



HUMAN SERVICES BOARD

POLICY AND PROCEDURES

Draft 1: 9.7.2017

SUBJECT: POLICY AND REVENUE CHANGES

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).

It was recommended that an advisory board, consisting of consumers and their family members, POS agencies, and local citizens be incorporated as part of an existing committee in order "to provide advice and guidance to the Dane County Board of Supervisors for determining funding levels and fiscal priorities for programs offered. The role of the advisory board will be to:

- Serve in an advisory capacity
- Help set priorities for programs and services
- Advise DCDHS on its strategic plan and budget
- Provide advice on services needed within the community" (p. 63).

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

Need a general statement of the policy.

Threshold for Impacted Decisions

This may be a dollar amount or some other criteria for when this policy is implemented.

Procedures

Forms Needed

Decision-Making Tool

Process

Responsibility

Action

County Board

1. Holds public hearing(s) to gather citizen input on the Department(s) budget(s).

Human Services Board

2. Identifies priorities from the public hearings.

Human Services Board

3. Requests lists of funding priorities from the Department that are not included in the County Executive's budget.

Who

4. Completes the Decision-Making Tool.

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