

**Lafayette County Human Services
Board Meeting Minutes
Thursday, November 12, 2015**

Lafayette County Human Services provides an array of cost effective, quality services, and community-based support for individuals and families to improve their quality of life.

Board members present: Sherry Crist, David Hammer, Gerald Heimann, Connie Hull, Richard Roelli, Leon Wolfe (Brandee Blaine was excused)

LCHS staff present: Janet George, Kristine Brunkow, Shane Schuhmacher

Others present: Tara K. Kleinhans, Corporation Counsel

1. CALL TO ORDER

- a. The meeting was called to order by David Hammer at 6:00 p.m. The meeting was properly posted at the Courthouse, Lafayette County Human Services and e-mailed to The Republican Journal.
- b. Motion by Gerald Heimann, second by Leon Wolfe to approve the agenda as posted; carried.
- c. Motion by Richard Roelli, second by Sherry Crist to approve the minutes of the October 15, 2015 meeting as printed; carried.

2. PUBLIC COMMENTS

- a. No public comments were submitted.

3. FISCAL REPORT

- a. Janet George reported LCHS had only a couple of unusual payments this month. They include checks to Dane County Juvenile Court Program for a month-long stay in detention in July, payments to Scott & Heenan, LLC and Voegeli, Ewald, and Bartholf for substitute corporation counsel fees for two separate cases, and to Alejandra Klaric, a new interpreter. The other unusual payments for LCHS are the sheer number of staff reimbursements. There were many trainings attended in October, and the resulting travel costs are much higher than usual.
- b. Ms. George stated Aging did not have unusual payments this month. Aging continues to be under budget when the \$25,000 revolving loan to SUN is taken out of the figures. Through October 31, GWAAR has only reimbursed through July expenses. Aging should finish the year well under budget.
- c. Ms. George reported the LCHS financial report is not a totally accurate one this month. There is some type of error in the Behavioral Health revenues; neither Nicola nor Ms. George has been able to figure out the issue. These statements do not reflect any revenues or expenditures that haven't been posted; the problem is the report is coming up with (\$75,701) for Clinic fees revenue when the true amount is roughly \$21,100. This has skewed the financials by nearly \$100,000. The figures for the other Units are correct, and even with this error, LCHS is still about \$103,000 under budget. Nicola and Ms. George will be working together tomorrow to hopefully resolve the issue.

- d. The financial managers of the Southern IM Consortium will be meeting on December 8 to discuss 2016 funding and hopefully why payments from the Consortium are so slow in arriving. Through October 31, LCHS has only been reimbursed through May. ACA information will also be discussed.

4. **APPROVAL OF EXPENDITURES**

- a. Motion by Sherry Crist, second by Leon Wolfe, to approve the LCHS vouchers as scheduled; carried.
- b. Motion by Sherry Crist, second by Leon Wolfe, to approve the Aging Unit vouchers as scheduled; carried.

5. **AFFORDABLE CARE ACT (ACA) STATUS UPDATE**-Continue to pay for wages and fringes for employee. Ms. George is waiting to hear from the State how long funding is available for this position.

6. **POLICY FOR COMPENSATION, PAY ADJUSTMENT, RECLASSIFICATION & OTHER LIKE PERSONNEL POLICIES**-Shane Schuhmacher presented with a draft policy for staff salary/wage schedule. He will continue to work on the policy and bring back to the Committee at a later date.

7. **EMPLOYMENT/PERSONNEL MATTERS**

- a. Disability Benefit Specialist Position-Currently this position is 32 hours per week. Requesting the position go to 40 hours per week to be able to achieve the prevention tasks that are mandated by the State through the ADRC. The current Aging Plan's prevention goals are not being met due to current staffing patterns. With the added hours for the DBS position, these goals can be met. Funding for the added hours will be supported through the ADRC funding. Mr. Schuhmacher presented with an updated Job Description for the changes requested.
- b. Mental Health Coordinator Pay Adjustment-Mandi Wood, Mental Health Coordinator, was hired on April 20, 2015 at 92% of pay grade (\$21.41/hour) for the Mental Health Coordinator position. Ms. Wood has received her LPC license and has successfully completed her six month probation period with a successful evaluation. Ms. Wood is requesting to be paid at 100% (\$23.27/hour) for the Mental Health Coordinator position.

