

**Lafayette County Human Services
Board Meeting Minutes
Thursday, January 14, 2016**

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: David Hammer, Gerald Heimann, Richard Roelli, Leon Wolfe (Brandee Blaine, Connie Hull and Sherry Crist were absent)

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 Richard Roelli to approve the agenda as posted; carried.
- c. Motion by Gerald Heimann, second by Leon Wolfe to approve the minutes of the December 14, 2015 meeting as printed; carried.

2. PUBLIC COMMENTS

- a. No public comments were submitted.

3. FISCAL REPORT

- a. Janet George reported a few unusual payments for LCHS this month. They include payments to Green County, Juneau County, and Unified board for Lafayette's share of the EHR training costs. Netsmart has not been billing ¼ of the training costs to each county, which was the agreement, and the counties decided to make it correct among ourselves. Each county has shared the invoices for the payments it made throughout 2015. Netsmart billed the annual maintenance amount of \$14,900 (it will be a 2016 expense and is not charged to 2015); there are also a couple of smaller payments to CDW-G for electronic equipment needed for the County K building. A check for \$144 was issued to the Darlington Postmaster for a post office box in preparation of the move to County K Building.
- b. Per the discussion at last month's LCHS meeting; Ms. George has begun a spreadsheet to track expenses related to the County K building that are being charged to LCHS's budget. To date; \$13,133.98 has been charged.
- c. Ms. George has journalized the \$50,000 payment to Netsmart that was set up as a pre-paid expense in December 2014. The \$50,000 is considered an expense for 2015 and is listed in the financial statement as a "Fixed Asset Acquisition."

- d. Ms. George reported to date, LCCHS has used 86% of the levy allocated for 2015. However, there are still outstanding invoices from MHLC, Health Department, DHS Institutional, and DHS for the second half of the Family Care MOE. The WIMCR "payback" has also not been included in the financials as of December 31. At this point, Ms. George estimates LCCHS will end the year in the range of \$20,000-\$30,000 under budget. This estimate includes the Netsmart \$50,000 and the County K building charges to the LCCHS budget.
- e. Ms. George reported Aging is presently \$13,795 over budget. However, there will be approximately \$17,000 more in 2015 funding from GWAAR. Ms. George estimates Aging will finish 2015 approximately \$3,000-\$4,000 under budget.
- f. Ms. George stated in an effort to save money and to expedite interdepartmental payments; the County has begun a process to forego writing checks between departments. Ms. George presented with an email from Nicola Maurer that was sent to all department heads. It explains the process quite well. The first interdepartmental charge sheet is on the back of the email and will need to be authorized for payment when vouchers are authorized.
- g. Ms. George reported ACA is only being charged for the one staff member's wages and fringes. The total charge for December is \$2,521.75. LCCHS will carry over approximately \$4,762 into 2016.

4. **APPROVAL OF EXPENDITURES**

- a. Motion by Gerald Heimann, second by Leon Wolfe, to approve the LCCHS vouchers; the Aging Unit vouchers and the Interdepartmental charges as scheduled; carried.

5. **AFFORDABLE CARE ACT (ACA) STATUS UPDATE-** ACA is only being charged for the one staff member's wages and fringes. The total charge for December is \$2,521.75. LCCHS will carry over approximately \$4,762 into 2016.

Mr. Schuhmacher reported the LCCHS staff person currently in the ACA position recently posted into a vacant position within the Family Services Unit. Mr. Schuhmacher stated one of the applicants that interviewed for the Family Services position was interested in the ACA position. Mr. Schuhmacher will look into the feasibility of keeping the ACA position as it is unclear at this time what funding will be available for 2016.

6. **HIRING AND FILLING VACANCIES-**Clarification as to the process of hiring and filling vacancies in the agency was discussed.

7. **DIRECTOR'S REPORT**

- a. Employee Comp and Overtime Report- The total hours for comp time for the period of November 23, 2015 to January 3, 2016 for LCCHS was 88.05 hours and the total overtime hours was 38.75 hours. It should be noted this was for 3 pay periods.
- b. County K Building Update-Mr. Schuhmacher stated the windows and doors should be installed by the end of the month.

LCHS Board Meeting Minutes

January 14, 2016

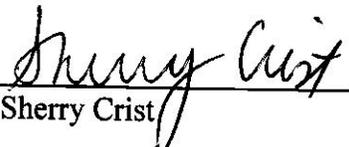
Page 3

- c. Family Services Unit Vacancy Update-Megan Brogley (currently in the Economic Support Unit) has accepted the position in the Family Services Unit.
- d. Update from ContinuUs-Mr. Schuhmacher stated there are up to two additional managed care organizations looking to open up in this region.

7. **ADJOURN**

- a. The next meeting was set for **Thursday, February 11, 2016** at 6:00 p.m. The Audit Committee will meet at 5:45 p.m.
- e. The meeting was adjourned by Chair David Hammer at 7:05 p.m.

Reviewed by  2/11/16
Shane Schuhmacher, Director Date

Brandee Blaine 
Brandee Blaine Sherry Crist

 Gerald Heimann
David Hammer Gerald Heimann

 Richard Roelli
Connie Hull Richard Roelli

 
Jack Sauer Leon Wolfe