

JEFFERSON COUNTY HUMAN SERVICES

Board Minutes

September 14, 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 Division Manager Terri Smyth-Magnus; Economic Support Division Manager Jill Johnson; Office Manager Donna Hollinger; Maintenance Supervisor Terry Gard; County Administrator Gary Petre; County Board Chairman John Molinaro; County Supervisor Carlton Zentner, County Supervisor Jan Roou, and Workforce Development Board representative Cindy Bride.

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 SEPTEMBER 14, 2010 AGENDA

No Changes

5. CITIZEN COMMENT

No Comments

6. APPROVAL OF THE AUGUST 10, 2010 BOARD MINUTES

Ms. Rogers made a motion to approve the August 10, 2010 board minutes.

Mr. Jones seconded.

Motion passed unanimously.

7. REVIEW OF JULY 31, 2010 FINANCIAL STATEMENT

Ms. Daniel reviewed the July 31, 2010 financial statement (attached) stating that we are \$35,000 to the good. We are still monitoring children in alternate care and working with the attorney on the termination of parental rights. Guardianship expenditures are up and we are working with the court so that guardianship payments are court ordered to be paid to the Human Services Department.

8. DISCUSS AND APPROVE FINANCIAL VOUCHERS

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

Mr. McKenzie made a motion to approve the vouchers totaling \$2,215,358.52 as presented.

Mr. Powers seconded.

Motion passed unanimously.

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

Family Resources:

Ms. Smyth-Magnus reported on the following items:

- Kevin Reilly, who is an experienced internal candidate, accepted the CHIPS supervisor position. He is working out very well and now we need to fill his position.
- We are moving forward with the levels of care in licensing kinship homes. The first group education class was completed in August and was well attended. A second class will begin tonight. Beginning in January there will be online pre-placement training available for interested parties, followed up with an in-home review. We will also facilitate in-person trainings on a quarterly basis.
- We have three interns this semester working with staff.
- We are monitoring placements very closely.

Behavioral Health:

Ms. Cauley reported on the following items:

- We had an opening in the Intake/On Call area and we have filled that position with an internal candidate from the Mental Health team. We are in the process of getting that position replaced.
- Through WCHSA, Ms. Cauley and Mr. Mode have been involved in the mental health AODA structure and this is the final week to respond. It has two parts:
 1. What should the core benefits for mental health and substance abuse be.
It was determined that a set of core benefits would match what the CMS (Centers for Medicare and Medicaid Services) benefits would be, as well as what insurance law will be. WCHSA agrees with this, however the expense of providing those core benefits cannot be transferred to the county.
 2. Multi-county collaboration projects.
WCHSA would like voluntary multi-county collaboration, not a mandate for multi-county collaboration. One reason is a shortage of mental health providers including child psychiatrists, counselors and therapists. Additionally, there are dramatic differences between counties.
- Emergency Mental Health calls are up 20% over last year.

Administration:

Ms. Daniel reported on the following items:

- We are reconciling the 2009 CCS rates and will send the reports to the state.
- We are finalizing the budget.
- We are still receiving state information regarding the 2011 revenue.
- We are still looking for a clearinghouse to provide Medicare and Medicaid billing.
- The accountant who handles all of the protective payee paperwork retired. We hired an internal candidate who is currently our billing clerk, so we will have to fill that position.

Economic Support:

Ms. Johnson reported on the following items:

- On August 14 we served 800 kids for the Ready Kids for School program. Although it went well, it was very crowded so it will be moved to a different location next year. Families were asked to donate \$1 and we received between \$600-700 dollars.
- We will be a part of a Resource Fair on October 16 at the Watertown High School from 9am – 12pm, which will include about 30 service providers. It is for families who have special needs children from the ages of 0-21.
- One of our staff transferred to the Financial Intake position, so we hired Leslie Lyons to fill the position. She knows the employment area very well having worked with the youth work incentive program for the past nine years.
- Human Services and PADA invited a professional organizer's group to come at the end of the September to hold a workshop for W-2 and PADA Clients. They will help with time management and balancing schedules.
- Currently we have about 5600 cases and are receiving about 15 -20 Access applications a day online. We are also anticipating unemployment ending in November, which will increase our workload even more. We are also getting about five calls a day from individuals who received disconnect notices from the utility companies. The majority of our calls are for Medical Assistance and Food Stamps.
- We are looking for a volunteer to help at the front desk.

Ms. Cauley added that Ms. Johnson's staff are doing an outstanding job with the large increase in the number of cases.

