

Buffalo County Minutes

Committee/Board: Health and Human Services and Veterans Service Committee

Date of Meeting: Tuesday, August 3, 2021

Electronic and Hard Copy Filing Date:

Location: Department of Health and Human Services
Buffalo County Courthouse
2nd Floor Conference Room
407 S 2nd Street, Alma, Wisconsin

1. CALL TO ORDER/ROLL CALL OF MEMBERS

Roll call was taken. Member's present were Kim Beseler, Larry Grisen, Carol McDonough, Steve Nelson, and Brad Schmidtknecht. Richard Mueller, Wendy Kleinschmidt, and Mary Anne McMillan-Urell were excused absences. Liz Hoffmaster attended via Zoom.

OTHERS PRESENT FOR ALL OR PART OF THE MEETING

Dave Rynders, Felicia Hager, Josie Knauber, Shawn Squires, Stephen LaValla, Carri Renchin, and Mary Hildebrand were present at the meeting. Sonya Hansen attended via Zoom.

2. PUBLIC HEARING ON 2022 DHHS BUDGET – TO RUN CONCURRENTLY WITH OTHER MEETING AGENDA ITEMS

Mr. Nelson opened the Public Hearing on the 2022 DHHS Budget.

3. PUBLIC COMMENT REGARDING ANY MATTERS THAT WILL BE TAKEN UP BY THE COMMITTEE AT THIS MEETING.

None

4. REVIEW/DISCUSSION/ACTION – MINUTES OF THE PREVIOUS MEETING

A motion was made by Mr. Schmidtknecht and seconded by Ms. McDonough to approve the July 6, 2021, minutes as presented. Motion approved.

5. REVIEW/DISCUSSION/ACTION – VETERANS SERVICES MONTHLY REPORT

Ms. Decker presented the monthly Veterans report sharing that one contractor has looked at the Veteran Memorial project, but a quote has not been received yet. An expenditures report was shared showing the economic impact of Veterans Services in Buffalo County. The July stats were reviewed.

6. VETERANS SERVICES MONTHLY VOUCHERS

Ms. Decker presented the monthly vouchers. A motion was made by Ms. Beseler and seconded by Ms. McDonough to approve the vouchers as presented. A roll call vote was taken. Motion approved.

7. REVIEW/DISCUSSION/ACTION – 2022 VETERANS BUDGET

Ms. Decker presented the Veterans Services budget for 2022. Ms. Decker reported Buffalo County is serving 1020 Veterans. The state grant was increased from \$8500 to \$9350.

A motion was made by Mr. Schmidtknecht and seconded by Mr. Grisen to approve the 2022 Veterans budget with the addition of the new job description. A roll call vote was taken. Motion approved.

8. REVIEW/DISCUSSION/ACTION – REQUEST FOR ADDITIONAL VETERANS DEPARTMENT POSITION

A Position Justification and Requisition form was submitted by Ms. Decker requesting an additional position in the Veterans office. The purpose of this position is to perform and assist with services and advocacy of Veterans' benefits to beneficiaries, dependents, and interested community members. The Specialist would also assist with administrative office duties, assume the role as office secretary, office receptionist, claims worker, veteran advocate, liaison, and office director in the absence of the department head.

Ms. Decker explained the difference between a specialist which is a civilian and a deputy who is a Veteran. Ms. Decker would prefer the new position be a deputy. She also stated the plan is to use grant money to help finance the new position as well as use levy dollars. The cost of the additional position is estimated at \$36K.

After discussion, a motion was made by Mr. Schmidtknecht and seconded by Ms. Beseler to move forward with a recommendation to HR for a part-time or full-time deputy position in the Veterans office. A roll call vote was taken. Motion approved.

The job description was not on the agenda. Ms. Hansen suggested HR look at the unapproved job description and bring it back on the September agenda for approval from the Home Committee.

