

**JEFFERSON COUNTY HUMAN SERVICES**  
**Board Minutes**  
**February 14, 2012**

**Board Members Present:** Jim Mode, Pam Rogers, Augie Tietz, Richard Jones, John McKenzie, Jim Schultz and Julie Merritt

**Others Present:** Human Services Director Kathi Cauley; Economic Support Manager Jill Johnson; Aging & Disability Resource Center Manager Sue Torum; Child & Family Resources Division Manager Brent Ruehlow; Office Manager Donna Hollinger; County Administrator Gary Petre; County Board Chairman John Molinaro; County Supervisor Jan Roo; and guest speaker John D Robins-Wells (Peace4 The Missing.)

**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 FEBRUARY 14, 2012 AGENDA**

Agenda item #14 will be moved ahead of #8

**5. CITIZEN COMMENT**

No Comments

**6. APPROVAL OF THE JANUARY 10, 2012 BOARD MINUTES**

Ms. Rogers made a motion to approve the January 10, 2012 board minutes.

Mr. Schultz seconded.

*Motion passed unanimously.*

**7. COMMUNICATIONS**

No communications

**8. HUMAN TRAFFICKING AWARENESS AND PREVENTION MONTH**

Mr. Robins-Wells is the founder and CEO of Operation L.A.P. Foundation, Inc, an organization dedicated to finding missing children, and which also operates the Wisconsin Center 4 Missing Children and Adults. He said that this is the fastest growing crime in the nation. The organization is trying to create a task force and would like sponsors to help promote the mission by proclaiming a month as Human Trafficking Awareness and Prevention Month.

Mr. Mode will put a proclamation on next month's agenda.

**9. REVIEW OF DECEMBER 31, 2011 FINANCIAL STATEMENT**

Ms. Cauley reviewed the preliminary year-end financial statements (attached) and reported that we are projecting a year-end surplus of \$979,819 from operations. Revenue carryover from 2010 was \$40,091, which gives a balance of \$1,019,910. We are estimating that the 2011 carryover request will be about \$235,913. Ms. Cauley also presented the financial statement and summary sheet that details projections for revenue, expenses, tax levy and variance by program within each Division and discussed the areas that are having the most impact on the budget.

Ms. Rogers commended the Department for this outcome.

**10. REVIEW AND APPROVE JANUARY FINANCIAL VOUCHERS**

Ms. Cauley reviewed the summary sheet of vouchers totaling \$657,550.97 (Attached).

Ms. Rogers made a motion to approve the December vouchers totaling \$657,550.97 as presented.

Mr. Tietz seconded.

*Motion passed unanimously.*

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

**Family Resources:**

Mr. Ruehlow reported on the following items:

- We are back to our average of about 22 referrals per month in the Delinquency Intake area.
- We had 64 calls within the Child Protective Services initial assessment area, which was unusually high.
- With the help of Attorney Henry Plum, we had 6 children reunified with their family or gained permanency.
- We have 29 children in both sessions of Busy Bees Preschools.
- As mentioned last month, we received an "In-Home Safety Grant," so we will begin enrolling children in April.
- We just completed our first Permanency Roundtable discussion with staff from the Dept of Children & Families, other county partners, and local area administrators. Three case managers brought information about some of their cases, which were discussed and we got feedback. The state then gave us a timeline to complete any action items that was identified. This process has proven to get children home or reach permanency quicker. We received feedback that our meeting was well run and well organized, which gave staff a comfort level that they are doing many things right.

**Behavioral Health:**

Ms. Cauley reported on the following items:

- We have been approved as a National Health Care Site, which means that there is a shortage of mental health providers in this area. Due to this, some staff were able to apply for student loan forgiveness as long as they agreed to work for us for a certain number of years in the mental health program.

- On March 5, another meeting will be held to discuss public intoxication and what we can do to effectively deal with this issue. Many local stakeholders will be there including several judges, doctors, hospital administrators, attorneys and other county Human Services Departments.
- We met with the emergency room staff of the Fort Atkinson Memorial Hospital who now have two social workers. They have recognized that people need more resources after they leave.
- Crisis calls in January were down, but the suicide calls increased slightly. The overall numbers for Behavioral Health are still high.

**Economic Support:**

Ms. Johnson reported on the following items:

- We have 6,085 households, which is an increase of 65 cases from last month. We received 200 new cases from the state that had been anticipated.
- We have Call Center statistics (attached) and we are continually getting better.
- The state has now taken over Burial Assistance and working on taking over Subrogation 3<sup>rd</sup> party liability issues which Phil Ristow handles now.
- We have a W-2 customer volunteering every morning at the front desk.
- We are writing the Child Care Fraud Plan now.

