

COUNTY BOARD STAFF/FINANCE COMMITTEES

July 24, 2009

Call to Order. Chair Podzilni called the joint meeting of the County Board Staff/Finance Committees to order at 8:00 A.M. in Conference Room N-1/N-2 on the fifth floor of the Rock County Courthouse-East.

Committee Members Present: County Board Staff Committee: Supervisors Podzilni, Kraft, Arnold, Bussie, Jensen, Joiner, Ott, Peer, Yankee. Finance Committee: Supervisors Mawhinney, Kraft, Beaver, Podzilni.

Committee Members Absent: Supervisor Diestler.

Staff Members Present: Craig Knutson, County Administrator; John Becker, Human Resources Director; Jeff Smith, Finance Director; Sherry Oja, Senior Accountant/Assistant to the Finance Director; Elizabeth Pohlman McQuillen, Criminal Justice Planner/Analyst; Josh Smith, Assistant to the County Administrator; Charmian Klyve, Human Services Director; Jason Witt, Deputy Human Services Director; Mike Jones, Administrative Services Manager; Jodi Parsons, Human Services Department Secretary.

Others Present: Supervisors Wiedenfeld and Fizzell; Kay Deupree, Carolyn Brandeen and Nancy Stabb, League of Women Voters.

Approval of Agenda. Supervisor Ott moved approval of the agenda as presented, second by Supervisor Jensen. ADOPTED.

Citizen Participation, Communications and Announcements. Supervisor Joiner commented on the lack of a bicycle rack in the front of the Courthouse.

Approval of Minutes. Supervisor Yankee moved approval of the minutes of July 13, 2009, second by Supervisor Arnold. ADOPTED.

Review and Discussion of Preliminary 2010 Budget Projections and Program Information – Human Services Department. Ms. Klyve said this will be a particularly difficult budget year for Human Services. Today she will be providing information on a \$2,400,0000 reduction in the Human Services budget to maintain the 2009 county tax levy. She commented it has been a challenge and she appreciates the collaborative efforts of everyone - Division Managers, Supervisors and employees. She said some items have already been implemented in 2009 while others are larger and will have more implications.

Ms. Klyve said today's presentation will cover the following:

- 1) Review of HSD's Vital Services
- 2) Brief Review of HSD's 2009 Budget
- 3) 2010 HSD Cost-To-Continue
- 4) Reduction Options for 2010
- 5) Summary

Human Services Board's Vital Services (Mandated)

- 1) Child Protective Services
- 2) Juvenile Justice Services
- 3) Economic Support Services
- 4) Long Term Support Services
- 5) Mental Health/AODA Services

Ms. Klyve said crisis contacts have gone from approximately 13,000 in 2003 to over 20,000 in 2008. The total caseload in Economic Support has gone from approximately 5,400 in 2000 to 15,363 as of June 30, 2009. Ms. Klyve said they will be implementing a new and faster intake procedure in September. She commented on the excellent job the Economic Support staff is doing in achieving less than a 2% error rate.

Ms. Klyve explained a worker with the majority of their clients in nursing homes will have 500/600 cases per worker. Workers who deal with W-2 clients have 50/60 cases. Ms. Klyve said they are looking at adding 3-4 workers, possibly involving a transfer from another division. Mr. Knutson reminded the Committees that the current number of staff is the same as the number of staff in the mid-90s when the caseload was one third what it is now. Also, State payments to run Economic Support are the same as they were in the mid-90s, despite triple the caseload. Supervisor Ott asked about employee turnover, with Ms. Klyve advising she is not seeing it.

Budget in Review. Mr. Jones showed a pie chart reflecting 2009 Human Services expenditures:

Mental Health & AODA Services	\$10,975,075	22%
Long Term Support Program	9,678,669	20%
Child Protective Services	10,099,004	20%
Juvenile Justice Services	8,754,473	17%
Economic Support Services	6,448,636	13%
Community Support Program	<u>3,340,746</u>	7%
	\$49,296,603	

Following are the 2009 Revenues:

State/Federal	\$28,630,767	58%
County Tax Levy	17,084,555	35%
Intergovernmental	2,184,831	4%
Fees/Insurance/Other	1,396,450	3%

Mr. Witt commented that cases considered "High Cost", i.e., child group homes, child residential care centers, youth correctional placements, and adult state institutes, are risky and unpredictable. There could be an influx beyond our control in any year. Mr. Witt said the average annual increases in State funding have remained flat for years, and are now going down. At the same time, the State is raising rates for all of these placements.

Mr. Knutson said the County has to pick up the State's share of Medical Assistance costs for the elderly and kids (under 22 and 65 and over). Medical Assistance is 60% federal money and 40% State money. He said the State is now shifting the 40% for kids and elderly to the County. Ms. Klyve said Rock County currently has four clients in state institutions. She credits the staff for bringing this number down using innovative options. Ms. Klyve said they also

expanded the Crisis Intervention Unit from eight to twelve and advised this has been very effective in keeping costs down.

