

Human Services Conducts Public Hearing for Year 2014 Plan and Budget: Next, Ms. Fallos read the names of the individuals who indicated they wished to give oral testimony. Those that provided the oral testimony were: Darlene Nowak, Nancy Campbell-Kelz (provided a handout), Jodi Wellman, Tanya Sincere (provided a handout), Doreen Fierke, Otto, Kevin Gallistel, Molly, Rhonda, Matthew, Tina Clark, Mark Schiltz, Kasey Clark, Elsie Mesner, Tanya, Tammy Bahr, Erin Meyer, and two unidentified individuals receiving services from Black River Industries.

The oral testimony provided support for funding for programs for shelter programs and services, mental health services, programs for the developmentally disabled, including services provided by Black River Industries; supportive home care and personal care to assist residents to remain living in their own home, vocational services, respite care, adult day care services, and transportation services. Ms. Fallos then read a letter from the Rob and Laurie Keefe family. Black River Industries Director Paul Thornton also provided written testimony.

Other individuals who were present, but who did not give oral or written testimony included Melissa Fierke, Cindy, Beverly Hamm, Alex Yohnk, JD Hubbard, Monte Brost, Brian Long, David Hemke, Renee Dassow, John Gallistel, Sandy Aschbrenner, Rebecca Gustafson, Mary Alvord, Don, Chad Brost, Clyde Schaefer, and Joseph.

Closing Comments – Ms. Fallos thanked those in attendance for their input, which will be taken into consideration by the Human Services Board during the 2014 budget process.

CHAIRPERSON BIZER ADJOURNED THE PUBLIC HEARING AT 1:40 P.M.

Respectfully submitted:

Kathy Barr

for
Rose Madlon, Secretary

TAYLOR COUNTY HUMAN SERVICES BOARD

July 10, 2013

Community Center - Taylor County Fairgrounds

Call Meeting To Order: Chairperson Dave Bizer called the meeting to order at 10 a.m.

Members Present: Roger Ewan, William Breneman, Robert Lee, Dave Krug, Vicki Duffy, Rose Madlon, and Dave Bizer.

Members Absent: Lori Willner and Scott Mildbrand had excused absences.

Other Attendees: Gina Miller of *The Star News*, Amber Fallos, and Kathy Barr.

Approve Minutes from the June 13, 2013 meeting: WILLIAM BRENEAN MADE A MOTION TO APPROVE THE MINUTES FROM THE JUNE 13, 2013 MEETING. ROBERT LEE SECONDED THE MOTION. THE MOTION CARRIED.

Approve the Agenda: ROGER EWAN MADE A MOTION TO APPROVE THE CURRENT AGENDA WITH TEN ITEMS. THE MOTION WAS SECONDED BY DAVID KRUG. THE MOTION CARRIED.

Public Input: There was no Public Input.

OWI Court Update: Amber Fallos reported that the OWI court began on 7/1/13 with currently five participants. As discussed at last month's meeting, the Operating While Intoxicated (OWI) Court, is a program offered to individuals who have been placed on probation for 2nd or 3rd OWI offenses. They will receive reduced jail time by attending this program, which includes intensive alcohol and other drug abuse (AODA) individual outpatient and group treatment several times per week conducted by the Human Services alcohol and other drug abuse counselor. The goal of this program is to reduce recidivism. She added that staff will be attending training for this program in the near future.

Approve 2014 Plan for Budget and Planning Process: The Public Participation and Planning Process for the 2014 Budget was reviewed. Ms. Fallos explained the public's involvement in the public participation and planning process for the Human Services Department's annual budget. A MOTION WAS MADE BY DAVID KRUG TO APPROVE THE PUBLIC PARTICIPATION AND PLANNING PROCESS FOR THE 2014 BUDGET BY CONDUCTING A PUBLIC HEARING. WILLIAM BRENEAN SECONDED THE MOTION. THE MOTION CARRIED. THE PUBLIC HEARING IS SCHEDULED FOR WEDNESDAY, AUGUST 14, 2013 AT 1 P.M. AT THE COMMUNITY CENTER AT THE TAYLOR COUNTY FAIRGROUNDS.

Action on Contracts and Addenda: One addenda was presented for approval.

<u>PROVIDER</u>	<u>AMOUNT OF INCREASE</u>	<u>FUNDING SOURCE*</u>	<u>TOTAL</u>
<u>ADDENDA</u>			
Northwest Pathways to Independence (#13-DD-09) Effective: 6/24/13	\$ 7560.00	BIW CA	\$330,863.00

A MOTION WAS MADE BY ROGER EWAN TO APPROVE THE ADDENDUM AS PRESENTED. DAVID KRUG SECONDED THE MOTION. A ROLL CALL VOTE WAS TAKEN. THE MOTION CARRIED WITH A VOTE OF SEVEN AYES, TWO ABSENT (WILLNER, MILDBRAND).

Director's Report: Amber Fallos explained that installation of the building's security system is progressing well. She also reported that the Income Maintenance staff will be receiving training in August for the major changes being made to the Income Maintenance programs. She indicated that although some of the counties in the Northern Income Maintenance Consortium hired temporary workers to assist with the changes and extra workload expected in the consortium, she believes it was in Taylor County's best interest to temporarily increase the hours for Income Maintenance staff by five hours per week. The changes to the programs are expected to impact the workload at high rates October through December of this year.

Dave Bizer asked about the progress on collection of old debts at Human Services. Ms. Fallos reported that the billing statements sent out this month will contain a letter from Corporation Counsel Ken Schmiede. Next month, there will be another letter indicating tax intercept and, if no attempt at payment is made, those accounts will be referred to the tax intercept program.

Set Next Meeting Date: The next Human Services Board meeting is scheduled for Wednesday, August 14, 2013 following the Public Hearing in the Community Center at the Taylor County Fairgrounds.

David Krug gave a brief update on the ADRC. He stated that the budget process will begin shortly for the ADRC with some carryover money possibly being used for equipment. There was some discussion on the duplication of services for Human Services and the ADRC. Ms. Fallos replied that both agencies are able to complete the functional screens.

Adjournment: A MOTION WAS MADE BY DAVID KRUG, SECONDED BY ROGER EWAN, TO ADJOURN. THE MOTION CARRIED. The meeting adjourned at 10:30 a.m.

