



## Tightening Our Belts in Tiletown

### Wisconsin Human Services Financial Management Association 2017 Conference

**May 3-5, 2017**

Tundra Lodge Resort – Waterpark & Conference Center  
Green Bay, Wisconsin

#### **From the Desk of the Chair . . . .**

Welcome to the 38<sup>th</sup> annual WI Human Services Financial Management Association (WHSFMA) conference! I think this year's theme is one most of us could get in to; in fact, I believe you might be greeted by a few obvious Packer fans on Wednesday.

Our conference venue has a nice view of Wisconsin's beloved Packers' home - Lambeau Field. Our theme is about tightening our belts; while I don't think the Packers have to worry about money, that phrase can also be interpreted as enduring hardship patiently. I don't know about you, but I don't think enduring hardship patiently is an easily acquired skill; especially when it involves your heart. Football players pursue careers in football because they love the game. I work in human services because I love all things about numbers AND I love providing quality services to our county residents. I know that sounds cheesy, but it is true. Do what you love and love what you do. It isn't enough though. Just like the Packers, I believe there are skills we both continuously strive to improve in; beyond the love of the game (or love of the job). Leadership, teamwork, communication, respect, determination, and integrity are some of mine; and you may have come up with a few more of your own. Our skills are tested year after year (sometimes hour to hour). We experience all kinds of changes in our work; in fact, change is a constant presence. The question we should ask ourselves is, what skills do I want to have to help keep my heart and head in the game?

**"Individual commitment to a group effort -- that is what makes a team work, a company work, a society work, a civilization work." — Vince Lombardi**

#### **New this conference:**

- All conference registrations are to be completed online. (see page 8)
- Hospitality Room will only be available Wednesday night after Banquet
- Menus for Breakouts and Meals provided on page 8 (vegetarian options available)
- Hot breakfast buffet will be served in the hotel's Caribou Restaurant



## WHSFMA Board of Directors

Jennifer Vote, Marquette County DHS, Chair  
 Stephanie Box, Sauk County DHS, 1<sup>st</sup> Vice Chair  
 Erica Wojcik, Portage County HHS, 2<sup>nd</sup> Vice Chair  
 Cathy Karls, Columbia County HHS, Treasurer  
 Nikki Revak, Bayfield County HSD, Secretary

## WHSFMA Conference Committee

*WHSFMA is a statewide organization of individuals who are interested in the improvement of their skills for financial support, sharing ideas and information.*

Region	Name and County	Term
Northwestern	Debbie Tubbs, Washburn DHHS	2019
North Central	Coleen Krasowski, Marathon DSS	2019
Southern	Vacant	2018
Eastern	Erica Becker, Waupaca DHHS	2018
Western	Heidi Syvinski, Barron DHHS	2017
Southeastern	Kristen Tranel, Walworth DHHS	2017
State Liaison	Jean M O'Leary, DHS	
State Liaison	Sue Losen, DCF	

## WHSFMA Vendors/Sponsors

Schenck SC – Government & Not-For-Profit Team

**WHSFMA  
 Welcomes  
 Our  
 Vendor**

## Schedule of Events

### Wednesday, May 3, 2017

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- 11:00 – 12:45 Registration – Ballroom Lobby**
- 12:45 – 1:00 General Session – Ballroom B & C**  
**Welcome and Announcements** – JenNik II – “Goal Posts of Conference”
- 1:00 – 2:00 General Session – Ballroom B & C**  
**Motivational Speaker –**  
*In the huddle.*
- 2:10 – 2:55 General Session – Ballroom B & C**  
**DCF Fiscal Update** – John Tuohy Director of Regional Operations  
*Update on fiscal issues for Department of Children and Families programs, including proposals in the 2017-19 state budget bill. Will cover child welfare, juvenile justice, child care and child support programs.*
- 2:55 – 3:15 Break / Vendor Exhibits – Ballroom A**
- 3:15 – 4:00 General Session – Ballroom B & C**  
**2017 Field Goals** – Julie Anstett, Director of Area Administration, DHS  
*DHS Fiscal Update*
- 4:00 – 5:00 General Session – Ballroom B & C**  
**DHS 1 Uniform Fee System Update** – Mary Jablonski, Section Chief, DHS  
*Status of Rule Change to DHS1 Uniform Fee System*
- Cash Bar Before/During Banquet – Ballroom A**
- 6:00 Banquet – Ballroom A**
- After Banquet Hospitality Suite - Rooms 388 & 389 - Sponsored by Conference Vendors**