8. **CLOSED SESSION**

- a. Motion at 6:45 p.m. to go into Closed Session for not less than 10 minutes pursuant to the exemption contained in Sec. 19.85(1)(c) considering employment, promotion, compensation or performance evaluation data of any public employee by Leon Wolfe, second by Connie Hull. Motion carried by unanimous roll call vote.

9. **MOTION TO RETURN TO OPEN SESSION** at 6:56 p.m. by Leon Wolfe, second by Connie Hull. Motion carried by unanimous roll call vote.

10. **MATTERS DISCUSSED IN CLOSED SESSION**

- a. Disability Benefit Specialist-Motion by Connie Hull; second by Gerald Heimann approving the DBS position to go from 32 hours to 40 hours per week; motion carried. This request will be sent to the Human Resources Committee for approval. It will need to go to the County Board for approval. Change in hours will become effective the next pay period following the approval of the County Board of Supervisors at their December meeting.

Motion by Leon Wolfe; second by Sherry Crist approving the revised Job Description for the Disability Benefit Specialist; motion carried.

- b. Mental Health Coordinator-Motion by Gerald Heimann; second by Richard Roelli approving the request to be paid at 100% (\$23.27/hour) for the Mental Health Coordinator position; motion carried. This request will go to Human Resources and the new rate of pay will become effective the next pay period immediately following the approval of Human Resources Committee.

11. **DIRECTOR'S REPORT**

- a. Employee Comp and Overtime Report- The total hours for comp time for the period of September 28, 2015 to October 25, 2015 for LCHS was 60.54 hours and the total overtime hours was 5.50 hours.

Discussion regarding the amount of overtime/comp time the agency is accumulating. Mr. Schuhmacher will look into the cost effectiveness of contracting on-call time outside the agency versus the agency staff covering on-call.

- b. County K Building Update-Mr. Schuhmacher stated the parking lots have been laid out. The City of Darlington was notified that Human Services will be vacating the Municipal Building in six months. Human Services needs to be out by April 30, 2016. Proposed date of completion for the County K building is March 15, 2016.

Mr. Schuhmacher is looking into restructuring the ADRC and ES units. There is discussion about making one of the ES Workers a supervisor to overlook the ES unit. One of the current managers would oversee this supervisor. More on this at a later date.

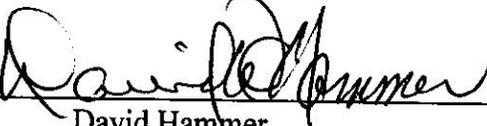
- c. CSP Program Update-Sarah Lipska has submitted her information to the State on her licensure and hours. Nothing has been received from the State as of today.
- d. I&A Assistant Position-Morgan Kennison has accepted this position. She was currently working as the Coordinated Services Team Coordinator for LCHS; therefore this position is vacant.
- e. Coordinated Services Team (CST) Position-Interviews for this vacated position will be December 2, 2015. Gerald Heimann will sit in on the interviews.

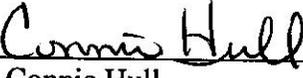
12. **ADJOURN**

- a. The next meeting was set for **Monday, December 14, 2015** at 6:00 p.m. The Audit Committee will meet at 5:45 p.m.
- f. The meeting was adjourned by Chair David Hammer at 7:20 p.m.

Reviewed by  12/14/15
Shane Schuhmacher, Director Date

Brandee Blaine


David Hammer


Connie Hull

Jack Sauer


Sherry Crist


Gerald Heimann


Richard Roelli


Leon Wolfe