

JEFFERSON COUNTY HUMAN SERVICES

Board Minutes

July 13, 2010

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

Others Present: Human Services Director Kathi Cauley; Administrative Services Manager Joan Daniel; Aging & Disability Resource Center Manager Sue Torum; Family Resources Manager Terri Smyth-Magnus; Office Manager Donna Hollinger; Maintenance Supervisor Terry Gard; County Administrator Gary Petre; County Board Chairman John Molinaro; County Supervisor Carlton Zentner; and County Supervisor Jan Roou.

1. CALL TO ORDER

Mr. Mode called the meeting to order at 9:30 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 JULY 13, 2010 AGENDA

Mr. Mode suggested moving item #11 to the bottom of the agenda if we tour the Lueder Haus

5. CITIZEN COMMENT

No Comments

6. APPROVAL OF THE JUNE 8, 2010 BOARD MINUTES

Ms. Rogers made a motion to approve the June 8, 2010 board minutes.

Mr. Tietz seconded.

Motion passed unanimously.

7. Delinquency Prevention Council and Restorative Justice Presentations

Ms. Cauley introduced Marvel Olstad, who is the Director of the Delinquency Prevention Council, and Jill Davy, case manager for Human Services on the Juvenile Justice team. Ms. Olstad said that she works for Opportunities, Inc. and is the Youth Services Coordinator. She oversees the Restorative Justice and the Youth Apprenticeship Programs. Ms. Olstad spoke to the board about the programs' vision statement, history, and the value of them, which included a success story. Also discussed were accomplishments and upcoming initiatives and emphasized the positive effects of these programs. (Report attached)

8. REVIEW OF FINANCIAL STATEMENT

Ms. Daniel reviewed the financial statement and reported that the May 31, 2010 statement (attached) has a projected year-end total of \$145,000. Overall, revenues are down by \$38,250 versus allocated budget. She detailed the expenses with total expenditures under budget by \$110,742, bringing the total to a positive \$145,000.

Mr. McKenzie asked what the financial ramifications will be since Mendota Mental Health Institute surrendered its federal certification for one of its units. (article attached)

Ms. Cauley said that we did have an individual in Mendota in June and were planning to bill Medicare, so we could potentially owe \$30,000 for that consumer. She added that she and Mr. Mode are working with WCHSA to write a letter to the state asking that the counties be held harmless in this matter since it was due to egregious actions of the state. She said that we don't use the hospital very often, however it could impact us over time.

Mr. Jones asked for an update on the special prosecutor and Ms. Cauley said that we have entered into a contract with Henry Plum, who has already met with the supervisor and case managers. He is reviewing cases and we expect that petitions will be filed soon.

9. DISCUSS AND APPROVE FINANCIAL VOUCHERS

Ms. Daniel reviewed the voucher batches (attached) using a summary sheet that identified the categories of each batch.

Mr. Jones made a motion to approve the vouchers totaling \$539,605.12 as presented.

Mr. Powers seconded.

Motion passed unanimously.

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

Family Resources:

Ms. Smyth-Magnus reported on the following items:

- Due to the retirement of the Delinquency Supervisor, we are shifting some duties to manage the workload better.
- As mentioned above, Henry Plum, the attorney who we contracted with to do termination of parental rights, has met with case managers regarding their cases, so we are moving forward.
- She will be holding trainings in August to license kinship foster homes as well as new foster homes and we will try to get reimbursement through IV-E funding for the training.
- Case managers for the children's waivers are reviewing children going into foster care. If children qualify for the waiver, we will receive about 60% reimbursement (less room & board) through the 1915i funding. We are also evaluating children who are in foster homes, treatment foster homes or group homes in hopes of getting funding for them as well. The direction of Family Resources is permanence for children, cost consciousness and best practices.
- She explained the "Ready Kids for School" program and explained the importance of getting donations for the families.

Behavioral Health:

Ms. Cauley reported on the following items:

- Last year we had 3,582 Emergency Mental Health calls and this year we have already had 2,100, with over 100 suicide calls. The number of emergency detentions are down, so we are able to divert people and crisis plan.
- The Mental Health Alcohol and Substance Abuse redesign study will end in July. They will have a core benefit for Mental Health and AODA. Ms. Cauley emphasized that WCHSA will need to advocate that counties are not expected to pay for these new benefits. These will be voluntary pilots.

Administration:

Ms. Daniel reported on the following items:

- We are working on the Alcohol and Other Drug Abuse block grant reports, and the Mental Health block grant reports to the State. We also submitted the Wisconsin Medicaid Cost Report.
- We are working on the 2011 budget.
- We have been exploring the possibility of using a clearinghouse to do our electronic billing for third party insurance payments, instead of us doing paper claims. We did find one and have a meeting set up with them. This should expedite the billing process.
- In June, we will be making the accrual entries so we have six-month comparables.