### Thursday, May 4, 2017

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- 7:30 – 8:20 Registration – Ballroom Lobby**
- 6:30 – 8:20 Hot Buffet Breakfast – Caribou Restaurant in Hotel**
- 8:20 – 9:20 General Session – Ballroom B & C**  
**Score with SPARC** – Kozue Bush, Senior Accountant, DCF  
*How to use DCF new grant payments system reports and how to report on cost pools.*
- 9:30 – 10:30 Session I – Ballroom B & C**  
**942/HSRR** - Michael Christopherson  
*In the huddle.*
- 9:30 – 10:30 Session II – Superior & Michigan Rooms (Lower Level)**  
**Wisconsin Home Energy Assistance Program (WHEAP) Fiscal Management**  
 Jeff Heino, Lead Administrative Review Monitor; Jamie Her, Lead Policy Analyst  
 The WHEAP serves over 200,000 households annually and contracts with all 72 Counties and seven tribes to administer the program. The Division of Energy, Housing and Community Resources will provide an overview of agency responsibilities and available system resources to assist them in the effective management and oversight of their program.

**Thursday, May 4, 2017, Continued**

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- 10:30 – 10:50 Break / Vendor Exhibits – Ballroom A**
- 10:50 – 11:50 General Session – Ballroom B & C**  
**CCOP and CLTS General Session** – Jeff Blankenheim, Budget and Policy Analyst Div. – Adv; Autumn Knudtson, Children's Program Ops & Partner Relations Section Chief; Sue Liegel, Budget and Policy Analyst Div. – Adv.  
*A general summary of the CCOP and CLTS Waiver programs.*
- 12:00 – 12:30 Business Meeting – Ballroom B & C**
- 12:30 – 1:30 Buffet Lunch – Ballroom A**
- 1:30 – 2:30 General Session – Ballroom B & C**  
**Creating a Trauma Informed Culture Within Your Agency** – Kasey Kaepernick, Trauma Informed Care Coordinator, Waupaca County, DHHS; Erica Becker, Fiscal Services Administrator  
*Trauma Informed Care is a universal approach in providing support to families, clientele, and each other. It is not only for those directly serving families, but is a critical component in creating a culture that most effectively serves our county's residents. The overall goal of this presentation is to help you understand that the benefits of a Trauma Informed Care approach are evident with the families we serve and the fiscal health of our organization.*
- 2:40 – 3:40 Session I – Ballroom B & C**  
**DCF Rate Regulations** – Kevin Pings, DCF – Accountant – Advanced  
*A look into Child Welfare Provider Rate Regulation: Background, present, where it's Headed, challenges, and what it means to you.*
- 2:40 – 3:40 Session II – Superior & Michigan Rooms (Lower Level)**  
**Business Objects Basics** – Charles Rumberger, LTCare Information Exchange Tech Lead; Scott Slavik, Data Warehouse Technical Lead  
*An overview of Business Objects including report development, report retrieval and distribution, report modification, user access and support, and universe definitions.*
- 3:40 – 4:00 Break / Vendor Exhibits – Ballroom A**
- 4:00 – 5:00 Session I – Ballroom B & C**  
**Audit, Fiscal Management and Expenditures: New Resources and Guidance to Help You Up Your Game** – Barb Loescher, Chief, Internal Audit Section; Christopher Cook, Auditor-Advanced  
*The Internal Audit Section at DHS has been busy updating resource materials that your county can use including the DHS Audit Guide, the Financial Management Manual and the Allowable Cost Policy Manual. The changes to these manuals reflect new requirements under the Uniform Guidance and clarify DHS expectations as we team up to provide services. This session will highlight key changes that affect you and new tricks you can add to your playbook.*
- 4:00 – 5:00 Session II – Superior & Michigan Rooms (Lower Level)**  
**Community Aids Reporting System (CARS) Overview** – Rob Hamilton, Expenditure Accounting Section Chief; Justin Brown, Lead Accountant, CARS Unit  
 Department of Health Services representatives from the Expenditure Accounting Section will provide an overview of the Community Aids Reporting (CARS) System along with helpful insight into reading CARS Reports