Respectfully submitted:

Kathy Barr
for
Rose Madlon, Secretary

TAYLOR COUNTY HUMAN SERVICES BOARD

June 13, 2013

Community Center – Taylor County Fairgrounds

Call Meeting To Order: Chairperson Dave Bizer called the meeting to order at 10 a.m.

Members Present: Vicki Duffy, Robert Lee, Scott Mildbrand, Rose Madlon, Dave Krug, William Breneman, Roger Ewan, and Dave Bizer.

Members Absent: Lori Willner (excused)

Other Attendees: Gina Miller of *The Star News*, Paul Thornton, Amber Fallos and Kathy Barr.

Review and Approve Minutes from the April 17, 2013 meeting: ROGER EWAN MADE A MOTION TO APPROVE THE MINUTES FROM THE APRIL 17, 2013 MEETING. WILLIAM BRENEMAN SECONDED THE MOTION. THE MOTION CARRIED.

Approve Current Agenda: ROBERT LEE MADE A MOTION TO APPROVE THE CURRENT AGENDA CONTAINING 14 ITEMS. THE MOTION WAS SECONDED BY DAVID KRUG. THE MOTION CARRIED.

Public Input: Black River Industries (BRI) Director Paul Thornton thanked the Board for their letters of support for a grant from the Department of Transportation to purchase buses. He updated the Board on some of the services at BRI and stated the ninth annual BRI golf tournament is scheduled for June 21.

Update on Building Security: Amber Fallos informed the Board that the Human Services building security system is not working and she has been in contact with Jeff Ludwig of the Maintenance Department on this issue. The current system is too old to repair, and they are looking at purchasing a new security system. New locks will be installed on the doors allowing law enforcement better access to the building and a more updated system for officers to determine where in the building the emergency is occurring. The system is expected to be installed in approximately a month and a half, according to Ms. Fallos, at a cost of approximately \$6,600 which is anticipated to be paid for out the Maintenance Department budget.

Information on New DOT Software and AODA Programs: Amber Fallos reported on the Operating While Intoxicated (OWI) Court, which is a state-wide program offered to individuals who have been placed on probation for 2nd or 3rd OWI offenses. They will receive reduced jail time by attending this program, which includes intensive and primary alcohol and other drug abuse outpatient groups along with clinical coordination and case management. Costs associated with this program will be paid for by the Wisconsin Department of Corrections. The goal of this program is to assist individuals not to re-offend. Ms. Fallos added that new Department of Transportation (DOT) software will be utilized to assist agency staff in determining what the actual blood alcohol content (BAC) was for an individual at the time of an OWI arrest.

Update on WHEAP Review: Next, Amber Fallos told the Board that the State recently conducted an audit of the agency's Wisconsin Home Energy Assistance Program (fuel assistance). This had not been done for several years. She indicated the agency passed the audit and there were no exceptions; the State did, however, recommend that when the program begins this fall that more funding be used for outreach services.

Update on Tax Intercept/Bills: Amber Fallos reported that billing statements were sent

to the clients whose bills were not written off, along with a letter to contact Human Services regarding payment. If contact/payment is not made, a billing statement will be sent the following month with a letter from Corporation Counsel Ken Schmiede informing the client that they need to pay their bill or contact Human Services to make arrangements for payment. If this is not done, Taylor County Human Services may pursue other collection options.

IM Update: Amber Fallos stated that the Joint Committee on Finance of the Wisconsin Legislature had met and recommended that there would be no increased funding for the Northern Income Maintenance Consortium. She briefly discussed changes being made in the BadgerCare program with the Patient Protection and Affordable Care Act (PPACA) and eligibility requirements, along with an increased workload for Income Maintenance workers due to these modifications. The state is providing PPACA funding to consortiums to increase staff or allow additional hours. Ms. Fallos also told the Board that the Medical Assistance Purchase Plan (MAPP), which is Wisconsin's Medicaid buy-in program for working disabled individuals will remain as is; there was concern that the state's proposed budget would alter the eligibility guidelines for this program, negatively affecting mental health and long-term support clients on the program, and also human services departments by reducing Medicaid case management reimbursement and increasing costs to counties by paying for prescription medications, for example. Ms. Fallos indicated that the Joint Committee on Finance is proposing that the FoodShare and Employment Training (FSET) program be placed with work development regions instead of consortiums. The FSET program assists individuals receiving FoodShare to obtain assistance and support in finding employment. There was some discussion on how these changes may impact the Income Maintenance workload.

Approve Filling Vacancies and Adding Additional Hours: Amber Fallos proposed to the Board that money from PPACA be used to increase the hours for four Income Maintenance workers and one clerical worker from 35 up to 40 hours per week on a voluntary basis. The cost for would be approximately \$622.90 per week, totaling \$16,195.40 for the last six months of 2013. Although some counties are hiring temporary workers, she believed that with the three-month training period it would be more cost effective to increase staff hours versus hiring temporary workers. A MOTION WAS MADE BY DAVID KRUG, SECONDED BY SCOTT MILDBRAND TO APPROVE ADDITIONAL HOURS UP TO 40 HOURS PER WEEK FOR FOUR INCOME MAINTENANCE WORKERS AND ONE CLERICAL WORKER. THE MOTION CARRIED.

Ms. Fallos reported that a staff member who currently does child care certification, the independent living program, and foster home/foster care licensing has asked to increase her hours from 24 hours per week to 40 hours per week. Ms. Fallos recommended that this employee increase to 40 hours per week, using the 16 additional hours to assist with the Income Maintenance workload. The 16 additional hours would be funded through PPACA. The additional hours, including benefits, would total \$27,974 for the remainder of the year. Ms. Fallos stated that when the PPACA funding ends that the additional 16 hours per week could be paid for by one of the two programs: the Coordinated Services Team program or the Coordinated Care Services program. Both of these programs are included in the Governor's proposed budget. Scott Mildbrand expressed concerns about increasing the position to full-time. A MOTION WAS MADE BY DAVID KRUG, SECONDED BY ROGER EWAN, TO APPROVE INCREASING THE HOURS FOR THE FOSTER CARE SPECIALIST POSITION FROM 24 HOURS PER WEEK TO 40 HOURS PER WEEK USING PPACA FUNDING. Robert Lee suggested that when the PPACA funding is depleted that the Foster Care Specialist return to a 24-hour work week. The Coordinated Services Team program or the Coordinated Care Services program will be looked into at a later date. Mr. Lee also suggested that a letter of understanding be prepared. A MOTION WAS THEN MADE BY DAVID KRUG (TO AMEND HIS ORIGINAL MOTION), SECONDED BY ROGER EWAN, TO APPROVE INCREASING THE HOURS FOR THE FOSTER CARE SPECIALIST POSITION FROM 24 HOURS TO 40 HOURS PER WEEK

WITH A LETTER OF UNDERSTANDING THAT WHEN THE PPACA FUNDING ENDS THE FOSTER CARE SPECIALIST POSITION WILL RETURN TO A 24 HOUR WORK WEEK. A ROLL CALL VOTE WAS TAKEN. THE MOTION CARRIED WITH A VOTE OF SEVEN AYES, ONE NAY (MILDBRAND), AND ONE ABSENT (WILLNER).

