

JEFFERSON COUNTY HUMAN SERVICES

Board Minutes

April 13, 2010

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

Others Present: Kathi Cauley, Joan Daniel, Donna Hollinger, Sue Torum, Jill Johnson and Gary Petre

1. CALL TO ORDER

Mr. Mode called the meeting to order at 1:30 p.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 APRIL 13, 2010 AGENDA

Mr. Mode asked that item #14 be moved to follow item #8.

5. CITIZEN COMMENT

Mr. Petre recognized Mr. McKenzie as having accepted an appointment to the Board of Health.

6. APPROVAL OF THE MARCH 9, 2010 BOARD MINUTES

Ms. Rogers made a motion to approve the March 9, 2010 board minutes.

Mr. Tietz seconded.

Motion passed unanimously.

7. REVIEW OF FINANCIAL STATEMENT

Ms. Daniel reported that the January 31, 2010 statement (attached) is preliminary data, because not all of the expenditures are in yet. She reviewed the statement and indicated that we are very close to budget. The board asked that the statement include comparative figures from the previous year.

8. REVIEW YEAR END ADJUSTED CLOSING AND ISSUES

Ms. Daniel said that during the 2009 balance sheet reconciliation, she found some areas that needed adjustments. She reviewed the books from the last 3 years and presented the board with a spreadsheet (attached) itemizing prior year revenue and expense adjustments along with a detail of the corrective action and impact. The net balance was a deficit of approximately \$293,000 that will be transferred from the County general fund to Human Services.

Ms. Daniel said that on a monthly basis now she will be reviewing the journal entries and what the balance sheet accounts are and will make sure that they are substantiated by documents. She will also have revenue & expenditures based on actual instead of budget. Revenue and

expenses will also be itemized through each program so that managers will have more oversight.

Mr. Petre said that the finance committee discussed this deficit and wanted to make sure that there will be corrective action in the future. This money will come out of the general fund and a resolution to the county board will be presented in april.

9. DISCUSS AND APPROVE FINANCIAL VOUCHERS

Ms. Daniel reviewed the voucher batches.

Mr. Jones made a motion to approve the vouchers totaling \$442,737.70 as presented.

Mr. Tietz seconded.

Motion passed unanimously.

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

Family Resources:

Ms. Cauley reported for Ms. Smyth-Magnus on the following items:

- April is Child Abuse Prevention month and there are many activities being held and signs around Jefferson. Ms. Cauley said that she would like to invite the Delinquency Prevention Council to the next board meeting to give a presentation on the work that they are doing.
- The state has implemented "Kidstat", which is a performance management process that is focused on looking at data revenue, and expenses to synthesize information and make better decisions. We are exploring implementing here.

Behavioral Health:

Ms. Cauley reported on the following items:

- May 25 is the Substance Abuse Prevention Coalition training at the Lake Mills City Hall presented by Dr. Rich Brown and everyone is invited to attend. The morning session is more for community involvement and the afternoon will be geared towards clinicians. The Emergency Mental Health grant is paying for this.
- There is a vacancy in the Community Support Program that will be addressed at next month's meeting.

Administration:

Ms. Daniel reported on the following items:

- We are reconciling year-end reports for the state
- We are working on the 2009 annual report
- The 1915i program was state approved, so we will be reviewing & submitting bills dating back to January for the services that we have provided.
- W have a goal to implement electronic billing for Medicare and Medicaid, which will speed up receiving revenue.

Economic Support:

Ms. Johnson reported on the following items:

- Human Services is working with Kathy Eisenmann from the UW-Extension office to get a position for the Wisconsin Nutrition Education Program. This will be a Federally funded position for UW-Extension working with low-income families on nutrition, budgeting and education. This position would work with the schools.
- The Emergency Food and Shelter program will be giving area food pantries, PADA, Community Action Coalition, Salvation Army and Human Services about \$36,000 to split to help individuals with food or shelter. They will use the money to stock their food pantry and to help prevent evictions.
- Second Harvest spoke to them to get more outreach in the food share program. Their goal is to work with the food pantries and churches that would have families with low income needs and help them apply online for food share benefits. Second Harvest also got a grant to work with farmers to apply for food share and medical benefits.
- Opportunities, Inc will be donating any extra pizza crusts and sauces they make to their food pantry.
- A Children's Fair was held in Fort and there will be one this weekend in Watertown where staff go to promote child care assistance along with other available programs.
- We will be meeting with some individuals from Whitewater who run a clinic to help low-income individuals who have problems with the IRS such as audits, appeals or timely paperwork. This will be another resource for customers.
- We will be getting \$74,327 more money from the state for their W-2 contract.