**Done for the Day – Go Explore Green Bay!**

**"The difference between a successful person and others is not a lack of strength, not a lack of knowledge, but rather in a lack of will." — Vince Lombardi**

**Friday, May 5, 2017**

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- 6:30 – 8:20**     **Hot Buffet Breakfast – Caribou Restaurant in Hotel**
- 8:20 – 9:30**     **Session I – Ballroom B & C**  
**WIMCR** – Mitchell Perry, Business Analyst; Salvatore Topino, Apprentice Business Analyst;  
Alissa Kordrupel  
*PCG will be presenting on the WIMCR and the Comprehensive Community Services (CCS) Programs. This will include any updates on timelines, cost reporting, recent optimizations of the cost reporting tool and any new guidance from the Centers for Medicaid and Medicare Services (CMS).*
- 8:20 – 9:30**     **Session II – Superior & Michigan Rooms (Lower Level)**  
**eWISACWIS** – Andrew  
*In the huddle.*
- 9:40 – 10:40**    **Session I – Ballroom B & C**  
**Purchase of Services Contract Guide** – Lucinda Champion,  
*Writing Contracts for Purchase of Care and Services – Wis. Stat. 46.036*
- 9:40 – 10:40**    **Session II – Superior & Michigan Rooms (Lower Level)**  
**DOR (Department of Revenue) State Debt Collection (SDC) Program –**  
Joseph Mugenga, IS Business Analyst; Roxanne Walker, IS Business Analyst;  
Rick Karls, Revenue Supervisor
- 10:40 – 11:00**   **Break / Vendor Exhibits – Ballroom A**
- 11:00 – 12:00**   **General Session – Ballroom B & C**  
**Fraud Awareness & Management in County Government** – Lois Schepp, CPA/MBA.  
Comptroller  
*This session will look at what constitutes fraud, how to be aware of it, and manage your risk. An emphasis will be placed on county government, especially Health & Human Service Departments.*

**Thank you for attending the 38<sup>th</sup> WHSFMA Conference!**

## **Registration Information**

### **Registration Fee:**

**REGISTRATION:** \$175 - Full conference, this includes the banquet on Wednesday evening, breakfast and lunch on Thursday, breakfast on Friday, and breaks listed in the program. \$150 — Wednesday and Thursday only, or Thursday and Friday only; includes the banquet on Wednesday evening (if applicable), breakfast and lunch on Thursday, breakfast on Friday, and breaks listed in the program. **Please note that Registration Cut-Off is April 14, 2017.**

WHSFMA Federal ID Number: 39-1480130  
WHSFMA ES Number: ES-29946

**To Register for the Conference,** you must complete the registration on line at WHSFMA.org website for each individual attending. Payment must be mailed in to the address below. Be sure to include payment for additional meals noted on the online registration form. Fees are non-refundable for no-shows without prior notification (four full working days—Wednesday, April 26, 2017) before the workshop.

### **Please Make Checks Payable and Mail to:**

WHSFMA Conference  
Cathy Karls, Treasurer  
Columbia County Health & Human Services  
P. O. Box 136, Portage, WI 53901

Phone: 608-742-9292  
FAX: 608-742-9700  
E-Mail: Cathy.Karls@co.columbia.wi.us

**1 CPE credit = 50 minutes related to your field**

## **Lodging Information**

**Tundra Lodge Resort Waterpark & Conference Center  
865 Lombardi Avenue, Green Bay, WI 54304**

State rates will apply. **A block of rooms will be held until April 17, 2017.** Lodging accommodations are the responsibility of the registrants. **Please ask for a room in the Wisconsin Human Services Financial Management Association Room Block.** All reservations must be made with a major credit card to hold the room. State of Wisconsin S211 tax exempt form must be submitted to Tundra Lodge Resort Waterpark & Convention Center at time of check-in. Cancellations subject to hotel policy. **Tundra Lodge Resort Waterpark & Convention Center will not guarantee the State rate or availability of a room beyond April 17th.**

**Rooms** being paid for with a credit card of an individual not staying in the room will require a Credit Card Authorization form prior to check in.

