

JEFFERSON COUNTY HUMAN SERVICES
Board Minutes
Thursday, September 17, 2009

Board Members Present: Jim Mode, Richard Jones, Pam Rogers, Augie Tietz, John McKenzie, Marty Powers and Jim Schultz

Others Present: Kathi Cauley, Sydney Wesemann, Donna Hollinger, Sue Torum, Terri Smyth-Magnus, Jill Johnson and Gary Petre.

1. CALL TO ORDER

Mr. Mode called the meeting to order at 10:30 a.m.

2. ROLL CALL/ESTABLISHMENT OF QUORUM

All present/Quorum established

3. CERTIFICATION OF COMPLIANCE WITH THE OPEN MEETINGS LAW

Compliance attained

4. REVIEW OF THE SEPTEMBER 17, 2009 AGENDA

No changes

5. CITIZEN COMMENT

No comments

6. APPROVAL OF AUGUST 21, 2009 BOARD MINUTES

Mr. Jones noted that there was a correction needed on page five regarding Big Brothers/Big Sisters.

Ms. Rogers made a motion to approve the August 21, 2009 board minutes with the correction.

Mr. Jones seconded.

Motion passed unanimously.

7. APPROVAL OF SEPTEMBER 14, 2009 FINANCE COMMITTEE MINUTES

Mr. McKenzie made a motion to approve the September 14, 2009 finance committee minutes.

Mr. Schultz seconded.

Motion passed unanimously.

8. REVIEW OF FINANCIAL STATEMENT

Ms. Wesemann reported on the July financial statement highlighting the following areas:

- Staff are trying to decrease the Child Alternate Care and Mendota costs, although we are still over budget. The July Mendota figures weren't sent to us yet.
- **A-1** - The state had a change in the Basic County Allocation, which is a \$47,000 decrease from what was budgeted.
- **C-6** - Management/Overhead Wages are due to the retirements of three key people and the payouts were not budgeted last year. Longevity expenses went into this category and will be adjusted and put into the correct categories for the August statement.

- **G3 & G5 - Funeral & Burial and Energy Assistance:** Although we get reimbursed through Medicaid, we did not anticipate this amount. The reimbursement amounts for these accounts are located in the revenue section.
- **I9 – Other Community Care:** This has many expenses in it, including respite. One respite cost however, should have been in Adult Alternate Care and will be moved. We are also doing Emergency Mental Health respite for crisis stabilization beds and hope to get reimbursed for about 60% of the cost.

9. DIVISION UPDATES: FAMILY RESOURCES, BEHAVIORAL HEALTH, ADMINISTRATION, ECONOMIC SUPPORT, AGING AND DISABILITY RESOURCE CENTER & AGING, AND DEVELOPMENTAL DISABILITIES

Family Resources:

Ms. Smyth-Magnus reported on the following items:

- They have some “Termination of Parental Rights” cases coming up, so Alternate Care costs will go down.
- Birth to Three cases have increased 30% over the last year
- The Busy Bees Preschool is almost at full capacity
- The state is coming in to assist with technical assistance with the intake Team.

Behavioral Health:

Ms. Cauley reported on the following items:

- The volume of cases continues to be very high in the Emergency Mental Health and clinic areas and there is a spike in suicide calls and suicide attempts. The management team is working diligently to help staff manage the volume and intensity of the work.
- The Mental Health Council did a site visit yesterday to learn about our mental health programs. They were extremely positive about what we are doing with our programs.
- Since CSP personnel travel extensively, a squad car was dedicated exclusively to that program as a cost savings measure.

Administration:

Ms. Wesemann reported on the following items:

- We hired an individual for the Advanced Fund Accounting position who will begin October 5th. Her time will be split 50% - 50% between Human Services and Dave Ehlinger at the Courthouse.
- We are very close to having electronic DARs (Daily Activity Reports) which will eliminate errors and streamline billing and payroll.
- We have an individual through the WIA program who is helping scan closed files. He has averaged about 5,000 pieces of paper per day but his time will end at the end of the month.

Economic Support:

Ms. Johnson reported on the following items:

- The W-2 contract was approved for 2010 – 2012 for a total of \$230,000.
- 2,370 individuals came to the Center last month, which was the highest number of individuals in a month.

- 5,105 households were on assistance, of which 7,700 were on the BadgerCare program that has children, and 2,000 are elderly, blind or disabled, which is about 10,000 people receiving medical assistance through the county.
- The state is behind in processing 32,000 Badger Care applications, so they offered to pay our staff to work overtime to help get them processed.
- The Jefferson Briggs & Stratton plant is closing at the end of October, so they will be doing a Rapid Response for them.
- There will be new interactive technology placed in room 103 where individuals can interact with people in other Centers within our region. It will provide more training opportunities.
- They are also doing additional partnering with MATC who will provide more skill centers and a basic education lab, and will be increasing it to three days a week.
- The Workforce Development Board has purchased 10-12 laptops that can be used within the Center by consumers throughout the day. These new initiatives will help individuals receive training to get back into the workforce.
- On Tuesday, September 29, the Workforce Development Center will have an open house from 1:00 – 4:00 for their 10-year anniversary.

ADRC and Aqing:

Ms. Torum reported on the following items:

- The ADRC averages 350 contacts each month who are asking for in-home services and/or funding for the in-home services. About 40% of the ADRC activities involve helping individuals apply for Medicaid. Some contacts are to do pre-admission consultations to explain what will happen if their personal resources run out. They explain what programs they can tap into, which becomes a proactive response for individuals.
- They are working on the Volunteer Guardianship Program and there will be a training on October 13. Faith in Action is helping with the recruiting.
- YOST (Young and Old Stick Together) has concluded its 29th year in Waterloo.