Aging & Disability Resource Center:

Ms. Torum reported on the following items:

- All costs associated with guardianships will be billed to the fullest extent possible and we are writing some new policies and procedures that will be brought to the board for approval at a future meeting.
- The Elderly Benefit Specialist program will no longer prepare Homestead Tax Credit forms for seniors. They no longer get training in this area and these activities are not supported by the program's legal back up attorneys at the Coalition of Wisconsin Aging Groups.
- The Non Emergency Medicaid Transportation Project proposed by the Department of Health Services appears to be moving forward. The Request for Proposals for a transportation manager has gone out and it is too soon to tell how this will affect county provided non-emergency Medicaid transportation, but big changes are coming.
- YOST – Young & Old Stick Together is an intergenerational program in its 30th year and ADRC staff have just completed the annual training session to about 30+ students.

10. Review and Approve Elderly Nutrition Meal Bids

Ms. Torum reported that the Elderly Nutrition Program must go out to the public for bids every 3 years and she presented the board with a summary of the two bids that she received (attached). She explained that both caterers had good references and were equally qualified. For the past few years, Feil's Catering has had the contract and the seniors enjoy their meals. As noted on the bid summary however, Feil's Catering was higher by .32 cents per meal for

seven sites, and .57 cents higher for the Rome site, for a total of \$12,487.25 higher than the Hoffman House. She added that the budget would support either bid.

There was discussion that if everything is equal, it is hard to justify cost over a preferred caterer. It was also suggested that if we do not take the lower bid, eventually businesses would not bid.

Mr. Jones made a motion to accept the Hoffman House bid at \$3.28 per meal and to send it on to the County Board for approval.

Mr. Tietz seconded.

Motion passed unanimously.

11. Discuss and Approve Transitional Jobs Program

Ms. Bride reported on the transitional jobs program that was recently granted to the Workforce Development Board of South Central Wisconsin. She said that they received a \$2.8 million dollar grant for individuals who want to transition into the workforce. This is for long-term job seekers who have been unemployed for 99 weeks and have exhausted all other avenues of employment. They need to be between the ages of 18 and 64, and must meet certain criteria.

The Workforce Development Board is looking for work experience sites to offer these individuals jobs that will help improve skills that they have lost or are looking to gain. The program begins October 1st and will pay \$7.25/ hour for a total of 1,040 hours or 6 months. The employer of record will be the Workforce Development Board, South Central, Wisconsin. The individuals will attend an orientation training and they want to ensure that each person will be successful.

Ms. Cauley said that Human Services would be able to provide several work sites.

Ms. Rogers made a motion to approve the transitional jobs program.

Mr. Jones seconded.

Motion passed unanimously.

12. Budget Updates

Ms. Daniel and Mr. Gard presented the Board with a Capital Finance Plan for the years 2012 – 2016 (attached). The report was discussed in detail and identified the following items:

- Item Description/Project that needs to be purchased or replaced
- Priority of the item
- Year to purchase or replace
- Estimated cost
- Funding source

13. Health Care Reform Updates

Mr. Mode reported that he attended a meeting with several other counties and health care organizations at Aurora Health Care in Oconomowoc to discuss the Federal Health Care Bill. He reported on the following topics:

- There are over 1,000 rules yet to be written.

- Lobbying efforts in Washington, D.C. are trying to equalize payments among all of the states.
- They are restructuring the Medicare or Medicaid billing to make the medical issue an “event” instead of billing per procedure.

14. **WCHSA Updates**

Mr. Mode updated the Board on the following WCHSA topics:

- The Legislative Fiscal Bureau is auditing Family Care and should be done in February.
- The payment schedule for the general purpose revenue fund is being changed and we will be receiving 25% in January and the balance in July.
- Some people in the state are pushing for regional and multi county behavioral health services. WCHSA wants the state to move slowly before making any decisions.
- WCHSA would like to be the negotiator on behalf of the counties to approve all 2012 state/county contracts.
- WCHSA is considering new bylaws and reorganizing. They are looking at making it more effective by hiring a Director and a lobbyist. They also want to coordinate county policies, which will make policies standard across the state. If they hire a Director, Jefferson County’s fee would be about \$3,000 per year. WCHSA would reorganize so that elected officials would no longer be voting members, but rather each county would have one vote. They can then form a 501(3)(d).
- During the ADRC meeting, he reported that the Wisconsin Dept of Health Services is limiting the time developmentally disabled individuals can be in assisted employment training. Once the individual has maximized the time limit, the individual needs to be transitioned into the regular labor market, stay at home, or placed in Day Care. This is on the agenda for the Sept 23 WCHSA meeting.

15. **Adjourn**

Mr. Jones made a motion to adjourn the meeting. Ms. Rogers seconded.
Motion passed unanimously.

Meeting adjourned at 11:15 a.m.

Respectfully submitted by Donna Hollinger

NEXT BOARD MEETING
Tuesday, October 12, 2010
9:30 a.m.
Workforce Development Center - Room 103
874 Collins Road
Jefferson, WI 53549