Action on Contracts and Addenda: The following contract and addenda were presented for approval.

<u>PROVIDER</u>	<u>AMOUNT OF INCREASE</u>	<u>FUNDING SOURCE*</u>	<u>TOTAL</u>
<u>ADDENDA</u>			
Friendship Ventures (13-DD-46)			
LEGAL NAME CHANGE TO: CAMPS OF COURAGE AND FRIENDSHIP			
(no other changes)			
Effective 1/1/13			
Pete and Darla Holm Adult Family Home (13-DD-42) Effective: 5/11/13	\$21,180.00	Community Aids CIP IA, CIP IB	\$ 75,930.00
Diane Hamilton Adult Family Home (13-DD-13) Effective: 6/1/13	\$ 378.00	CIP IB	\$ 41,878.00
Aspirus VNA Extended Care, Inc. (13-LTS-01) Effective: 6/1/13	\$ 2100.00	Variable	\$302,100.00

CONTRACTS

Cheryl Peterson Adult Family Home (13-DD-33) Contract effective: 6/1/2013 to 12/31/2013	N/A	Community Aids CIP IB	\$ 980.00
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A MOTION WAS MADE BY SCOTT MILDBRAND, SECONDED BY WILLIAM BRENEMAN, TO APPROVE THE CONTRACT AND ADDENDA. A ROLL CALL VOTE WAS TAKEN. THE MOTION CARRIED WITH A VOTE OF EIGHT AYES, ONE ABSENT (WILLNER).

Director's Report: Amber Fallos indicated that the employees had completed their job description questionnaires for the wage study, and added that reviewing them made her more aware of the employees' job duties. She informed the Board that she has implemented a permanency plan round table type format into the multi-disciplinary teams (M-Teams), as the state is looking at this type of approach for children who are in foster care for over two years. An M-Team is a format used to discuss difficult clients and determine which services best meet their needs. Ms. Fallos reported that the Wisconsin Department of Health Services has selected a new vendor, Medical Transportation Management (MTM) to provide non-emergency medical transportation in Wisconsin. Ms. Fallos also reported that the county's auditors were at Human Services on June 6 and 7 and the review was favorable. She concluded by stating that the Board's June 12 meeting had to be rescheduled due to her attending out of town meetings.

Set Next Meeting Date: The next Human Services Board meeting is scheduled for Wednesday, July 10, 2013 at 10 a.m. in the Community Center at the Taylor County Fairgrounds.

Adjournment: A MOTION WAS MADE BY ROSE MADLON, SECONDED BY ROBERT LEE, TO ADJOURN. THE MEETING ADJOURNED AT 11:20 A.M. THE MOTION CARRIED.

Handouts distributed: Intake Referrals – April 2013
2013 Addenda and Contract List
General Relief Report – May 2013

Respectfully submitted:

Kathy Barr
for
Rose Madlon, Secretary

TAYLOR COUNTY HUMAN SERVICES BOARD

April 17, 2013

Community Center – Taylor County Fairgrounds

Call Meeting To Order: Chairperson Dave Bizer called the meeting to order at 10 a.m.

Members Present: Roger Ewan, Rose Madlon, William Breneman, Dave Krug, Lori Willner, Scott Mildbrand, Robert Lee, Vicki Duffy, and Dave Bizer.

Members Absent: None

Other Attendees: Larry Brandl, Amber Fallos and Kathy Barr.

Review and Approve Minutes from the March 13, 2013 meeting: ROGER EWAN MADE A MOTION TO APPROVE THE MINUTES FROM THE MARCH 13, 2013 MEETING. WILLIAM BRENEMAN SECONDED THE MOTION. THE MOTION CARRIED.

Approve Current Agenda: SCOTT MILDBRAND MADE A MOTION TO APPROVE THE CURRENT AGENDA CONTAINING 13 ITEMS. THE MOTION WAS SECONDED BY ROBERT LEE. THE MOTION CARRIED.

Public Input: There was no Public Input.

Review of 2012 end-of-year financial report – Larry Brandl: Larry Brandl, county accountant was present to report on the 2012 end-of-year financial picture. He distributed a handout comparing revenues and expenditures for 2010 and 2011, along with the 2012 expenditures and revenues. There was a deficit for 2012 of \$25,160.78 compared to 2011 when there was a surplus of \$93,149.45. Mr. Brandl told the Board that in 2012 the mental health budget had a significant deficit of \$470,637.25, due primarily to placements at the state's mental health institutions, mental health inpatient and mental health transitional living facilities. He did say, however, that some of this money, approximately \$40,000 to \$60,000, will be recouped from the institute placements. Mr. Brandl also reported a deficit in developmental disabilities, where more Community Aids money was used in some areas as there was not quite enough match money to cover all of the costs. He added that although there were enough funds to cover programs in long-term support, costs are increasing due to the aging of the population, resulting in higher cost needs. Another area of concern is in Youth Aids where the budget was over because of high cost placements in corrections, group home, foster care, and treatment foster care. The county did receive approximately \$25,000 in Youth Aids emergency funds, however, to help offset this deficit. Mr. Brandl indicated that Economic Assistance was slightly underbudget due primarily to the removal of the transportation program and the vacant position in that unit. Mr. Brandl reported that Administration was also underbudget even though there were payouts to staff retiring and the purchase of a new van. He added that a special contingency fund did cover some of this cost. Mr. Brandl discussed the various revenues that come in to the Human Services Department. One such area is the care of clients which is the collections and billings that is done by the Human Services Department. This accounted for almost \$68,000 in revenue for the department. He indicated that the type of client population served (elderly or children) affects the revenues and expenditures. Mr. Brandl told the Board that despite the deficit, the 2012 financial picture actually looked okay. He gave credit to the decisions made by the Human Services Board, the director, and coordinators. Considerable discussion followed.