2010 Cost to Continue: Ms. Klyve said following are the assumptions:

341.4 FTE staff
0% Wage Increase
7.65% FICA
11.0% Retirement
Insurance at Levels in Budget Instructions

Ms. Klyve referenced the proposed funding reductions in the State budget and thanked Mr. Knutson and his staff for their work in restoring some of this funding (approximately \$700,000). However, she said they are still looking at \$1,300,000 to \$1,400,000 of State Aid cuts (down from \$2,000,000).

Mr. Jones said 2009 expenses were projected at \$49,300,000 – 2010 expenses are projected at \$51,000,000. Revenue in 2009 is predicted at \$32,200,000 – 2010 revenue at \$31,500,000. The tax levy in 2009 is \$17,100,000. The tax levy projected for 2010 is \$19,500,000 – a difference of \$2,400,000.

Reduction Options. Ms. Klyve said the entire department has been brainstorming and she feels they have come up with the following creative options

- Discontinue printing CPS case notes/draft reports
- Use electronic templates to reduce form costs and storage
- Improve tracking of internal furniture and supplies inventory
- Improve e-mail distribution vs. hard copies
- Discontinue printing foster care roster
- Eliminate foster parent church mailings
- Discontinue coffee for Job Center meeting rooms
- Upload cash receipt data to IFAS using Excel spreadsheets
- Implement representative payee fee
- Minimize number of computers needed by increased use of docking stations
- Eliminate routing or overpayment documentation
- More stringent limits on supplies ordering
- Utilize electronic calendars more
- Utilize volunteers to coordinate certain CPS home visits
- Discontinue pagers and transition to cell phones
- Use Tablet PCs and Air Cards for WiSACWIS

Ms. Klyve explained that most of these suggestions are, or will be, in place before the end of the year. She explained that while some programs are not mandated by the State, discontinuing them can cause cost shifts to other areas.

Level I Priorities Ms. Klyve said Medical Assistance Personal Care (MAPC) starts September 1st and she hopes to bring in \$50,000 through the end of 2009. With regard to Crisis Stabilization, the Jackson House has been expanded - Rock County receives \$82/day reimbursement from M.A. The staff also looked at services which were being billed “per

service” provided to the client while they are in the facility. This resulted in sharing revenue with Tellurian. In 2010 they are looking at \$111,848 coming back to Rock County. She is projecting \$75,000 coming into the Department this year.

The following three reduction options at the Job Center are already in place:

- Change to Staffing for Room Scheduling
- Utilize WYSE Workers for Cleaning
- Centralize Mail Metering

Fee increases for the following are being proposed:

- Adult Family Home Certification Fees
- Representative Payee Fees
- Intoxicated Driver Program Fees

Level II Priorities. Juvenile Detention is 100% tax levy and non-mandated. The projected 2010 tax levy cost is \$3,400,000. The Detention Center has 35 secure beds and 20 shelter beds. Year-to-date utilization is 14 in secure and 6 in the Shelter, at an average cost of \$300-400/day per youth, which is higher than institutional costs. At Level II, Ms. Klyve said they would be looking at closing the secure side and regionalizing secure detention.

Community donations would be discontinued, i.e. Beloit Area CHC and HealthNet Janesville. Ms. Klyve said this could extend waiting times for primary health care, however, the new Badger Care Core Plus may assist some.

Level III Priorities. Mr. Witt said Level III involves eliminating more positions and services, increasing caseloads, reducing supervision and more clients in institutions. Most of their services are mandated and reducing those that are not may hit on safety areas.

- Eliminate 2.0 Probation Officers
- Eliminate Interim Assistance
- Budget Lower Institute Census
- Reduction in Outpatient Clinic Services
- Elimination of CPS Family Skills Services

Ms. Klyve said she feels eliminating these things will cost us more in the end.

Break. The Committees took a break from 9:25 A.M. to 9:35 A.M.

Ms. Klyve said the tax levy savings from all of the above priority options is estimated at \$2,400,000. The Department will continue evaluating these options and some may be included in the 2010 budget request. She thanked everyone for their attention.

Supervisor Joiner asked why youth end up in shelters, with Ms. Klyve advising they may be on the run and are brought to the shelter until their court hearing, or they may be waiting for a bed in a group home. Supervisor Fizzell asked if Rock County had AODA and Mental Health Treatment programs that could accommodate all those who need them, what would be the effect? Ms. Klyve said it is very difficult to figure out the “triggers” that change or modify individual’s

behavior. While treatment is effective for many in maintaining sobriety and not using drugs, other people go through many times with no success.

Chair Podzilni thanked Ms. Klyve and her staff.

Set Future Meeting Dates. The next meeting of the Joint County Board Staff/Finance Committee will be Monday, August 10, 2009, 8:00 A.M., here in Conference Room N-1/N-2. The Public Works Department will make a presentation.

A meeting was also scheduled for Monday, August 17, 2009, 8:00 A.M. at the Rock County Sheriff's Office for their presentation.

Adjournment. Supervisor Arnold moved adjournment at 10:00 A.M., second by Supervisor Peer. ADOPTED.

Respectfully submitted,

Linda Milligan
Confidential Administrative Assistant

NOT OFFICIAL UNTIL APPROVED BY COMMITTEE.