9. REVIEW/DISCUSSION/ACTION – PUBLIC HEALTH UNIT REPORT

Ms. Knauber presented the Public Health report highlighting the monthly investigation/case reports. A meeting was held to discuss the Ground Water Quality and Well Sampling program which was attended by Michael Owecke, Tim Wucherer, Jamie Weaver and Josie Knauber. Due to Kristin Foehringer/Land Conservation who was leading this project is vacating her position, Zoning and Land Conservation are determining how to move forward with the Ground Water/Well Sampling program. Discussion was held on who should lead the project.

It was reported by Ms. Knauber that Buffalo County had medium case activity from 6/30 to 7/13 and high case activity from 7/7 to 7/20. The Delta variant is becoming more prevalent and spreads more rapidly among communities than the original strain. The severity of the strain is still unknown at this time. Buffalo County continues to host walk-in clinics in the courthouse every Thursday; attendance ranges from 5-25 people/weekly.

As of 7/20/2021:

- 50% of the population in Buffalo County have received their first dose of vaccine
- 48.4% of the population in Buffalo County have completed their vaccine series.

There was discussion regarding the Amish population and how it affects the vaccination percentages. The trackability is very difficult with no good statistical data available.

10. REVIEW/DISCUSSION/ACTION – 2022 DHHS BUDGET

Mr. Squires presented the 2022 DHHS budget.

Agent of the State program: Conducts licensing and inspection of all restaurants, hotels, tourist rooming houses, B & B establishments, campgrounds, temporary food establishments, tattoo and body piercing establishments, and public swimming pools within the county.

The expenditures and revenues (fees collected from establishments) were presented along with the program reserve funds which are kept separate from the DHHS fund balance according to State guidelines.

2020 budget surplus: \$41,027.15

2022 End of year projected balance: \$48,000

Mr. Squires reported Buffalo County has the lowest fees in the area but due to the large surplus rates have not increased. The State did caution DHHS to use the surplus funds for training and equipment.

DHHS:

Reviewed the 2022 budget impacts: Salaries, overtime, health insurance (6% increase), placements, staff changes, program changes, and one-time purchases.

Breakdown:

Salary/Benefits: 50.2% of budget (Includes step increases and administration recommendations)

Purchased/Contracted Services: 46.1% of budget (of which 48.1% is placements)

A breakdown of the 2022 Placements budget was presented

Office expenses: 3.1% of budget (Vehicle leases, fuel, fiscal software (WISSIS), Nightingale Notes, office supplies/equipment)

Training /Travel: .4%

Board Expenses: .2%

Summary:

Total Budget \$3.94 M

Levy Request \$1.11 M (\$85,000 less than last year)

Fund Balance Review

\$869,330.92 Balance as of 12/31/2022

Mr. Squires provided the 2020 program budget analysis sheets of all the programs offered by DHHS as well as the Mandated services sheet.

A motion was made by Mr. Schmidtkecht and seconded by Ms. Hoffmaster to approve the 2022 Agent of the State and DHHS budget as presented. A roll call vote was taken. Motion approved.

ADRC will be 100% transitioned to Pepin Co in 2022.

11. REVIEW/DISCUSSION/ACTION – PROPOSAL TO CHANGE SOCIAL SERVICES LEAD WORKER POSITION TO SOCIAL SERVICES MANAGER POSITION, EFFECTIVE JANUARY 1, 2022

Mr. Rynders presented a proposal to change the Social Services lead worker position to a Social Services manager position. The fiscal impact of this change is included in the 2022 DHHS budget. The reason this recommendation is being made is due to the number of people supervised in Social Services which increased from 6 to 11 staff during the period from 2015 to 2021. Ms. Renchin reported the breakdown in staff supervised by each SS Manager will be by program. Ms. Schalinske will supervise the Child Protection Services (CPS) staff, and Ms. Renchin will focus on the mental health and children’s special needs program staff.

Mr. Rynders requested the job descriptions be modified to reflect the duties of each SS Manager.

A motion was made by Mr. Grisen and seconded by Ms. Beseler to table item #11, changing the Social Services lead worker position to Social Services Manager position until HR decides on changes to the step scales. A roll call vote was taken. Motion approved.

