

JEFFERSON COUNTY HUMAN SERVICES
Board Minutes
March 13, 2018

Board Members Present: Jim Mode, Russell Kutz, Jim Schultz, Augie Tietz, Cynthia Crouse, and John McKenzie

Board Members Absent: Richard Jones

Others Present: Director Kathi Cauley; Deputy Director Brent Ruehlow; Administrative Services Division Manager Brian Belford; Economic Support Manager Jill Johnson; Aging & Disability Resource Division Manager Sharon Olson; Office Manager Donna Hollinger, County Administrator Ben Wehmeier and Citizen Julie Hornby.

1. CALL TO ORDER

Mr. Mode called the meeting to order at 8:30 a.m.

2. ROLL CALL/ESTABLISHMENT OF QUORUM

All present/Quorum established.

3. CERTIFICATION OF COMPLIANCE WITH THE OPEN MEETINGS LAW

Ms. Cauley certified that we are in compliance.

4. REVIEW OF THE MARCH 13, 2018 AGENDA

No Changes

5. PUBLIC COMMENTS

No Comments

6. APPROVAL OF THE FEBRUARY 13, 2018 BOARD MINUTES

Mr. Schutz made a motion to approve the February 13, 2018 board minutes.

Mr. Kutz seconded.

Motion passed unanimously.

7. COMMUNICATIONS

- Ms. Cauley discussed the two letters written by prosecutor Attorney Henry Plum commending case managers Brittany Krumbek and Jennifer Witt for their work on two child welfare cases.
- We provided training at the Watertown School district and it was featured in the Watertown Daily Times.
- Mr. Belford discussed the final December 2017 year-end financials (attached) and reported that we ended with a positive year-end fund balance of \$1,195,607. This figure includes \$234,040 of non-spendable prepaid items, and \$961,569 in other fund balance to carry over, some of which will lapse to the general fund.

8. REVIEW OF JANUARY 2018 FINANCIAL STATEMENT

This will be discussed next month.

9. REVIEW AND APPROVE FEBRUARY, 2018 VOUCHERS

Mr. Bellford reviewed the summary sheet of vouchers totaling \$496,132.72. (attached).

Mr. Tietz made a motion to approve the February 2018 vouchers totaling \$496,132.72.

Mr. Schultz seconded.

Motion passed unanimously.

10. DIVISION UPDATES: CHILD & FAMILY RESOURCES, BEHAVIORAL HEALTH, ADMINISTRATION, ECONOMIC SUPPORT, AND AGING & DISABILITY RESOURCE CENTER

Child & Family Resources:

Mr. Ruehlow reported on the following items:

- Teams reviewed their 2017 Key Outcome Indicators and felt that they should stay the same for 2018. We have been on track so far this year.
- We were able to hire two experienced staff for CLTS to eliminate the wait list and we are ahead of schedule.
- Federal and State auditors will be here tomorrow for the Children and Family Service Review to talk to some consumers in three separate focus groups. They want to find out what is working and what can be improved.
- Donna Miller, a long-term employee, is retiring in April. She had a lot of knowledge and has worked on several teams within the agency throughout her tenure here and we will miss her. We are hoping to hire her replacement soon.
- We are using some of the grant money that we received in the fall to remodel a room to make it more family-friendly.
- We submitted an application and were approved to have a national trainer come next week to train us on Functional Family Case Management.
- We are very pleased with the commendation letters written by Attorney Henry Plumb regarding Brittany Krumbeck and Jennifer Witt. He has high expectations, which speaks volumes to the work that they did on their cases.

Behavioral Health:

Ms. Cauley reported on the following items for February:

- Teams reviewed their 2017 Key Outcome Indicators and felt that they should stay the same for 2018. All teams have been on track so far this year.
- EMH had more calls including children and this is a trend that we are watching closely.
- We are launching a department-wide Dialectical Behavior Therapy (DBT) skills training throughout the agency at our monthly Lunch & Learns. These are skills that have been shown to resolve anger, stress, and depression.
- Two of our staff presented training on Trauma Informed Care to staff at the Watertown school district. It was very well received.
- We will have Narcan trainings here on April 23 and May 16 and everyone is welcome to attend.
- We are seeing a decrease of adults in placement.

Administration:

Mr. Bellford reported on the following items:

- We finalized the 2017 financial statements and the books are closed. Ms. Cauley added that he and the financial staff did a great job with this, especially due to the new Munis accounting system.
- We will be working on the annual report.
- Maintenance will be working on replacing flooring in the main lobby and are getting quotes now.