Update on General Relief and Income Maintenance Consortium: Amber Fallos discussed the General Relief (GR) report. The majority of the GR payments is for psychotropic medication. She also reported on unemployment rates; in January 2013

Taylor County's unemployment rate was at 9.4%. This rate is not seasonally adjusted and does not take into account individuals who will be returning to employment due to seasonal work. Ms. Fallos reported that there has been a significant increase in the income maintenance caseload. This increase, along with the 34% funding reduction that the Northern Income Maintenance Consortium had received from the state makes it difficult for the consortium to meet performance standards. According to Ms. Fallos, the Wisconsin Counties Association (WCA) and the Wisconsin County Human Services Association (WCHSA) have asked the State of Wisconsin to provide one-time funding of \$250,000 to the Northern Income Maintenance Consortium so they may operate at performance standard levels. There is concern that if funding is not provided to the consortium to meet their performance standards, that in a year or two they could dissolve and be taken over by the State consortium in the Milwaukee area. On a positive note, Ms. Fallos reported that the Northern Income Maintenance Consortium did receive one-time funding of \$174,000 from the federal government for the FoodShare program. Taylor County's portion of this money would be approximately \$11,000.

Approve Filling Vacancy (ies): There were no vacancies at this time. Ms. Fallos did report that if the state does provide funding to the consortium she may ask the Board for approval to fill the position in the income maintenance unit, which has been vacant since the fall of 2011. She also stated that there has been discussion in the consortium that it may be more efficient to have one director of the consortium rather than several directors, since each county has their own director.

Discussion and Action Regarding Write-offs: Ms. Fallos indicated that she had met with Corporation Counsel Ken Schmiede and the county's Finance Committee regarding referring some of the agency's bad debts to small claims court. It was agreed that small claims court could be an option; however, some accounts could not be collected due to various reasons. Ms. Fallos and Mr. Schmiede will review these accounts. Ms. Fallos then distributed a list of bad debts that are over six years old in which there was no attempt at payment. It was suggested that it would be more cost effective to look at bad debts each year rather than wait several years. Mr. Schmiede will write letters to some clients to help collect payments, and William Breneman suggested a payment book be given to clients to assist them in making payments on their bills. Ms. Fallos indicated that she would look into this. After some discussion, A MOTION WAS MADE BY DAVID KRUG, SECONDED BY ROBERT LEE, TO APPROVE WRITING OFF THE BAD DEBT LIST OVER SIX YEARS OLD AND TO PURSUE THE TAX INTERCEPT PROGRAM. A ROLL CALL VOTE WAS TAKEN. THE MOTION CARRIED WITH A VOTE OF NINE AYES. Ms. Fallos indicated that the agency will no longer send statements out from this list since it requires a lot of clerical time and postage costs, but the list will remain on file.

Update on Tax Intercept Program: Ms. Fallos reported that a debt greater than \$20 can be referred to the Tax Intercept Program. As indicated in the motion above, the Tax Intercept Program will be pursued.

Action on Contracts and Addenda: The following contracts and addenda were presented for approval.

<u>PROVIDER</u>	<u>AMOUNT OF INCREASE</u>	<u>FUNDING SOURCE*</u>	<u>TOTAL</u>
<u>ADDENDA - 2012</u>			
Friendship Ventures (12-DD-46)	\$ 645.00	CLTS Funds	\$ 2,580.00
Care Partners Assisted Living, LLC	\$ 378.28	Community Aids	\$ 101,314.21

(Medford)
(12-LTS-16)

(bed hold)

CONTRACTS

**Lutheran Social Services
Of WI & Upper MI, Inc./
Homme Youth & Family
Programs (13-CFS-09)** N/A Youth Aids \$ 81,915.60
Contract effective: 4/9/2013 to 12/31/2013

A1 Tendercare At Home (13-LTS-20) N/A CIP II \$ 13,172.00
Contract effective: 3/25/2013 to 12/31/2013

Eau Claire Academy (13-CFS-10) N/A Youth Aids \$ 81,608.80
SPC 504 – Residential Care Center
Unit Rate: \$306.80/day (266 days)(one client)
Contract effective: 4/10/2013 to 12/31/2013

A MOTION WAS MADE BY ROGER EWAN, SECONDED BY DAVID KRUG, TO APPROVE THE CONTRACTS AND ADDENDA. A ROLL CALL VOTE WAS TAKEN. THE MOTION CARRIED WITH A VOTE OF NINE AYES.

Director's Report – WCHSA Update: Ms. Fallos reported that due to poor weather conditions she was unable to attend the human services day held at the State Capitol on April 10. She indicated that some of the other county directors had met with Representative Mary Williams, and Ms. Fallos plans to meet with Ms. Williams when she is in this area. She also reported that she had attended a WCHSA meeting. She then distributed a handout on the Medical Assistance Purchase Plan (MAPP). The Medicaid Assistance Purchase Plan is Wisconsin's Medicaid buy-in program for working disabled individuals. The Governor's proposed budget alters the eligibility guidelines for MAPP. These changes will significantly affect the county's budget as many individuals in the mental health and long-term support units rely on MAPP for health insurance for their costly needs. Ms. Fallos added that county human services departments would also be adversely affected due to a reduction in Medicaid case management reimbursement and an increase in costs due to clients having no or limited medical coverage, placing a burden on counties to cover prescription medication costs, etc. Ms. Fallos concluded by stating that the state is looking at regionalizing the Food Stamp Employment Training (FSET) program, which is an income maintenance program, by using the job center regions rather than placing the program within existing consortia. Board members then signed and dated the acknowledgement form which stated they had received the Human Services Policy and Procedure Handbook. This form is required to be signed by Board members and all staff in order for Human Services to be able to bill the Medicaid program.

Set Next Meeting Date: The next Human Services Board meeting is scheduled for Wednesday, May 8, 2013 at 10 a.m. in the Community Center at the Taylor County Fairgrounds.

