

**Lafayette County Human Services
Board Meeting Minutes
Monday, June 13, 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: Gerald Heimann, John Perkins, Richard Roelli, Tony Ruesga, Leon Wolfe

LCCHS staff present: Kristine Brunkow, Shane Schuhmacher

Others Present: Nicola Maurer, Finance Director

1. CALL TO ORDER

- a. The meeting was called to order by Leon Wolfe at 5:40 p.m. The meeting was properly posted at the Courthouse, Municipal Building, Lafayette County Human Services and emailed to The Republican Journal.
- b. Motion by Tony Ruesga, second by Gerald Heimann to approve the agenda as posted; carried.
- c. Motion by Gerald Heimann, second by Richard Roelli to approve the minutes of the May 3, 2016 and May 12, 2016 meeting as printed; carried.

2. PUBLIC COMMENTS

- a. No public comments were submitted.

3. FISCAL REPORT

- a. Nicola Maurer presented with financial reports for LCCHS. No unusual payments to report. As of May 31, 2016, LCCHS has used \$780,349 of budgeted levy, which is 45% compared to budgeted usage of 41.7% at this point of the year and 43% at this time last year.

Revenues are at \$543,792 which is below budget by \$404,748. However, DHS state payments lag by usually two months or more and only ¼ of the allocation is available during the first six months of the year. Individual and third-party payments for Behavioral Health services are also received in arrears; the invoices are produced the month after the service is provided and payments are often in the following month.

Overall, expenses are at 33%; which is under budget TYD by \$352,539.

4. APPROVAL OF EXPENDITURES

- a. Motion by Richard Roelli, second by Tony Ruesga, to approve the LCCHS vouchers as scheduled; carried.
- b. Motion by Gerald Heimann, second by John Perkins, to approve the Aging Unit vouchers as scheduled; carried.

5. **AFFORDABLE CARE ACT (ACA) STATUS AND STAFF UPDATE**-Mr. Schuhmacher stated the consortium has increased the call center hours for LCHS. The increase is going from 23 hours/week to 50 hours/week. Because of this increase in call center hours; Mr. Schuhmacher will be recommending the ACA position be a permanent position within the agency. He will bring his request to the Committee in the future.

6. **EMPLOYMENT/PERSONNEL**

- a. Contracted Clerical Assistance-Mr. Schuhmacher stated the agency currently contracts for 20 hours/month for clerical help in the reception area. At the previous location; there was two clerical staff manning the reception area. With the move to the new building; the two clerical staff was separated to cover the two entrances to the building. There is not enough time for the receptionist to answer the phone; make appointments; do dictation and keep the agency filing up to date. Mr. Schuhmacher is requesting contracting with someone for up to 20 hours/week at \$10/hour.

Motion by Gerald Heimann; second by Tony Ruesga to contract with someone for up to 20 hours/week at a rate of \$10/hour. There are no benefits with this position; motion carried.

- b. ADRC/Aging/Economic Support Manager Vacancy-Kate Chambers submitted her resignation; her last day of work will be July 1, 2016. Mr. Schuhmacher revised the current job description to eliminate managing the Economic Support Unit. If the Committee recalls; at the May 12, 2016 LCCHS Board Meeting; the Committee voted to move the Economic Support Specialist Lead Worker to become the Economic Support Manager.

Motion by Richard Roelli; second by John Perkins to approve the revised job description and refill the vacated position at a rate of \$24/hour; motion carried.

7. **BUS/GARAGE STORAGE BUILDING**-Mr. Schuhmacher reported the County K Committee is inquiring about purchasing land next to the Highway Department or the County K Building to build a garage/storage shed to house the county buses and other equipment. Jack Sauer is looking for bids for a new building. More discussion on this topic to follow.

11. **DIRECTOR'S REPORT**

- a. Employee Comp and Overtime Report- The total hours for comp time for the period of April 25, 2016 to May 22, 2016 for LCHS was 128.17 hours and the total overtime hours was 27.25 hours.
- b. Economic Support Manager Position Update-Mr. Schuhmacher indicated this position was approved by Human Resources Committee on June 13, 2016 and will be presented to the County Board on June 21, 2016. A rate of \$21.50/hour was approved by the Human Resources Committee.