Economic Support:

Ms. Johnson reported on the following items:

- Our **Key Outcome Indicators** are being met and are as follows:
 - *We have 30 days to get 100% of all applications processed.* We processed 99.31% of them timely.
 - *The Consortium Call Center must answer calls timely within 95% of the time.* The Call Center was at 97.63%.
- Last month we met with the Health Department to discuss prenatal and parenting referrals. We created a referral process and sent them 15 new referrals in February.
- We met with Child Support staff to discuss what is new and to ensure that we understand what they need.
- We met with St. Vincent de Paul and discussed the donation process.
- We use donations provided by the Salvation Army through their Kettle Campaign. Ms. Johnson detailed the vast amount of money that the community receives through the Salvation Army's efforts.

ADRC:

Ms. Olson reported on the following items:

- APS – Updating our KOI to work within our scope of our NIATx Project. In 2017 a new guardianship folder was created. Staff will follow up to assess the effectiveness of the guardianship folder. A survey was created and included in the folder and a follow up call will be given to those guardians who do not send the survey back. Goal would be to get 75% of the surveys returned. In 2017, there were 46 petitions for guardianship – In 2018, 2 surveys returned one in January and one in February.
- ADRC - In February 2018, staff provided options and/or I & A conversations with 12 consumers resulting in one referral to the NFCSP. The goal is 35 referrals in the calendar year, which is at a rate of 3 referrals per month. January-February totals =6 and therefore, KOI is met for reporting period.
- Transportation: - Met. 311 1- way trips, completed out of the 376 requested for the Driver Escort Program in February. There were 63 cancellations and 2 NC/NS. For the VA van 54 requested 1 way trips and 10 cancelled leaving 32 trips given.
2 – No driver or car available due to short notice (found other ride) 4 – Requesting from Assisted living 4 - Wanting transportation for work . Safety goal was met.
- ATCI - The 2 day Stakeholder meeting for the Accessible Transportation Community Initiative through the Easter Seals Grant with the City of Fort Atkinson was held in February. Our next meeting is this coming Thursday. Four Committees were planned 1. Pilot project to expand on the existing United Way voucher program which is for people

with a lower income to get rides through Brown Cab to the area Food Pantries. 2. Implement a 12 month pilot using one of the City's 7 seater vans with a wheelchair lift for the Fort Senior Center 3. Looking at a County Mobility Manager through federal funding and database and website. 4. Marketing and awareness programs.

- Senior Dining Program -Met. 12 new Home Delivered Meal Consumers started in February. One person was referred to the Mom's meals & Home Style direct program due to specialized diet restrictions. 2,360 Meals for February, average is 131 meals per day
- DCS - 100 % of the organization in Jefferson County services people with dementia will be contacted so they will know about the DCS Program. Two new Dementia Friendly Community businesses will be created in 2018. Sandy started on February 5 and has been working on training and orientation to the DCS program. She is identifying organizations that are caring for people with dementia in Jefferson County to contact and visit.

11. DISCUSSION AND POSSIBLE ACTION ON FINANCIAL FINAL CARRY OVER REQUESTS FROM 2017

Ms. Cauley reviewed the carryover requests from the "Final Non-Lapsing and Carryover of Fund Balances Request for the year-ending December 31, 2017" report. (attached) It went to the Finance Committee last week.

Mr. McKenzie made a motion to approve the financial final carryover request as presented.

Ms. Crouse seconded.

Motion passed unanimously.

12. REVIEW AND APPROVE BILLING/CHARGE RATES FOR 2018

Mr. Bellford reviewed the 2018 Billing/Charge Rates sheet. (attached)

Mr. Tietz made a motion to approve the Billing/Charge Rates for 2018 as presented.

Mr. Kutz seconded.

Motion passed unanimously.

13. REVIEW AND DISCUSS WI-FI PROJECT AND POSSIBLE BUDGET ADJUSTMENT

Mr. Bellford reviewed the 2019 Budget Worksheet. (attached) He reported that the WiFi in the main building has been an ongoing problem so we have been working with MIS to correct it. As stated on the worksheet, this project was budgeted at \$15,000; however, estimates are coming in closer to \$25,000. MIS also feels that the budgeted UPS data room replacement for \$8,000 is not necessary for a few more years. The recommendation is to move the \$8,000 from the UPS data room replacement and put it towards the WiFi Replacement.

Mr. McKenzie made a motion to transfer \$8,000 from the "UPS data room replacement" to the "WiFi Replacement."

Mr. Schultz seconded.

After further discussion, Mr. McKenzie amended his motion to transfer \$8,000 from the "UPS data room replacement" and to transfer \$5,000 from "rebuild retaining wall" and put that \$13,000 towards the "WiFi Replacement."

Mr. Schultz seconded.

Motion passed unanimously.

14. DIRECTOR'S REPORT

Ms. Cauley reported on the following items:

- The "Every Child Thrives" committee has three action teams. They will present their recommendations on April 6 at 8:30 at the Foundations office in Watertown and everyone is invited.
- The WCHSA Spring Conference is scheduled for May 15 – 17 at the Osthoff Resort.
- On March 20, we will be having a Family Assistance Center Drill.
- The staff appreciation luncheon is scheduled for May 22 at the Fair Park.