Aging & Disability Resource Center:

Ms. Torum reported on the following items:

- Representatives from Centers for Medicare & Medicaid (CMS) came to talk to our benefit specialists regarding the State Health Insurance Assistance Program (SHIP). She felt that it was a very productive meeting.
- Last year the Elderly Benefit Specialist Program cost the county about \$9,000 in tax levy, but next year the expenses will be funded through the ADRC. Subsequently the county cost will be zero, which will free up the money to be used in other areas.
- We will be meeting with seniors from Palmyra who reside in the building that hosts the daily Senior Dining Program. Our goal is to find out what we can do to get more participation.

11. DISCUSSION OF FAMILY CARE ISSUES AND UPDATES

Ms. Cauley reported on the April 5th meeting that she had with Care Wisconsin and Alice Mirk, who is a managed care section manager from the Office of Family Care Expansion of the Family Care Partnership Program. Ms. Cauley said that Ms. Mirk is giving Care Wisconsin clear directives on who needs to be served and how. The providers are also being paid now.

12. REVIEW & POSSIBLE APPROVAL OF POLICY ON IMPAIRED AND INTOXICATED CONSUMERS

Ms. Cauley reviewed the policy on Impaired and Intoxicated Consumers (attached). She said that we would be held liable if an individual arrived and then left our Agency intoxicated and was in a car accident and hurt someone. Ms. Cauley said that we would begin by notifying consumers that they must come to appointments free from the influence of alcohol or illicit drugs. We will also have them read and sign the form during the assessment. Ms Cauley added that once this is approved, it will go into effect immediately.

Ms. Rogers made a motion to approve the policy as presented.

Mr. Tietz seconded.

Motion passed unanimously.

13. REVIEW AND POSSIBLE SUPPORT OF FRAUD RESOLUTION FROM BROWN COUNTY

Ms. Cauley discussed the fraud resolution (attached) saying that the states don't allocate funding for fraud anymore, nor have fraud investigators, which is the reason for considering this resolution.

Ms. Johnson explained that Milwaukee receives the most funding because they have more childcare providers but indicated that we don't have a large problem. She added that there are procedures in place with the state to help prevent fraud, but the issue is that we don't have any money to prosecute a case should one arise. She added that we have an agreement with the Sheriff's Department to review anything over \$2,000. Additionally, if anyone is found committing fraud, they are allowed to recoup the money through taxes or from their benefits. After some discussion, the board felt that the current processes in place are sufficient and did not make a motion on the resolution.

14. WCHSA UPDATES

Ms. Cauley reminded everyone that the state conference will be held in May (attached) and encouraged board members to attend if possible. She added that Mr. Mode will be Chairman of WCHSA.

Mr. Mode said that they are still working with the state departments on Family Care issues, primarily people in crisis. They are also looking at what the state will do with the areas that received stimulus money this year and how they will fill the gap next year, specifically in the health and family services and children/family support.

15. SET DATES FOR NEXT MEETING

Mr. Mode said that the next meeting will be May 11 at 1:30. There will be an election of officers at that time.

The board also decided to hold the June board meeting and public hearing on Tuesday, June 8. The board meeting will begin at 3:30 p.m. and the public hearing will begin at 4:30 p.m.

16. ADJOURN

Ms. Rogers made a motion to adjourn the meeting.

Mr. Jones seconded.

Motion passed unanimously.

Meeting adjourned at 2:45 p.m.

Respectfully submitted by Donna Hollinger

NEXT BOARD MEETING

Tuesday, May 11, 2010

1:30 p.m.

Workforce Development Center

874 Collins Road, Room 103

Jefferson, WI 53549