



HUMAN SERVICES BOARD

POLICY AND PROCEDURES

Draft 3: 1.18.2018

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 may significantly impact persons served by the Department and the providers of those services as requested by Department oversight bodies.*

Procedures

Forms Needed

Decision-Making Tool

Process for Amendments to the Proposed Operating Budget*

<u>Responsibility</u>	<u>Action</u>	<u>Timeline*</u>
Human Services Board	1. Requests updates from the Department on the status of the prior year's Work Plan by Division along with other performance indicators.*	Spring
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.	Spring/Summer
Human Services Board	3. Identifies unmet service needs. (\$46.23 5m(b))	Spring/Summer
DCDHS	4. Submits annual operating budget to County Executive for the following year.	End of August
County Board	5. Holds public hearing to gather citizen input on the Department's budget for the following year.	Early September ¹
Human Services Board	6. Identifies priorities from the public hearing and unmet service needs previously identified.	September
County Executive	7. Submits budget to the County Board.	October 1

¹ Scheduled for September 12, 2018 for the 2019 Human Services budget.

<u>Responsibility</u>	<u>Action</u>	<u>Timeline*</u>
Human Services Board	8. Requests and reviews list of funding priorities from the Department that are not included in the County Executive's budget.	Early October
County Board	9. Holds public hearing on budget for following year.	Mid October ²
Amendment Sponsor with DCDHS Staff Assistance	10. Complete the Decision-Making Tool and submits to DCDHS.	Oct. 1 - 24
DCDHS Staff	11. Review the submitted amendments and note any discrepancies with information on the Decision-Making Tool. These will go to Human Services Board.	Oct. 1 - 24
Human Services Board	12. Reviews amendments and makes refinements to the accompanying Decision-Making Tool if needed.	Oct. 1 - 24
Human Service Board	13. Makes recommendations to the Health & Human Needs Committee.	Mid to end of October ³

Process for Policy Changes*

<u>Responsibility</u>	<u>Action</u>
Sponsor (which may be staff)	1. Completes the Decision-Making Tool and submits to DCDHS.
DCDHS Staff	2. Reviews and notes any discrepancies with information on the Decision-Making Tool. This will go to Human Services Board.
Human Services Board	3. Reviews and makes refinements to the Decision-Making Tool if needed.
Human Service Board	4. Makes recommendation to the Health & Human Needs Committee.

/human services board – budgeting decision-making policy and procedures.docx

² Public hearing on 2019 budget is slated for October 17, 2018.

³ For 2018 budget deliberations, HHNC met Oct. 18, 25, and Nov. 1, 2017. HHNC prefers to have amendments one week prior to meeting dates. Would anticipate HHNC would meet for 2019 budget deliberations on Oct. 17, 24, and 31.