Adjournment: A MOTION WAS MADE BY ROGER EWAN, SECONDED BY WILLIAM BRENEMAN, TO ADJOURN. THE MEETING ADJOURNED AT 11:29 A.M. THE MOTION CARRIED.

Handouts distributed: Handout from Wisconsin Counties Association/WCHS on the Medical Assistance Purchase Plan (MAPP)
2012/2013 Addenda and Contract List
Bad Debt List Over Six Years Old

Respectfully submitted:

Kathy Barr
for
Rose Madlon, Secretary

TAYLOR COUNTY HUMAN SERVICES BOARD

March 13, 2013

Community Center – Taylor County Fairgrounds

Call Meeting To Order: Chairperson Dave Bizer called the meeting to order at 10:05 a.m.

Members Present: Vicki Duffy, Robert Lee, Dave Krug, Lori Willner, William Breneman, Rose Madlon, Roger Ewan, and Dave Bizer.

Members Absent: Scott Mildbrand had an excused absence.

Other Attendees: Paul Thornton, Amber Fallos and Kathy Barr.

Review and Approve Minutes from the February 13, 2013 meeting: ROGER EWAN MADE A MOTION TO APPROVE THE MINUTES FROM THE FEBRUARY 13, 2013 MEETING. WILLIAM BRENEMAN SECONDED THE MOTION. THE MOTION CARRIED.

Approve Current Agenda: DAVID KRUG MADE A MOTION TO APPROVE THE CURRENT AGENDA CONTAINING 13 ITEMS. THE MOTION WAS SECONDED BY ROBERT LEE. THE MOTION CARRIED.

Public Input: Black River Industries (BRI) Director Paul Thornton thanked the Board for their support regarding the capital grant application to the Wisconsin Department of Transportation for three buses. He expects to hear a decision sometime in May. Mr. Thornton reported the workflow has been going well for the winter months. He reported that the director at Headwaters is retiring after ten years of service, and he also indicated that BRI has received money from the IRIS program, a Wisconsin self-directed support program for older individuals and adults with disabilities. There was also discussion on the Family Care Program, managed care organizations, and waiver programs. Amber Fallos added that Taylor County continues to serve its residents through the waiver programs, has no wait list, and what changes would occur if the Family Care Program would be implemented.

Update on General Relief and Income Maintenance Consortium: Amber Fallos reported that the unemployment rates were unavailable. She indicated that four to nine additional workers are needed in the Northern Income Maintenance Consortium to be fully staffed. She stated that MILES, a state Income Maintenance program has proposed to help the Northern Income Maintenance Consortium by conducting six-month reviews. Ms. Fallos indicated that when MILES had assisted before the state had found several errors, therefore, the Northern Income Maintenance Consortium has declined this assistance. She reported that there will be one time federal funding allocated by the state to the consortium. However, it will not cover the 34% reduction in funding the state had imposed on the consortium. Ms. Fallos continues to have concerns about services to county residents since the creation of the consortium. She continues to meet with the directors from the other counties and tribes within the Northern Income Maintenance Consortium to attempt to resolve problems.

Approve Filling Vacancy (ies): Amber Fallos reported that a case manager in the Developmental Disabilities unit has resigned and she requested the position be re-filled. A MOTION WAS MADE BY DAVID KRUG, SECONDED BY LORI WILLNER, TO APPROVE RE-FILLING THE POSITION OF A CASE MANAGER IN THE DEVELOPMENTALLY DISABILITIES UNIT. THE MOTION CARRIED.

Approve Policy and Procedure Handbook for Human Services: Amber Fallos explained the updated areas to the Human Services Policy and Procedure Handbook as follows:

Section 1: Code of Conduct, 1.5 Off Duty Conduct (includes use of social media); Section 6: Workplace Procedures, 6.12 Fee Charging Policy for the Release of Agency Records; Section 7: Fraud, Waste and Abuse Prevention, 7.5 Compliance Program. Under Section 7, the Compliance Team is the Management Team (coordinators) of Human Services who are responsible for compliance with written policies, procedures, training, etc. for the Human Services Department. Ms. Fallos indicated that this has consistently been done by the Management Team in the past but is now put in writing. Also under Section 7, the federal government mandates that any business billing Medicaid requires each Human Services Board member and each Human Services employee to sign a form indicating they have received the handbook. This is required to assist in preventing fraud in Medicaid billing for services not provided, unintentional mistakes, etc. Roger Ewan felt that the handbook was well done. The Health Insurance Portability and Accountability Act (HIPAA) which had been approved previously by the Board was also attached to the handbook. Ms. Fallos commended former director Sue Hady for her exceptional work on the HIPAA policy. A MOTION WAS MADE BY ROGER EWAN, SECONDED BY WILLIAM BRENEMAN, TO APPROVE THE POLICY AND PROCEDURE HANDBOOK FOR HUMAN SERVICES. THE MOTION CARRIED.

Discussion and Action Regarding Write-offs: Amber Fallos presented lists of bad debts requesting to be written off and lists of potential small claims court debts. The bad debts were last written off in 2006. Ms. Fallos spoke with the county's accountant, Larry Brandl who indicated the debts should be written off annually. She explained these bad debts involve a lot of clerical time to prepare and send billing statements. Should the Board choose to write off these bad debts, the agency would still accept payment on an account but would not send out monthly statements to those individuals. The Board reviewed the lists and action was taken as follows: A MOTION WAS MADE BY ROBERT LEE, SECONDED BY WILLIAM BRENEMAN TO APPROVE WRITING OFF BAD DEBTS (BANKRUPTCY) IN THE AMOUNT OF \$17,690.73. THE MOTION CARRIED. A MOTION WAS MADE BY DAVID KRUG, SECONDED BY ROGER EWAN, TO APPROVE WRITING OFF BAD DEBTS (DECEASED) IN THE AMOUNT OF \$52,788.55. There was no estate on these. THE MOTION CARRIED. A MOTION WAS MADE BY ROBERT LEE, SECONDED BY LORI WILLNER, TO APPROVE WRITING OFF BAD DEBTS LESS THAN \$10.00, OLDER THAN ONE YEAR IN THE AMOUNT OF \$93.00. THE MOTION CARRIED. A MOTION WAS MADE BY LORI WILLNER, SECONDED BY ROSE MADLON, TO APPROVE WRITING OFF BAD DEBTS FIVE YEARS OLD UNDER \$100.00 IN THE AMOUNT OF \$1,428.18. THE MOTION CARRIED. Two other lists, potentially for small claims court, one with accounts over seven years old totaling \$91,392.54 and the other more recent totaling \$106,347.91 were also reviewed. Robert Lee asked about the ability of the agency's computer software to separate out information. William Breneman also asked about the possibility of using the tax intercept program. Ms. Fallos indicated that most of these accounts were from mental health or alcohol and other drug abuse inpatient stays and/or detentions. After some discussion, the Board directed Ms. Fallos to contact Taylor County Corporation Counsel for advice on the feasibility of proceeding to small claims court and report back to the Board.