Economic Support:

Ms. Cauley reported for Ms. Johnson on the following items:

- We have 5437 households on public assistance this month compared to 5,419 last month.
- August 14 is the distribution date for "Ready Kids for School," which donates school supplies to qualified families. Over 1000 children benefited from this program last year.

Aging & Disability Resource Center:

Ms. Torum reported on the following items:

- The Department of Health Services (DHS) has provided the ADRC with a laptop computer, headset and USB speaker phone to use with Window's Live Meeting technology in order to cut down on meetings. DHS has also provided ADRC's with AssistGuide Technology, a web-based resource directory that surpasses the program that the ADRC is currently using and maintaining. It is very customer friendly. Jefferson County expects to be using this technology by late summer/early fall.
- Denise Grossman, the Elderly Benefit Specialist, is going to become a master trainer so that the ADRC can develop a Medicare Counseling Program that uses well-trained volunteers. There is a big push at the federal level to develop such programs due to the increasingly large number of people turning 65.
- The 2009 Transportation Report is nearly finished and will be shared at a future meeting.

11. UPDATE ON LUEDER HAUS DECK

Mr. Gard reported that he has the plans and quote for the new railing on the Lueder Haus, and that the Infrastructure Committee voted to give the bid to Yaeger Builders for \$2,700. Mr. Gard has a check for the permit and will be meeting today with the city building inspector. The contractor will begin Thursday or Friday and agreed to secure the railing at the end of the day no matter where he will be in the process.

Mr. Jones made a motion to approve the cost of \$2,700 to replace the Lueder Haus railing. Ms. Rogers seconded.

Motion passed unanimously.

12. ADRC ADVISORY COMMITTEE APPOINTMENTS

Ms. Torum reported that there are eight individuals on the committee and four are up for reappointment for another three-year term. The individuals are: Nancy Haberman, Leah Getty, Marian Moran, and Mary Ann Steppke. The appointments have staggered end dates.

Ms. Rogers made a motion to approve the appointments as presented. Mr. Tietz seconded.

Motion passed unanimously.

13. DISCUSS CONTRACT WITH WORKFORCE DEVELOPMENT CENTER BOARD FOR RENT

Ms. Cauley reported that the Workforce Development Board rents office space from us and we would like to raise the rent 2% plus add additional fees for their use of our MIS services, phones, and the computer network. Currently they have five offices plus common space, but are not sure if they will be renting two of them next year. There are other agencies however, who are interested in renting from us. The total for three spaces plus the additional charge for phones and the computer network would be \$1,553 per month.

Ms. Rogers made a motion to increase the rent by 2% and to add on additional fees as presented. Mr. Mode seconded.

Motion passed unanimously.

14. DISCUSS AND PLAN FOR 2011 BUDGET

A. Review Funding Requests from Public Hearing

i. People Against Domestic and Sexual Abuse (PADA)

Ms. Cauley stated that PADA is requesting \$45,000, which is the same as last years request. The Board noted the help that PADA provides by handling many calls that would otherwise come to us. Mr. Jones made a motion to approve PADA's funding request of \$45,000. Mr. McKenzie seconded.

Motion passed unanimously.

ii. Big Brothers/Big Sisters of Dodge County & Watertown Community (BB/BS)

Ms. Cauley reported that we received a written request from BB/BS for \$5,000. She reminded the Board that we supported both BB/BS agencies last year (Dodge County & Watertown Community and Rock, Walworth & Jefferson Counties) and then wrote to them stating that we could not fund them anymore due to the cut of IV-E funding. After much discussion, Mr. Mode made a motion to deny the funding request of Big Brothers/Big Sisters of Dodge County & Watertown Community. Ms. Rogers seconded.

Motion carried.

Ayes 3 (Mode, Rogers, Jones) Noes 2 (Schultz, McKenzie) Absent 1 (Powers) Abstained 1(Tietz)

B. Discuss Revenue and Expenditure Projections

Ms. Cauley discussed the summary of items listed on the report titled "Estimated of Changes in Revenue/Expenditures 2011 Budget" (attached). She said that budget instructions were to come in at the targeted tax levy of \$222,392 plus the change in MIS allocation. Ms. Cauley said that the net decrease in state revenue amounts to \$113,651. Increases in expenditures, other than the Family Care payment, increased by \$162,367. Family care payment will be a reduction of \$350,458. This leaves a balance of \$301,742 to absorb increases in budget expenditures as we work through the budget process.

15. TOUR LUEDER HAUS

The tour was cancelled.

16. ADJOURN

Ms. Rogers made a motion to adjourn the meeting.

Mr. Jones seconded.

Motion passed unanimously.

Meeting adjourned at 11:15 a.m.

Respectfully submitted by Donna Hollinger

NEXT BOARD MEETING

Tuesday, August 10, 2010

9:30 a.m.

Workforce Development Center - Room 103

874 Collins Road

Jefferson, WI 53549