For Reservations      920-405-8700  
Hotel Web Site:      [tundralodge.com](http://tundralodge.com)

**Check in Time: 4:00 p.m.**  
**Check out Time: 11:00 a.m.**

## Conference Directions



### Driving Directions

**From Madison:**

US-151 north to WI-26, exit 148 toward Rosendale/Oshkosh. Merge onto US-41 north toward Oshkosh/Appleton/Green Bay. Merge onto US-41 BR north, exit 163B toward Ashland Ave. Turn left onto Lombardi Ave./US-41 BR. Tundra Lodge is on the lefthand side.

**From Milwaukee:**

I-43/I-94 east. Merge onto I-43 north, exit 1C toward Green Bay. Take US-172 west, exit 180 toward US-32/A. Straubel Airport. Merge onto WI-172 west. Take the exit toward WI-32/Oneida St./Ashland Ave. Turn left onto US-41 BR north/WI-32 north/S. Ashland Ave. Turn left on Lombardi Ave./US-41 BR.

**From Iron Mountain:**

US-141 south. US-141 south becomes US-41 south. Take exit 167, CR-VK/Lombardi Ave. Tundra Lodge will be 2 miles down Lombardi Ave. on righthand side.

Tundra Lodge Resort, Waterpark &  
Conference Center  
865 Lombardi Ave.  
Green Bay, WI 54304  
Phone: 920.405.8700  
www.tundralodge.com

WHSFMA  
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May 3 – 5, 2017

Fees & Menu

Registration Fees:		
	Full Conference – Wednesday, Thursday, Friday	\$175
	Two-Day Conference – Wednesday & Thursday	\$150
	Two-Day Conference – Thursday & Friday	\$150

Meal Rates		
	Banquet – Wednesday Evening (for non-registered conference guests)	\$30
	Breakfast – Thursday (for non-registered conference guests)	\$10
	Lunch – Thursday (for non-registered conference guests)	\$20
	Breakfast – Friday (for non-registered conference guests)	\$10

Wednesday:

P.M. Break: Assorted Cookies, Brownies, Soda & Coffee

Banquet: Steakhouse Buffet or Vegetarian Option (Portabella Stack)  
Beer Cheese Soup, Iceberg Wedge Salad with Bacon, Tomatoes & Blue Cheese with Peppercorn Ranch & Italian Dressings, Rosemary Sliced Sirloin, Lemon Thyme Chicken, Salted Roasted Baked Potato Bar with assorted toppings, Balsamic Green Beans & Red Onion Sauté, New York Cheesecake with Assorted Berry Toppings.

Thursday:

Breakfast: Hot & Cold Buffet at Caribou Restaurant in hotel

A.M. Break: Vanilla Yogurt with assorted toppings

Lunch: Picnic Deli

Cheesy Broccoli Soup, Garden Vegetable Rotini Pasta Salad, Mixed Garden Greens with 2 Dressings, Sliced Deli Meats: Smoked Turkey Breast, Roast Beef & Cherry Wood Smoked Ham, Homemade Chicken or Tuna Salad, Assorted Domestic Sliced Cheese, Specialty Breads, Croissants, Pitas, and Rolls, Dill Pickle Spears, Kettle Chips, Apple and Cherry Pie

P.M. Break: At the Movies

Fresh Popped Popcorn, Soft Hot Pretzels with Cheese Sauce, Candy Bars, Soda & Bottled Water

Friday:

Breakfast: Hot & Cold Buffet at Caribou Restaurant in hotel

A.M. Break: Sausage & Cheese with crackers, Garden Fresh Crudités with Dill Dip, Soda