2013 Secretary's Caring for Kids Award Recognition: Amber Fallos reported to the Board that the 2013 Secretary's Caring for Kids Award Recognition is a statewide recognition of a social worker who works with families. They are nominated by colleagues, and this year's award goes to Darlene Anderson, a social worker in the Children and Families Services unit at Taylor County Human Services. A MOTION WAS MADE BY WILLIAM BRENEMAN, SECONDED BY ROBERT LEE, TO CONGRATULATE DARLENE ANDERSON ON THE 2013 SECRETARY CARING FOR KIDS AWARD RECOGNITION. THE MOTION CARRIED.

Action on Contracts and Addenda: The following contracts and addenda were presented for approval.

<u>PROVIDER</u>	<u>AMOUNT OF INCREASE</u>	<u>FUNDING SOURCE*</u>	<u>TOTAL</u>
<u>ADDENDA</u>			
Family Training Program, Inc. (13-CFS-06)	\$3,825.00	Safe & Stable Families	\$4,590.00
Diane Hamilton Adult Family Home (13-DD-13)	\$27,540.00	CIP IB, COP	\$41,500.00
Lutheran Social Services of WI & Upper MI, Inc. (13-MH-01)	\$49,790.00	CLTS Funds	\$127,359.52
Wisconsin Early Autism Project, Inc. (13-DD-07) HIPAA Code 96152 (code change for billing)	None		\$56,448.00
Judy Holm Adult Family Home (13-DD-18) Was a 1-2 bed adult family home; now is 3-4 bed adult family home (code change due to this) Name change to: Second Springs LLC d.b.a. Second Springs Care NO INCREASE	None		\$ 28,200.00
At Home Care (13-LTS-06)	\$419.00	CLTS Funds	\$ 93,419.00
<u>CONTRACTS</u>			
Russell Blennert (13-LTS-07)	N/A	Long-Term Support funding	\$ 12,000.00
The Language Banc (13-CFS-08)	N/A	Community Aids	\$2,000.00

A MOTION WAS MADE BY ROGER EWAN, SECONDED BY LORI WILLNER, TO APPROVE THE CONTRACTS AND ADDENDA. A ROLL CALL VOTE WAS TAKEN. THE MOTION CARRIED WITH A VOTE OF EIGHT AYES, ONE ABSENT (MILDBRAND).

Director's Report: Amber Fallos reported that LogistiCare has not submitted a bid to the State to provide non-emergent medical transportation but there have been other proposed bids. She indicated that the Governor's budget proposal is out and numerous changes have been made to Income Maintenance programs. Ms. Fallos also reported that on April 10, 2013 a human services day will be held at the State Capitol, which she will be attending, and invited the Board members to attend as well.

David Krug, Taylor County board supervisor who is the Taylor County representative on the Aging and Disability Resource Center (ADRC) Board asked if he should be giving updates to the Human Services Board regarding the ADRC. It was decided that he would only give a report when necessary. There have been some referrals from the ADRC to Human Services for ongoing services, and there was also some discussion regarding functional screen

completion.

Set Next Meeting Date: The next Human Services Board meeting is scheduled for Wednesday, April 17, 2013 at 10 a.m. in the Community Center at the Taylor County Fairgrounds.

Adjournment: A MOTION WAS MADE BY ROSE MADLON, SECONDED BY ROBERT LEE, TO ADJOURN. THE MEETING ADJOURNED AT 12:00 P.M. THE MOTION CARRIED.

Handouts distributed: Potential Write-offs/Small Claims Lists
 Policy and Procedure Handbook for Human Services
 2013 Contract and Addenda List

Respectfully submitted:

Kathy Barr
for
Rose Madlon, Secretary

TAYLOR COUNTY HUMAN SERVICES BOARD

February 13, 2013

Community Center – Taylor County Fairgrounds

Call Meeting To Order: Chairperson Dave Bizer called the meeting to order at 10 a.m.

Members Present: Roger Ewan, Lori Willner, William Breneman, Dave Krug, Vicki Duffy, Scott Mildbrand, Rose Madlon, Robert Lee, and Dave Bizer.

Members Absent: No members were absent.

Other Attendees: Paul Thornton, Amber Fallos and Kathy Barr.

Review and Approve Minutes from the January 16, 2013 meeting: ROGER EWAN MADE A MOTION TO APPROVE THE MINUTES FROM THE JANUARY 16, 2013 MEETING. ROBERT LEE SECONDED THE MOTION. THE MOTION CARRIED.

Approve Current Agenda: SCOTT MILDBRAND MADE A MOTION TO APPROVE THE CURRENT AGENDA CONTAINING 12 ITEMS. THE MOTION WAS SECONDED BY DAVID KRUG. THE MOTION CARRIED.

Public Input: There was no Public Input.

Update on General Relief and Income Maintenance Consortium: Amber Fallos reported that the Northern Income Maintenance Consortium is working on acquiring additional funding for the consortium. She indicated that currently the Child Care Program is not part of the consortium, and they are looking at whether or not it should be placed in the consortium, as often times enrollees of Medicaid and FoodShare programs are also eligible for child care services. This could possibly assist in reducing the amount of time processing cases. Ms. Fallos also provided local, state and national unemployment rates. Taylor County's unemployment rate was at 7.4% for December; 6.9% for November, and 8.0% for December 2011. The statewide unemployment rate for December was 6.6%, while the national rate was at 7.8%.

