

**Lafayette County Human Services
Board Meeting Minutes
Thursday, March 17, 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: Sherry Crist, Connie Hull, Jack Sauer, Leon Wolfe (David Hammer, Gerald Heimann and Richard Roelli are 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 Jack Sauer 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 Sherry Crist, second by Leon Wolfe to approve the agenda as posted; carried.
- c. Motion by Leon Wolfe, second by Sherry Crist to approve the minutes of the February 11, 2016 and March 7, 2016 meetings as printed; carried.

2. PUBLIC COMMENTS

- a. No public comments were submitted.

3. FISCAL REPORT

- a. Janet George reported LCHS didn't really have unusual payments this month. However, as usual for late winter/early spring, there are a number of training registrations that are being paid this month. Also, there is a new contract provider listed in the "out of home" voucher schedule, Longview Home for Boys. The child who had been placed at Northwest Passages for an extended period of time was placed at Longview. The cost for Longview is \$198.39/day, compared to \$339.45/day at Northwest.
- b. Ms. George stated the final figures for 2015 are much closer. As of today, LCHS is \$229,179 under budget for 2015. The final 2015 IM Consortium payment for December is still outstanding, and may be another \$8000 to \$10,000 in revenue for the year. Ms. George will be checking with the State in regard to the LTS MOE for Family Care, which should be another \$96,371 in cost. However, the State has not sent an invoice for the second half of 2015, and she wants to ensure there won't be any surprises before a payable is set up. As part of the process to prepare for the audit, Ms. George will be preparing a journal entry for bad debts later this month. Ms. George estimates bad debt to be approximately \$40,000.00. Ms. George believes the worst case scenario for LCHS will be \$85,000 to \$100,000 under budget for 2015.
- c. Ms. George indicated Aging also does not have any unusual payment this month. With spring and nicer weather on its way, it is expected that the volunteer drivers will be providing more drives in the coming months.

- d. Aging should have all revenues and expenses for 2015 accounted for. It is finishing the year at \$12,276 under budget. All Aging expense categories were under budget in 2015, as were most of the revenues.
- e. The 2016 financial statements don't have any information other than the expenses listed. The 2016 budget figures have not yet been loaded into the County's accounting system. Until they are, there isn't a good way to see how close to budget the Agencies are.
- f. The ACA report is included in the information packet this month. There should not be any charges other than payroll and fringes at any point this year.
- g. Ms. George included a spreadsheet showing payments for items for the County K Building that have been paid out of LCCHS's budget. You'll note only one charge for CenturyLink; LCCHS is on month three of the three free months Jason Walter worked to get, and after March, LCCHS will be charged a recurring amount of approximately \$1300 each month for the T-1 line. This will be in addition to the \$1270 each month LCCHS has been underwriting for years to cover the courthouse T-1 (and ours). When LCCHS moves, that \$1270 will be absorbed by departments within the courthouse. Ms. George would like direction from the Board as to whether or not LCCHS should pay for the blinds, window coverings, and the new filing cabinets which are being ordered, or if all of those costs will be coming out of the County K Building fund. Mr. Sauer stated the above items will be paid through the County K Building fund.
- h. Ms. George reported the auditors will be here the week of April 11.

4. **APPROVAL OF EXPENDITURES**

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

5. **PERSONNEL**-Mr. Schuhmacher stated Brenda Poss resumed her duties as Family Services Manager on Monday, March 14, 2016. Mr. Schuhmacher reported Dani Tuescher will be contracted for a period of time to assist the Family Services Unit as they have three new workers in their unit.

6. **WI DEPARTMENT OF CHILDREN & FAMILIES COMMUNICATION & PROGRAM UPDATE**

- a. Family Services Unit-LCCHS received a letter from the Dept. of Children & Families recognizing the county's documentation of caseworker contacts for children in out of home care. The Family Services Unit demonstrated exceptional performance at 99.43% for face-to-face contacts.
- b. Economic Support Unit-LCCHS received a letter from the Dept. of Children & Families regarding a review of the agency's child care certification program. There were no findings cited.

7. **WI DEPARTMENT OF HEALTH SERVICES-2014 AUDI CORRESPONDENCE**-Mr. Schuhmacher shared a letter he received from Nicole Maurer from the Department of Health Services regarding internal audit controls.

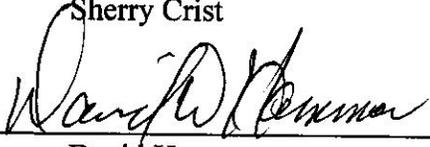
8. **DIRECTOR'S REPORT**

- a. Employee Comp and Overtime Report- The total hours for comp time for the period of February 1, 2016 to February 28, 2016 for LCHS was 65.03 hours and the total overtime hours was 14.50 hours.
- b. County K Building Update-The blinds for the office windows have been ordered. The biggest hold up is the phone equipment. The filing system has been ordered. Items to be addressed are janitorial services, parking lot completion and landscaping. Mr. Schuhmacher will send letters to Southwest Tech and Division of Vocational Rehabilitation informing them that LCHS will not be able to provide office space for their businesses when the agency moves to the new building.
- c. Vacancy & Personnel Updates-The Economic Support Specialist Interviews will be on Monday, March 21st and the Mental Health Coordinator Interviews will be on Tuesday, March 22nd. The agency will be contracting with Anita Stein for IDP assessments. The agency will contract with Ted Izador for AODA supervision.
- d. DHS Programs Updates-The Plan of Corrections have been filed with the State. The CSP program was approved; the AODA program is pending and the agency is still waiting to hear back on Sarah Lipska's qualifications.

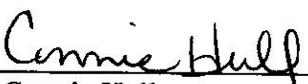
9. **ADJOURN**

- a. The next meeting was set for **Thursday, April 14, 2016** at 6:00 p.m. The Audit Committee will meet at 5:45 p.m. **Note: the meeting will be held at the County K Building.**
- e. The meeting was adjourned by Jack Sauer at 7:05 p.m.

Reviewed by  4/14/16
Shane Schuhmacher, Director Date

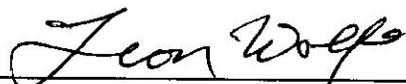
Sherry Crist

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