

**Lafayette County Human Services
Board Meeting Minutes
Monday, December 14, 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 Leon Wolfe, second by Sherry Crist to approve the agenda as posted; carried.
- c. Motion by Sherry Crist, second by Richard Roelli to approve the minutes of the November 12, 2015 meeting as printed; carried.

2. PUBLIC COMMENTS

- a. No public comments were submitted.

3. FISCAL REPORT

- a. Janet George reported LCCHS has several unusual payments this month. They include CDW-G in the amount of \$9588.34 for the new servers at the County K Bldg., CenturyLink in the amount of \$1425.48 for the T-1 line at the County K Bldg., and Independent Living Resource for an ADA assessment at the County K Bldg. According to Jason Walter, there is roughly \$2000.00 more that will be spent to get all the server set-up for the County K Bldg. CenturyLink will be an on-going payment each month, but Jason Walter has it set up that there will be no billing until probably March or April. When LCCHS moves, the monthly charge that LCCHS has been paying for the Courthouse T-1 line will revert to the Courthouse and LCCHS will be paying CenturyLink for this new fee. Jason Walter and Ms. George have also applied for a Federal grant, which will reduce the amount LCCHS will have to pay, but the grant is submitted only once per year. Ms. George hopes to find out the savings sometime next fall for the FFY ending 9/30/16.
- b. There is a separate voucher for \$150. Southwestern WI ARC makes an annual donation to LCCHS, and requests the money be forwarded to a needy family with a Developmentally Disabled family member. Ms. George did not receive the information as to where the check was going to be issued until late this morning, hence the separate voucher.
- c. Ms. George stated none of the Aging expenses are out of the ordinary.

- d. Through November 30, LCHS is nearly \$263,000 under budget. When all the expenses and revenues are accounted for, Ms. George is estimating that LCHS should end up \$130,000 to \$160,000 under budget for 2015. However, there have been a couple placements in the last few weeks, and if they turn out to be longer term than anticipated, that range could quickly move downward. Regardless, LCHS should end up under budget for the year.
- e. Aging is presently roughly \$20,000 over budget. However, there are 11 months of expenditures, but only 8 months of State revenues in these figures. Aging will also be receiving \$25,000 from SUN before the end of the month. Ms. George estimates that Aging will end up \$15,000 to \$30,000 under budget for the year.
- f. This month, the ACA figures include the LCHS share of the ES trainer hired by the Consortium, which is about \$3500. Last week, the financial managers of the Southern IM Consortium met. The meeting clarified that the 2015 ACA funds may be used through 3/31/16. There is an allocation of \$16,437 for ACA in 2016; however, that figure may increase.
- g. Ms. George included a copy of a memo from Linda Bawden's office in regard to per diem and mileage reimbursement request for both County Board and Lay members. All 2015 requests must be submitted no later than 1/31/16. Beginning 1/1/16, all such requests must be submitted within 60 days of the end of the month in which the meeting was held.

4. APPROVAL OF EXPENDITURES

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

5. **AFFORDABLE CARE ACT (ACA) STATUS UPDATE-** Ms. George reported this month, the ACA figures include the LCHS share of the ES trainer hired by the Consortium, which is about \$3500. Last week, the financial managers of the Southern IM Consortium met. The meeting clarified that the 2015 ACA funds may be used through 3/31/16. There is an allocation of \$16,437 for ACA in 2016; however, that figure may increase.

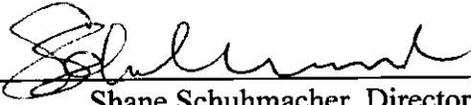
6. DIRECTOR'S REPORT

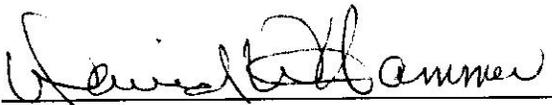
- a. Employee Comp and Overtime Report- The total hours for comp time for the period of October 26, 2015 to November 22, 2015 for LCHS was 47.54 hours and the total overtime hours was 16.75 hours.
- b. Coordinated Services Team (CST) Position Update-Natalie Babcock accepted this position. Natalie was in the Family Services Unit; therefore, her position will need to be refilled.
- c. Vacated Social Worker Position – Family Services Unit-Interviews have been set for Thursday, January 7, 2016.

- d. County K Building Update-Mr. Schuhmacher reported the framing is up. There is still concern of the storage space available at the new building.
- e. CSP Update-Mr. Schuhmacher reported still waiting for confirmation of Sarah Lipska's application from the State.
- f. Advertising Costs-A handout was presented with advertising costs incurred by LCHS for the past year. Costs include advertising in the phone books; Shopping News advertising; advertising for vacated positions, etc.

7. **ADJOURN**

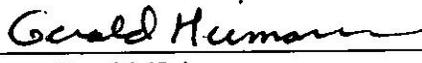
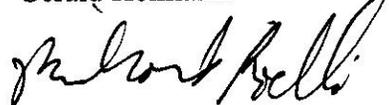
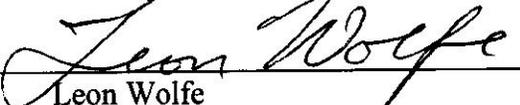
- a. The next meeting was set for **Thursday, January 14, 2016** at 6:00 p.m. The Audit Committee will meet at 5:45 p.m.
- g. The meeting was adjourned by Chair David Hammer at 7:00 p.m.

Reviewed by  1/14/16
Shane Schuhmacher, Director Date

Brandee Blaine

David Hammer

Connie Hull

Jack Sauer

Sherry Crist

Gerald Heimann

Richard Roelli

Leon Wolfe