Action on Black River Industries Grant Support: Black River Industries Director Paul Thornton came before the Board to request support of Black River Industries preparing a capital grant application to the Wisconsin Department of Transportation for the acquisition of three medium buses, accommodating 10 passengers and 2 wheelchairs each. Mr. Thornton explained that the state would pay \$150,000, or 80% and Black River Industries would pay \$30,000, or 20% of the total cost of the three buses, which is approximately \$180,000. He explained that after this grant application process federal to state funding will be changing, with rural transportation receiving only one-third of the funding, compared to the two-thirds it had in the past. Urban mass transit had in the past received one-third of the funding, and will now receive two-thirds. Ms. Fallos added that Human Services and Black River Industries have always had a good working relationship and Black River Industries has always provided quality transportation services to Taylor County residents. Letters were signed by each Board member supporting the grant application by Black River Industries. A MOTION WAS MADE BY DAVID KRUG, SECONDED BY SCOTT MILDBRAND, TO SUPPORT BLACK RIVER INDUSTRIES CAPITAL GRANT APPLICATION TO THE WISCONSIN DEPARTMENT OF TRANSPORTATION FOR THREE BUSES. THE MOTION CARRIED.

Update and Review Policy and Procedure Handbook for Human Services: At last month's meeting, Ms. Fallos had presented to the Board for review a policy and procedure handbook for Human Services. She indicated that Human Resource Manager Marie Koerner is currently reviewing the handbook. Ms. Fallos stated that there were two additions made

to the handbook, including social media issues – code of conduct and a compliance training standard – billing standard. Dave Bizer questioned if staff names should be used, and Ms. Fallos indicated that in some instances it may be necessary. He also asked about safeguarding information regarding the laptop policy and how difficult it would be to enforce that. Dave Krug and Roger Ewan indicated they felt the handbook was very detailed and well done.

Consideration of Exploration to Contract for Coordinator Support: Ms. Fallos brought in a large amount of case management notes to give the Board an example of what the Long-Term Support (LTS)/Developmental Disabilities (DD) Coordinator has to review and approve each month. She explained that when the LTS and DD Coordinator positions were combined, it was expected that the Family Care Program would be implemented within two years and there would be a change in the workload. Ms. Fallos reported that the status of the Family Care Program is unknown at this time. The LTS/DD coordinator continues to put in numerous hours trying to get the work completed so the case management hours can be submitted for Medicaid billing. Ms. Fallos suggested that a contract with someone who has experience with this type of work could help to alleviate some of this workload. She suggested a rate of \$40 per hour for 40 hours per month. She has also spoken with county accountant Larry Brandl who indicated that there should be enough revenue generated to cover this expense. After some discussion, A MOTION WAS MADE BY DAVID KRUG TO ALLOW MS. FALLOS TO PREPARE A CONTRACT FOR COORDINATOR SUPPORT AND BRING IT TO THE MARCH BOARD MEETING. THE CONTRACT IS ALSO TO BE REVIEWED BY TAYLOR COUNTY CORPORATION COUNSEL AND HUMAN RESOURCE MANAGER MARIE KOERNER. ROGER EWAN SECONDED THE MOTION. THE MOTION CARRIED. The Board also requested that they receive monthly updates on the contract.

Action on Contracts and Addenda: Fifteen 2012 Purchase of Services contract addenda, three 2013 Purchase of Services contracts, and four 2013 Purchase of Services contract addenda were presented for approval. Amber Fallos explained to the Board that contracts that are prepared at the beginning of the year may go over the contracted amount due to several factors. The budget is monitored throughout the year and reports are provided monthly to Ms. Fallos and the coordinators by Larry Brandl. After some discussion, A MOTION WAS MADE BY SCOTT MILDBRAND, SECONDED BY WILLIAM BRENEMAN, TO APPROVE THE 2012 CONTRACT ADDENDA, 2013 CONTRACTS, AND 2013 CONTRACT ADDENDA AS PRESENTED. A ROLL CALL VOTE WAS TAKEN. THE MOTION CARRIED WITH A VOTE OF NINE AYES.

Director's Report: Ms. Fallos reported that interviews will be taking place in the near future for the Psychiatric Case Manager position which needed to be refilled. She has also been working with the coordinators on the transition from social work/case management duties to one of a supervisory role. Ms. Fallos explained that she has been working with the Northern Income Maintenance Consortium to bring about a more holistic approach rather than by each county, and trying to increase the overall effectiveness of the consortium as a result. She also expressed concern that the Wisconsin County Human Service Association (WCHSA) is presenting a policy to the state which would put rural counties at a higher probability to join more consortiums. A committee is in the process of being developed which would give rural counties input into this matter. Ms. Fallos indicated she had recently met with one of Human Services software vendors, Government Industry Technologies (GIT) to look at ways to increase the efficiency in some of the software programs.

Set Next Meeting Date: The next Human Services Board meeting is scheduled for Wednesday, March 13, 2013 at 10 a.m. in the Community Center at the Taylor County Fairgrounds.

Adjournment: A MOTION WAS MADE BY ROGER EWAN, SECONDED BY ROBERT LEE, TO

ADJOURN. THE MEETING ADJOURNED AT 11:10 A.M. THE MOTION CARRIED.

Handouts distributed: Local Unemployment Rates – December 2012
Labor Force and Employment Estimates – December 2012
2012/2013 Contract and Addenda List

Respectfully submitted:

Kathy Barr
for
Rose Madlon, Secretary

TAYLOR COUNTY HUMAN SERVICES BOARD

January 16, 2013

Community Center – Taylor County Fairgrounds

Call Meeting To Order: Chairperson Dave Bizer called the meeting to order at 10 a.m.

Members Present: Robert Lee, Scott Mildbrand, Rose Madlon, William Breneman, Vicki Duffy, Roger Ewan, and Dave Bizer.

Members Absent: Lori Willner and David Krug had excused absences.

Other Attendees: Paul Thornton, Peggy Kellnhofer, Amber Fallos and Kathy Barr.

Review and Approve Minutes from the December 12, 2012 meeting: ROGER EWAN MADE A MOTION TO APPROVE THE MINUTES FROM THE DECEMBER 12, 2012 MEETING. ROBERT LEE SECONDED THE MOTION. THE MOTION CARRIED.

Approve Current Agenda: SCOTT MILDBRAND MADE A MOTION TO APPROVE THE CURRENT AGENDA CONTAINING 13 ITEMS. THE MOTION WAS SECONDED BY WILLIAM BRENEMAN. THE MOTION CARRIED.