15. ADJOURN

Mr. Tietz made a motion to adjourn the meeting.

Mr. McKenzie seconded.

Motion passed unanimously.

Meeting adjourned at 9:50 a.m.

Respectfully submitted by Donna Hollinger

NEXT BOARD MEETING

Tuesday, April 10, 2018 at 8:30 a.m.

Workforce Development Center, Room 103

874 Collins Road, Jefferson, WI 53549

Financial Statement Summary

February, 2018

We are projecting a positive year-end fund balance of \$311,441. This includes our spendable carryover balance from 2017 but excludes any prepaid adjustments. Projections this early in the year are very volatile and subject to change.

Summary of Variances:

Revenue: Overall, revenues are projected to be unfavorable by \$768,261. In February of 2017, we projected an unfavorable balance of \$1,394,015 and ended 2017 with an unfavorable balance of \$1,148,937.

- CLTS revenue is projected to be under budget by \$275,075. In 2017, CLTS revenues were under budget by \$1,208,950. We added more staff and are providing more CLTS services in 2018 and hope to come closer to budgeted projections this year.
- Youth Aids revenue is projected to be under budget \$290,405. Conversely, expenditures in these Youth Aids programs are projected to be significantly under budget, as well. This is because several, large expenditure items have not yet been incurred or projected. As we incur these expenditures, we will collect more revenue.
- CCS revenues are projected to be under budget by \$153,809. CCS revenues were under budget by \$301,991 last year. CCS expenses are projected to be under budgeted by \$105,862 this year. CCS salary and wages are under budget because of vacant positions.

Expenditures: Overall, expenses are projected to be favorable by \$1,059,011. In February of 2017, we projected a favorable balance of \$1,418,456 and ended 2017 with a favorable balance of \$2,106,733. The favorable projection in 2018, along with comparative 2017 balances, is due to the following:

Program	2018 Projected Balance	2017 Balance
Salary and Fringe	Unfavorable \$266,362	Favorable \$410,754
Child Alternate Care	Favorable \$542,270	Unfavorable \$99,048
Hospitals & Detox	Favorable \$167,191	Favorable \$345,996
Adult Alternate Care	Favorable \$151,887	Unfavorable \$55,214
Operating Costs	Favorable \$227,099	Favorable \$262,577

Major Classifications Impacting the Balance

- **Salary expenses are projected to be over budget by \$141,632:** Salaries were under budget by \$283,243. The largest negative salary variance is with the Aging/Transportation and Behavioral Health team.

- **Fringes and benefit expenses are projected to be over budget by \$124,731:** Fringes were under budget by \$127,511 in 2017. Health insurance expenses are projected to be over budget by \$197,451.
- **Children Alternate Care expenses are projected to be under budget by \$542,270:** Because of several high-cost placements in 2017, we increased our 2018 budget significantly. We also added \$215,000 to our 2018 budget via 2017 carryover funds. A comparison of costs incurred is below:

	2018	2017
February	\$170,007	\$206,713
Monthly Average	\$175,814	\$214,400
YTD Total (through February)	\$351,629	\$428,799

- **Hospital/Detox is projected to be under budget by \$67,393 (Net basis):**

	Budget	Actual	Projection
Revenue	\$300,000	\$33,367	\$200,202
Expenditures	\$1,144,926	\$162,956	\$977,735
Net	\$(844,926)	\$(129,589)	\$(777,533)

We ended 2017 with a net balance of \$(370,291).

- **Adult Alternate Care costs are projected to be under budget by \$151,887:** These costs were over budget by \$55,214 in 2017. We had several high, cost placements in 2017 that were incorporated into our 2018 budget. We have seen several of these placements move to lower cost care.
- **Operating Costs are projected to be under budget by \$227,099:** Operating costs were under budget by \$26,577 in 2017. Supplies & Services account for most of this variance. This includes lower than budgeted expenditures for the transportation operating reserve, other professional services, and other misc. client costs.

BEHAVIOR HEALTH DIVISION: Projected favorable balance of \$27,471.

In January of 2018, we received a charge for Winnebago/Mendota of \$56,785. In February of 2018, we received a charge Winnebago/Mendota of \$40,072.

CHILDREN & FAMILY DIVISION: Projected favorable balance of \$144,466, because of reduced alternate care costs.

ECONOMIC SUPPORT DIVISION: Projected favorable balance of \$109,217, because enhanced income maintenance funding for 2016 received at the beginning of 2018.

AGING & ADRC DIVISION: Projected favorable balance of \$39,653.

ADMINISTRATIVE DIVISION: Projected unfavorable balance of \$9,366, because of conservative capital project projections.

Statements are unaudited.