

WASHINGTON COUNTY HUMAN SERVICES DEPARTMENT (HSD)  
BOARD OF DIRECTORS

July 18, 2013

Meeting called to order at 8:00 a.m. in Room 1023 of the Public Agency Center, 333 East Washington Street, West Bend, Wisconsin, by Chairperson L. Borman, who read the open meeting statement.

MEMBERS PRESENT: Michael Bassill, Les Borman, John Bulawa, Kristine Deiss, Sarah Follett, Ralph Hensel, Jane Schultz, Paul Ustruck

MEMBERS ABSENT: Dawn Eyre

HSD STAFF PRESENT: Karen Alt, Eric Diamond, Sandy Hoefert, Mary Knoeck, Sandy Potter, Ruth Reines, Angela Schickert, Jim Strachota

Review of Minutes: J. Bulawa made motion, S. Follett seconded, to approve the HSD Board minutes from the June 20, 2013, meeting as distributed. Carried.

Update on Computer Conversion: A staff workgroup has been examining vendor and software program options. Pending compatibility and best meeting most needs, HealthCare Data Systems from Nashotah, Wisconsin, has presented the best option. This group supports McKesson and Lytec, our current billing and scheduling program. The workgroup will continue investigating with an emphasis on this company.

Status of Income Maintenance: As reported by S. Potter, the Moraine Lakes Consortium has identified the need for Washington County to be an additional 160 hours per week of Economic Support Specialist time for Income Maintenance application processing and ongoing case management to handle the workload associated with the federal Patient Protection and Affordable Care Act (PPACA) changes. The Consortium also calculates a need for 40 hours per week of program support time related to PPACA implementation.

The pros and cons of hiring full-time versus part-time, limited-term employees for these positions were discussed. Funding for all costs of these additional positions comes from the State and Federal governments; and as workloads decrease, the positions will be discontinued.

Introduction of 2014 Budget Process:

TIME FRAMES--Tentative dates for budget preparation were discussed. A second August Board meeting will be held on Friday, August 23, along with the regular meeting on August 15. Agendas and other materials will be sent prior to these meetings.

OVERVIEW--Possible examples of information that may be presented at the budget meetings were distributed and discussed. These were acceptable to the Board.

K. Deiss requested that explanations be given when there are significant changes, either increases or decreases, in contract amounts. M. Bassill said that he would like information on employee travel, training and lodging expenses.

2014 Required Elements: The items explained and discussed will be included in the budget packet presented to the County Finance Committee.

USER FEES--Following an explanation of fees proposed for 2014, discussion ensued on fee collection mechanisms utilized by HSD and how they are enforced.

OUTLAY--HSD is proposing a capital outlay request to replace two of its older, high mileage vehicles used for client-related services. The cost would be approximately \$7,500 each.

TRAVEL--There are no out-of-State travel requests included in the 2014 HSD budget.

DEPARTMENT REORGANIZATION--Following an explanation regarding the elimination of the Access and Outreach Division and Manager, staff recommends removal of all references to sub-categories/divisions from the County Staffing Ordinance.

J. Strachota indicated that HSD is not requesting any new part-time or full-time County staff beyond the previously approved PPACA positions for 2014.

WHAT WE DO/MISSION STATEMENT--The Board was presented and reviewed our Mission Statement and general bullet points of our responsibilities.

GOALS/SUCCESSSES--Accomplishments from 2013 and goals for 2014 were discussed and will be included in the budget packet presented to the County.

The next meetings scheduled for budget preparation are Thursday, August 15, and Friday, August 23, 2013, both beginning at 8:00 a.m.

Motion made by S. Follett, seconded by M. Bassill, to adjourn. Carried. Meeting adjourned at 10:00 a.m.

Respectfully submitted,

Paul Ustruck, Board Vice-Chairperson  
Karen Alt, Recording Secretary

*Copies of all non-privileged material pertinent to this meeting are available at HSD offices.*