Public Input: Black River Industries (BRI) Director Paul Thornton told the Board that the production work services department was slow in December but has picked up in January. Sewing for the Department of Corrections has been busy, as has the shredding business. Snowshoe construction has been slow, as there is a lot of inventory in stores from last year. There has been some reduction in food service at some of the county's meal sites due to funding cuts at the federal level and a decline in attendance. BRI will try to do more corporate catering to offset some of this reduction. Mr. Thornton also reported that three sides of the BRI building are finished with new siding. He stated that he had attended the retirement party for Brian Soland, who had been Director of Catholic Charities for the past 41 years. Alan Rock has been hired to fill Mr. Soland's position. Mr. Thornton concluded by stating that they had received favorable responses on a satisfaction survey that had been sent to caregivers, guardians, etc. regarding services.

Update on General Relief, Wisconsin Works (W-2), and Income Maintenance Consortium – Peggy Kellnhofer: Economic Support (ES) Coordinator Peggy Kellnhofer provided information on the W-2 and General Relief programs, and local unemployment rates. Five W-2 participants were transferred to Forward Services in December, as Forward Services took over the W-2 program for Taylor County on January 1, 2013. Ms. Kellnhofer also reported that Taylor County's W-2 program concluded with a surplus, which will be transferred to other W-2 counties that are in need of funding.

Ms. Kellnhofer stated that the General Relief (GR) also ended with a surplus at the end of 2012.

Next, Ms. Kellnhofer reported that Taylor County's unemployment rate was at 6.8% for November. One year ago (November 2011) Taylor County's rate was 7.1% and October 2012 Taylor County's rate was 5.6%. There was some discussion on seasonal rates versus non-seasonal rates. Ms. Fallos asked the Board if they wanted Ms. Kellnhofer to continue attending monthly Board meetings since Taylor County is no longer operating the W-2 program. Ms. Fallos added that as Human Services Director she is very involved in the Northern Income Maintenance Consortium and regularly attends meetings and phone conferences. Robert Lee suggested and the Board agreed that this can be left to the discretion of Ms. Fallos and Ms. Kellnhofer.

Review and Approve Resolution for Vicky Cowan: Dave Bizer read the resolution that had been prepared for Vicky Cowan, who recently retired from the Human Services Department. A MOTION WAS MADE BY SCOTT MILDBRAND, SECONDED BY WILLIAM BRENEMAN, TO APPROVE THE RESOLUTION AS READ. THE MOTION CARRIED.

Review and Approve Purchase of Agency Vehicle: At last month's meeting the Board approved for Human Services the purchase of a 2013 Dodge Caravan without heat in the back area. Ms. Fallos reported that after the December Board meeting she was informed by the dealership that no fleet incentives were given to vans without back heat, creating a difference of only \$200 between a van with no back heat and one with back heat. After some discussion, A MOTION WAS MADE BY SCOTT MILDBRAND, SECONDED BY ROGER EWAN TO APPROVE THE PURCHASE OF A 2013 DODGE CARAVAN WITH BACK HEAT AT A COST OF \$21,181. A ROLL CALL VOTE WAS TAKEN. THE MOTION CARRIED WITH A VOTE OF SEVEN AYES, TWO ABSENT (WILLNER, KRUG). Ms. Fallos requested that this purchase be taken out of the 2012 budget and has spoken with Larry Brandl, the county's accountant.

Review Policy and Procedure Handbook for Human Services: Ms. Fallos presented a policy and procedure handbook for Human Services. She stated that she wanted to compile all the policies and procedures in one manual, as there were many old policies. Additionally, the federal government requires some policies be developed because of Medical Assistance billing. The HIPAA policy will also be updated at a later time. After the Board and staff have a chance to review this policy and procedure handbook it will be brought back to the Board for approval. Dave Bizer suggested that Human Resource Manager Marie Koerner review this handbook so there are no inconsistencies with the county's handbook.

Review and Approve Director's Expense Summary: Ms. Fallos presented a summary of her expenses from July 2012 to December 2012 in the amount of \$169.94. A MOTION WAS MADE BY ROBERT LEE, SECONDED BY WILLIAM BRENEMAN, TO APPROVE THE DIRECTOR'S EXPENSE SUMMARY IN THE AMOUNT OF \$169.94. THE MOTION CARRIED. The Board told Ms. Fallos that she could submit her expense summary to the Board for approval at any time.

Action on Contracts and Addenda: The Board reviewed a comparison list of the 2012 and 2013 purchase of services contracts. After some questions, a MOTION WAS MADE BY ROGER EWAN, SECONDED BY ROBERT LEE, TO APPROVE THE 2013 PURCHASE OF SERVICES CONTRACTS AS PRESENTED. A ROLL CALL VOTE WAS TAKEN. THE MOTION CARRIED WITH A VOTE OF SEVEN AYES, TWO ABSENT (KRUG, WILLNER).

Director's Report: Ms. Fallos indicated that she has spent a great deal of time working on the Policy and Procedure Handbook for Human Services. She also reiterated to the Board that she believed the decision to join the Wisconsin County Human Service Association (WCHSA) was in the best interest of Taylor County Human Services. Ms. Fallos reported that the state has sent request for proposals to providers of non-emergent medical transportation. She also reported that the safety training provided to staff by Don Everhard went very well. Lastly, she told the Board that there had been an electrical problem in the clerical area where two computers were destroyed. This brought about safety issues in the clerical area. Ms. Fallos stated most of the clerical staff has been moved to other offices/rooms in the building and the former clerical area will become a work room with the agency's computer printers and copy machines with direct electrical connection. The former cubicle system will no longer be used for electrical services.

Set Next Meeting Date: The next Human Services Board meeting is scheduled for Wednesday, February 13, 2013 at 10 a.m. in the Community Center at the Taylor County Fairgrounds.

Adjournment: A MOTION WAS MADE BY ROSE MADLON, SECONDED BY SCOTT

MILDBRAND, TO ADJOURN. THE MEETING ADJOURNED AT 11:05 A.M. THE MOTION CARRIED.

Handouts distributed: W-2/GR Year-to-Date Benefit Expenditures – January 2013
W-2 Caseload numbers/payments from 12/11 to 12/12
Local Unemployment Rates – November 2012
Policy and Procedure Handbook for Human Services
Vehicle and Price Comparison list
2012/2013 Contract List

Respectfully submitted:

Kathy Barr
for
Rose Madlon, Secretary