**Aging & Disability Resource Center:**

Ms. Torum reported on the following items:

- The ADRC has been allowed to carryover state funds to compensate staff for overtime once the Family Care Caps have been lifted. There is still opposition in the state assembly, so it is too early to know for certain if and when the caps will be lifted.
- The ADRC Advisory Committee is actively involved in the 2013-2015 Aging Unit Planning Process. Over the past month, members have spoken to various groups including the Knights of Columbus, Christian Mothers Group, RCAC and St. Vincent DePaul Board. They have also spoken to individuals participating in the meals on wheels program and blood pressure screenings at a senior center. Following are the issues, in no particular order: Housing, Access to Health Care and Paying for Health Care, Finances, Transportation and other miscellaneous concerns, i.e. how to get people to participate in programs so that they don't lose them, i.e. Senior Dining Centers
  - Women have more social opportunities than men
  - The current volunteer base is aging and they are beginning to rely on other volunteers to help them, capacity is diminishing.
  - Lack of affordable fee-for-services in the community increases demand for volunteerism and these networks cannot meet current demand, much less anticipated future demands.
  - Board members provided feedback as to the issues they feel are most pressing for seniors, including the stress on family caregivers when there is a lack of affordable or volunteer services, the costs of maintaining a home are getting prohibitive, accessible transportation, food insecurity and poverty.

- 12. PROCLAMATION RECOGNIZING MARCH AS PROFESSIONAL SOCIAL WORK MONTH**  
Ms. Cauley presented a proclamation to recognize March as Social Work month. (attached)  
She said that to help celebrate this, a luncheon is being planned for everyone on March 14 and teams will be sharing success stories. The board is welcome to attend.  
Ms. Rogers made a motion to proclaim March as Professional Social Work Month.  
Mr. Jones seconded. *Motion passed unanimously.*
- 13. REQUEST FOR COUNTY BOARD RESOLUTION RECOGNIZING APRIL AS CHILD ABUSE PREVENTION MONTH**  
Ms. Cauley asked the board to recognize April as Child Abuse Prevention Month. The team will be fundraising, selling T-shirts & cookies, and putting signs around towns.  
Ms. Rogers made a motion to approve the resolution recognizing April as Child Abuse Prevention Month and to forward it to the county board.  
Mr. Jones seconded.  
*Motion passed unanimously.*
- 14. PROCLAMATION RECOGNIZING ECONOMIC SUPPORT WORKERS DAY**  
Ms. Johnson reported that an official proclamation has not come from the state yet, but she will advise Ms. Cauley when it does. Mr. Molinaro suggested that an article be put in the county newsletter to recognize this group of staff.
- 15. PRELIMINARY NON-LAPSING AND CARRYOVER OF FUND BALANCES REQUEST**  
Ms. Cauley discussed each line item of the preliminary non-lapsing and carryover of fund balance requests. (Attached) All items total \$235,913.14.  
Ms. Rogers made a motion to carryover \$235,913.14 and to forward it to the Finance Committee and the County Board for consideration.  
Mr. Schultz seconded.  
*Motion passed unanimously.*
- 16. UPDATE FROM WISCONSIN COUNTY HUMAN SERVICES ASSOCIATION**  
Ms. Cauley & Mr. Mode reported on the following items:
- The Wisconsin County Human Services Association is planning their Spring Conference from May 22 – 24 and which will be held at The Osthoff Resort in Elkhart Lake. It will have many great speakers.
  - The Family Care cap is being lifted and the bill is currently in the Senate.
  - The DHS came out with a draft proposal on how they plan on saving \$84 million dollars through different initiatives such as more employment supports for younger individuals, and keeping people in their homes longer.
  - They attended a meeting with Secretary Anderson who is supportive for the rate setting procedures in Child Alternate Care.
  - The State allows for non-profits to carry over less than 10%. Currently three counties in the Southeastern region allow a 5% carryover, so we would like that to be the maximum allowable for our providers, too.
  - The DHS has a State Plan Amendment (SPA) that would allow us to bill Medicaid for additional Birth to Three services. We will hear the results of this soon.

**17. SET NEXT MEETING DATE AND POTENTIAL AGENDA ITEMS**

Mr. Mode said that the next meeting will be on Tuesday, March 13, 2012. He reminded everyone that Kathy Eisenmann, Family Living Agent from the UW Extension office, will be attending to begin a study on our Juvenile Justice programs just as she did last fall with the Behavioral Health Team.

**18. ADJOURN**

Ms. Rogers made a motion to adjourn the meeting.

Mr. Jones seconded.

*Motion passed unanimously.*

Meeting adjourned at 10:15 a.m.

Respectfully submitted by Donna Hollinger

**NEXT BOARD MEETING**

Tuesday, March 13, 2012 at 9:30 a.m.

Workforce Development Center

874 Collins Road, Room 103

Jefferson, WI 53549