12. REVIEW/DISCUSSION/ACTION – REVISE SOCIAL SERVICES MANAGER POSITION DESCRIPTIONS AND REVISE AND RETITLE SOCIAL SERVICES LEAD WORKER POSITION DESCRIPTION

Mr. Rynders requested revisions to the Social Services manager job description and revisions and re-titling of the Social Services lead worker job description to reflect the new duties.

A motion was made by Mr. Grisen and seconded by Mr. Schmidtkecht to forward the revised job descriptions onto HR for discussion. A roll call vote was taken. Motion approved.

13. REVIEW/DISCUSSION/ACTION – AMERICAN RESCUE PLAN ACT PROPOSALS

Mr. Rynders reported meeting with the committee of the board who gave direction to the departments to consider possible proposals for use of the American Rescue Plan Act (ARPA) funds that will be received by Buffalo County. Mr. Rynders, Ms. Renchin, and Ms. Knauber presented the following proposals:

*Behavioral Healthcare: Money to cover room and board for up to 15 individuals with substance use disorders. Residential treatment requests to address substance use disorders have been on the rise: 2019: 4, 2020: 3, 2021: 9 (as of 7-14-2021). Total cost up to \$43,260.

*Crisis Response (12) Tablets: Supply the Buffalo County Sheriff Department squads with tablets to link up (telehealth video) with Northwest Counseling for crisis assessments for mental health. Total cost of proposal: \$6047.76

*Lead Prevention & Mitigation: Provide funds for the Lead and Mitigation program through December 2026, costing up to \$39,590. (Exposure to lead can seriously harm a child’s health).

*COVID-19 Response and Recovery: Provide COVID-19 Response and Recovery through December 2026 costing up to \$588,493.87. (Ensures we are covered due to the many unknowns about COVID-19 future funding sources).

A motion was made by Ms. Beseler and seconded by Ms. Hoffmaster to forward the four proposals onto the committee setup to review the ARPA proposals. A roll call vote was taken. Motion approved.

14. REVIEW/DISCUSSION/ACTION – REFILL ECONOMIC SUPPORT SPECIALIST POSITION

Mr. Rynders reported Courtney Brommer has resigned her position as ES Specialist and is requesting approval to fill the vacancy. A motion was made Mr. Grisen and seconded by Mr. Schmidtkecht to refill the Economic Support Specialist position. A roll call vote was taken. Motion approved.

15. REVIEW/DISCUSSION/ACTION – DHHS FINANCIAL UPDATE

Mr. Rynders and Mr. Squires presented for review the DHHS financial update through June 2021.

16. REVIEW/DISCUSSION/ACTION – DHHS MONTHLY VOUCHERS

The monthly vouchers were reviewed. A motion was made by Mr. Schmidtkecht and seconded by Ms. Hoffmaster to approve the vouchers as presented. A roll call vote was taken. Motion approved.

17. REVIEW/DISCUSSION/ACTION – MONTHLY UNIT REPORTS

Monthly unit reports were reviewed. Mr. Rynders noted the monthly comp time has dramatically decreased.

18. REVIEW/DISCUSSION/ACTION – WESTERN DAIRYLAND COMMUNITY ACTION

No report.

19. REVIEW/DISCUSSION/ACTION – DHHS DIRECTOR’S REPORT

No report.

20. REVIEW/DISCUSSION/ACTION – CHAIRPERSON’S REPORT

No report.

21. REVIEW/DISCUSSION/ACTION – NEXT MEETING DATE AND TIME

The next meeting is scheduled for Tuesday, September 7, 2021, at 6:00 PM.

22. PUBLIC COMMENT NOT RELATED TO AGENDA ITEMS

None

23. ADJOURNMENT

A motion was made by Mr. Schmidtkecht and seconded by Ms. Beseler to close the Public Hearing on the 2022 DHHS budget. Motion approved.

A motion was made by Ms. McDonough and seconded by Mr. Schmidtknecht to adjourn the meeting at 8:24 PM. Motion approved.

Respectfully submitted,

A handwritten signature in cursive script that reads "Mary Hildebrand". The signature is written in black ink and is positioned above the printed name.

Mary Hildebrand