



# HUMAN SERVICES BOARD

## POLICY AND PROCEDURES

Draft 2.1: 10.19.2017

### SUBJECT: POLICY AND REVENUE CHANGES

#### Purpose

This policy is to increase transparency and accountability for all stakeholders and to assure a racial and social equity lens is applied to decisions made by the oversight bodies of the Dane County Department of Human Services.

#### Background

The *Dane County POS Contract Process Assessment*, Final Report prepared for the County Board by Baker Tilly Virchow Krause, LLP dated April 22, 2014, found that:

Finding 9a: Contract allocations for programs are not formally aligned with the department's strategy or highest community needs. Currently, DCDHS attempts to fund all of its programs every year, although there may not be adequate funding to cover the program costs. POS agencies feel that there is not transparency in the process for how program budgets are established. For example, there may be years when services need to be cut for budgetary reasons. An advisory board can assist the County Board and DCDHS with setting priorities and determining which services should be prioritized and which should be eliminated (p. 63).

A review of the current advisory committees to determine which committee would be best suited to serve as an advisory board was recommended. The board should consist of consumers and POS agencies that provide input on determining fiscal priorities and create a management plan that outlines a plan of reduction when there is not sufficient funding for programs.

This responsibility has been included in the 2017-2018 work plan for the Human Services Board.

In August 2017, MGT Consulting Group released the results of their study of the County's government contracting and purchasing processes and policies with a focus on racial and social equity. The final report, *Dane County Contracting and Procurement Evaluation* recommended greater collaboration between DCDHS and the Office of Equity and Inclusion to increase utilization of targeted business enterprises (TBE) "given the amount of expenditure by DHS and the impact of DHS programs and services in communities that are the major focus of Dane County's efforts to eliminate racial disparities" (p. 54).

Thus this policy is being created with a lens focused on racial and social equity.

## Policy

The Human Services Board will use the Decision-Making Tool when considering items that rise to the threshold described below and make recommendations to the Health & Human Needs Committee regarding those proposed budget and policy decisions. The Decision-Making Tool is to be completed by County Board Supervisors, with staff assistance, who are proposing amendments to the proposed Operating Budget and by staff who are proposing new or revised policies that impact persons served by the Department and providers of those services.

It is hoped that this policy and the accompanying tool will prove useful across Departments in Dane County.

### Threshold for Impacted Decisions

- Amendments to the proposed Operating Budget.
- New, or revisions to existing, policies that impact persons served by the Department and the providers of those services.

## Procedures

### Forms Needed

Decision-Making Tool

### Process

### Responsibility

### Action

- |   |   |
|---|---|
| Human Services Board  | 1. Requests updates from the Department on the status of the prior year's Work Plan by Division.  |
| Human Services Board  | 2. Requests an update from the Department on data and trends identified in the Strategic Plan along with information on emerging needed services and resources. |
| Human Services Board  | 3. Identifies unmet service needs. (\$46.23 5m(b))  |
| County Board  | 4. Holds public hearing(s) to gather citizen input on the Department(s) budget(s).  |
| Human Services Board  | 5. Identifies priorities from the public hearings and unmet service needs previously identified.  |
| Human Services Board  | 6. Requests lists of funding priorities from the Department that are not included in the County Executive's budget.   |
| For amendments to the proposed operating budget, County Board Supervisors with Staff Assistance | 7. Complete the Decision-Making Tool.   |
| Human Services Board  | 8. Reviews and makes refinements to the Decision-Making Tool and makes recommendations to the Health & Human Needs Committee.                                   |