10. REVIEW BB/BS BUDGET ALLOCATION

Ms. Cauley reported that we will receive an additional \$15,000 allocation for our Community Mental Health programs, which is not in the budget. This money can free up tax levy and be put into our Community Mental Health programs, so we can give \$5,000 more to PADA to restore their original \$45,000 and then continue our current funding levels of \$5,000 to Watertown & Dodge Counties Big Brothers/Big Sisters, and \$10,000 to Rock, Walworth & Jefferson Counties. She added that last year we gave BB/BS of Rock, Walworth & Jefferson Counties \$21,000 and \$8,000 went to BB/BS of Watertown & Dodge Counties.

The board then discussed both Big Brothers/Big Sisters' services and funding at length.

Ms. Rogers asked where else we could use the additional \$15,000 besides Big Brothers/Big Sisters.

Ms. Cauley reported that we are going to receive \$4,600 less for State Allocations than originally projected in our budget, so we could use part of the \$15,000 to make up that shortfall. We also had \$2,000 allocated in the budget to have a financial audit review done, but the estimates have come in higher, so we could use some of the money to help pay for that. We can also use some of it for mental health programs.

Mr. Petre told the Board that Ms. Schmeling would like the department to have an internal financial audit done and he felt that \$2,000 would not be enough money, so he suggested to set aside funds for that. Ms. Cauley reported that she received an estimate from one accounting firm and, depending on the scope of the audit, would do it between \$10,000 and \$20,000. Mr. Petre suggested that \$5,000 should be set aside for purposes of the audit. The board discussed this in detail.

Ms. Rogers made a motion to restore \$5,000 to PADA using part of the \$15,000. Mr. Jones seconded.

Motion passed unanimously.

Ms. Cauley added that we might want to prepare BB/BS that this may be the last year that we can donate to their organizations because the state allocation money has some stimulus and substance abuse money in it, which will be lower next year.

Mr. Jones made a motion to notify PADA , Big Brothers/Big Sisters of Rock, Walworth & Jefferson Counties and Big Brothers/Big Sisters of Watertown & Dodge Counties that grant funding may not be available next year. Mr. Tietz seconded. Ms. Cauley added that they all have received the impact letter regarding the governor's budget.

Mr. McKenzie asked for clarification regarding PADA and if they provide some mandated services. Ms. Cauley reported that if they don't do some of the work, it would fall back onto law enforcement and Human Services. The cases that PADA handles have been more severe and egregious. Mr. Schultz added that he was at a meeting with PADA who reported that they are responding to more violent calls than ever before. Mr. McKenzie said that in light of this, he does not want to put PADA on notice.

Mr. Jones amended his motion to remove PADA. The final motion made was to notify Big Brothers/Big Sisters of Rock, Walworth & Jefferson Counties and Big Brothers/Big Sisters of Watertown & Dodge Counties that we appreciate what they do but grant funding may not be available next year. Mr. McKenzie seconded.

Motion passed unanimously.

Mr. Jones made a motion to allow the usage of \$4,600 of the \$15,000 to cover the state shortfall. Ms. Rogers seconded.

Motion passed unanimously

Mr. Jones made a motion to reserve \$5,400 of the \$15,000 for the financial audit.

Ms. Rogers seconded.

Mr. Mode wanted to clarify that some of the financial matters such as accounts payable didn't always follow the generally accepted accounting principles, so this audit would help provide internal policies.

Motion passed unanimously

Ms. Wesemann suggested that we ask our current auditors to add opinions or comments to the next audit they do, which may be less expensive than using a new firm.

11. 2010 – 2012 COUNTY AGING PLAN

Ms. Torum presented the Aging Plan and discussed it with the Board.

Mr. Jones made a motion to approve the 2010 – 2012 County Aging Plan as presented.

Mr. McKenzie seconded.

Motion passed unanimously.

12. ADRC & NUTRITION PROJECT COUNCIL APPOINTMENTS AND TERMS

Ms. Torum reported that she needs an approval for Marsha Bare, who is a new member of the Nutrition Project. She also needs approval for the re-appointments of Leah Getty and Marion Moran and a new appointment of Jim Mode to the ADRC Advisory Committee.

Mr. Jones made a motion to approve all of the appointments as presented.

Ms. Rogers seconded

Motion passed unanimously. Mr. McKenzie was absent.

13. FAMILY SUPPORT PLAN

Ms. Smyth-Magnus presented the 2009 Family Support Program Annual Plan Update. She reported that this is a funding source for disabled children and that the plan must be updated every three years. It has already been submitted to the state and approved.

14. DISCUSS BURIAL ASSISTANCE REQUESTS AND PAST PRACTICE

Ms. Cauley reported that Human Services received a request for help with burial costs for an individual who was not eligible for Medicaid. She said that we don't have a funding source for that, but that they gave him \$300 which came out of a donation fund. Ms. Cauley said that she would like to get a consistent policy in place for further requests.

Ms. Johnson said that in January 2000, a letter was sent to County funeral homes stating that Human Services would not have funding for further burials if the deceased was not eligible for Medicaid.

Ms. Rogers feels that the letter has already established policy and that we should send it out again as a reminder.

15. OCTOBER BOARD MEETING

The October board meeting is scheduled for Thursday, October 29 at 9:30.

16. ADJOURN

Mr. Tietz made a motion to adjourn the meeting.

Ms. Rogers seconded.

Motion passed unanimously.

Meeting adjourned at 12:45 p.m.

Respectfully submitted by Donna Hollinger

NEXT BOARD MEETING

Thursday, October 29, 2009

9:30 a.m.

Workforce Development Center

874 Collins Road, Room 103

Jefferson, WI 53549