

ADMINISTRATION COMMITTEE
Douglas County Board of Supervisors
Thursday, June 6, 2019, 9:30 a.m., Courthouse Room 207C
1313 Belknap Street, Superior, Wisconsin

Meeting called to order by Chair Alan Jaques.

ROLL CALL: Present - Mary Lou Bergman, Marvin Finendale, Douglas Finn, Rosemary Lear, Scott Luostari, Pat Ryan, Alan Jaques. Others present – Doreen Wehmas, Dave Longsdorf, Pat Schanen, Joan Finckler, Candy Holm Anderson, Robert Ganschow, Tracy Ruppe, Keith Kesler, Linda Corbin, Zach DeVoe, Carolyn Pierce, Mark Liebaert, Keith Wiley, Brian Erickson, Sam Pomush, Michele Wick, Ann Doucette, Char Kastern, Shelly Nelson (Telegram), Sue Sandvick, Pam Tafelski (Committee Clerk).

APPROVAL OF MINUTES: Motion by Baker, second Bergman, to approve May 2, 2019, Administration Committee meeting minutes. Motion carried.

ACTION: Motion by Finn, second Luostari, to suspend agenda and address items 5.d. 2018 audit report, and 5b. review of Health and Human Services budget. Motion carried.

2018 Audit Report: Rob Ganschow, Wipfli CPA's and Consultants, distributed the Review of 2018 Audit Reports and Summary of Government-Wide Statements. Financial statement opinions for basic financial statements, "yellow book" (government auditing standards), and uniform guidance (single audit), are all unmodified. Full accrual net position reflected total assets and deferred outflows increased \$6.0 million; total liabilities and deferred inflows increased \$6.4 million; total net position decreased \$401,845. Statement of activities and state trust fund status reviewed. Audit indicates Douglas County is solid financially. County staff was cooperative and Finance Department commended for their performance. Fund balance stable. Comparison with surrounding counties reviewed.

Review of Health and Human Services Budget: As of April 30, 2019, department is over the projected budget by \$500,000; expect to be over-budget \$2.1 million by end of year (County had projected the HHS budget to be over-budget by \$1.5 million). The situation with funding of the one specialized long-term care individual may be resolved by new private/state 24/7 specialized care facility in Janesville; could save Douglas County \$40,000/month; however, this is not a certainty. Adult and children cases increasing, with a few going into Winnebago; some reimbursement for child cases. Wisconsin Department of Health and Human Services is not looking to decrease costs for Winnebago or Mendota mandated residential care. Drug crisis impacting extended care needs.

DEPARTMENTAL FINANCIAL REPORTS AND GOALS/OBJECTIVES FOR 2019: Budget reports attached/reviewed. **Administration/Human Resources** – Bond rating moved up to Aa2 from previous Aa3; long-term debt gradually decreasing; refinancing in process. **Buildings & Grounds** – HVAC system update; landscaping plans reviewed; generator's radiator on top of jail building may need replacing. **Corporation Counsel** – Work continuing on ordinances review. **County Clerk** – 36 potential tax deeds (22 improved/14 vacant); some commercial. **Finance/Information Services** – Staff has been busy with audit; IS staff working on upgrading computers and preparing for new computer installations.

ACTION ITEMS/REFERRALS:

From Health and Human Services Board:

Comprehensive Community Services Funding: History and services of the non-mandated program and associated costs distributed and discussed. Five of Wisconsin's 72 counties not participating. Client eligibility criteria reviewed: Medicaid status required; voluntary enrollment; costs reimbursed 60% Medicaid; 40% state (only if county participant in a multi-county consortium). Allowable annual reimbursement can take up to 18 months. RFP for private provider received no proposals; although Lutheran Social Services has provided breakdown of CCS costs. First 3 months for certification and training would be \$99,840 absorbed by county; plus \$154,654 start-up costs. Request for CSS program is upfront cost of \$285,000. Committee concurred the program has value, but funding not available at this time. HHS Department suggested funding could come from W-2 reserve account; approximately \$360,000. Doucette stated that reserve should have been moved last year to balance the budget and may be needed to do so this year. Review of CCS cost breakdown and required dedicated accountant position.

ACTION: Motion by Lear, second Finendale, to allow meeting to continue past 2-hour policy. Motion carried. Ten minute break; 11:25 a.m.; reconvened 11:35 a.m. (Finn, Quam returned 11:49 a.m.).

ACTION: Motion by Luostari, second Baker, to not approve funding for Comprehensive Community Services program at this time. Motion carried.

Creation of Child Support Services Unit: Included in new positions agenda item 4.b.

Veteran Outreach And Recovery Program No-Cost Lease Option Request: Current lease expires June 30, 2019; state requesting option to renew for 2 more years. Lease reviewed.

ACTION (RESOLUTION): Motion by Quam, second Ryan, to approve renewal of no-cost lease for July 1 2019 – June 30, 2021 and forward to County Board. Motion carried unanimously.

New Positions/Reclassification Requests: Department requests and County Administrator recommendations attached/reviewed: (1) Social Services Aides – 1.5 positions; (2) Youth Justice Social Worker – 1 position; (3) Working Supervisor – Children’s Support Services Unit, and establishment of the Unit; (4) Reclass of Veterans Benefits Specialist to Veterans Case Manager; and (5) Reclass of HHS Administrative Services Supervisor II upgrade one level.

ACTION (REFERRAL): Motion by Ryan, second Lear, to approve 1.5 Social Service Aides, HHS Department, and refer to 2020 budget session. Motion carried.

ACTION (REFERRAL): Motion by Ryan, second Quam, to approve Youth Justice Social Workers, HHS Department, and refer to 2020 budget session. Motion carried.

ACTION (REFERRAL): Motion by Finendale, second Baker, to deny funding Children’s Support Services Unit and Working Supervisor position. Motion carried.

ACTION (REFERRAL): Motion by Ryan, second Lear, to refer Veterans Case Manager request to 2020 budget session and recommend Veterans Services Officer meet with County Administrator to further consider budgetary options. Motion carried.

(Luostari departed meeting, 12:18 p.m.)

ACTION: Motion by Bergman, second Ryan, to approve County Administrator’s recommendation and deny reclass of HHS Administrative Services Supervisor II position. Motion carried.

NWRPC/Douglas County Agreement for Updates to Comprehensive Plan: Comprehensive Plan requires monetary match amount of \$15,000.

ACTION (RESOLUTION): Motion by Ryan second Lear, to approve Comprehensive Plan \$15,000 match to come from Contingency Fund. Motion carried unanimously.

ACTION (REFERRAL): Motion by Finn, second Ryan, to refer Social Media Policy and Public Charges for Services to August meeting. Motion carried.

Budgetary Transfers: Attached/reviewed.

ACTION (RESOLUTION): Motion by Bergman, second Ryan, to approve. Motion carried unanimously.

ACTION (CLOSED SESSION): Motion by Baker, second Ryan, to adjourn open session and convene into closed session pursuant to Section 19.85(1)(g) of the Wisconsin Statutes to discuss settlement of litigation (Barry R. Donohoo v. Steven Rannenber, et al.) Roll call taken and passed with 8 Yes, 0 No, 1 Absent. Absent – Luostari. Adjourned open session at 12:23 p.m.

Submitted by,

Pamela A. Tafelski
Committee Clerk