

JEFFERSON COUNTY HUMAN SERVICES
Board Minutes
December 10, 2013

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

Others Present: Human Services Director Kathi Cauley; Administrative Services Manager Joan Daniel; Aging & Disability Resource Center Manager Sue Torum; Economic Support Manager Jill Johnson; Child & Family Manager Brent Ruehlow; Office Manager Donna Hollinger; County Administrator Ben Wehmeier, and County Board Chairman John Molinaro.

1. CALL TO ORDER

Mr. Mode called the meeting to order at 8:30 a.m.

2. ROLL CALL/ESTABLISHMENT OF QUORUM

All present/Quorum established

3. CERTIFICATION OF COMPLIANCE WITH THE OPEN MEETINGS LAW

Ms. Cauley certified that we are in compliance.

4. REVIEW OF THE DECEMBER 10, 2013 AGENDA

No Changes

5. CITIZEN COMMENT

No Comments

6. APPROVAL OF THE NOVEMBER 12, 2013 BOARD MINUTES

Ms. Rogers made a motion to approve the November 12, 2013 board minutes.

Mr. Jones seconded.

Motion passed unanimously.

7. COMMUNICATIONS

No Communications

8. REVIEW OF OCTOBER, 2013 FINANCIAL STATEMENT

Ms. Daniel reviewed the October 2013 financial statements (attached) and said that there is a projected positive year-end fund balance of \$139,619. If we have a balance unclaimed from the IM Accountable Care Act funds, we can carry it over to 2014. We are projecting to carry over \$50,000. She also discussed the capital projects that have been completed and what is left to do this year. Ms. Daniel also presented the summary sheet and financial statements (attached) that detail revenue, expenses, tax levy and variance by program within each Division and discussed the areas that are having the most impact on the budget. She also presented reports showing Alternate Care and Commitment costs (attached).

9. REVIEW AND APPROVE NOVEMBER, 2013 FINANCIAL VOUCHERS

Ms. Daniel reviewed the summary sheet of vouchers totaling \$421,543.10 (attached).

Mr. Tietz made a motion to approve the November 2013 vouchers totaling \$421,543.10.

Mr. Jones seconded.

Motion passed unanimously.

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

Child & Family Resources:

Mr. Ruehlow reported on the following items:

- Several years ago we were a part of the YoungStar certification program for our Birth to Three program. They audit the program and award between 1 and 5 stars for the quality of childcare being provided based on many factors including education, curriculum, staff, employment records, etc. This year we were audited again. We had to do a self-evaluation and they did a site visit and a surprise site visit. We received the highest score we can in our category, which was 4 stars. Only 4% of childcare providers receive 4 stars. Because of this, we received a \$1,000 mini grant to purchase additional educational materials and supplies.
- Our in-home safety services grant has been extended for another year. It provides funding and resources to build in-home safety plans to keep kids at home.
- We submitted our Children's Long Term Support Waiver audit.
- We submitted an application to be a Citizen Review Panel for the state of Wisconsin for child abuse and neglect issues and we were accepted. This group can take the lead in promoting Child Abuse Prevention month, Shaken Baby Campaign or a number of other important issues.
- This month six children found permanency.

Behavioral Health:

Ms. Cauley reported on the following items:

- Emergency Mental Health has been very busy with serious crises. Emergency detentions are up and expected to reach 150 by the end of the year compared to 122 last year.
- There is another meeting later this morning to discuss the heroin problem in our county. We are trying to identify stakeholders who would like to be on a Heroin Task Force. We also meet internally to discuss treatment options and resources to make sure that we don't have gaps in our services.
- We are working with WCHSA and a statewide county study group on billing and insurance. This will be an agenda item for next month.

Administration:

Ms. Daniel reported on the following items:

- We are submitting budgets into the state
- We are working on the 2014 contracts
- We will be having an audit at the end of month
- The electronic notes have reduced the paperwork for filing

Economic Support:

Ms. Johnson reported on the following items:

- We hired a certified application counselor to help individuals use the Marketplace website. Another organization has an individual who is bilingual and will help the Hispanic population.
- The website is working much better. Information was disbursed listing the Jefferson County Regional Enrollment Resource List for individuals who need help. (attached)
- BadgerCare may be extended through March 31; however, December 19 is the vote. Individuals will have to fill out tax information to determine benefits.
- The Call Center had 7500 calls and the questions being asked are more involved.

ADRC:

Ms. Torum reported on the following items:

- The ADRC recently received a \$2,000 donation from a private citizen who wanted it to be used to help elderly people. The money will be used to help those in need who cannot be helped via the usual sources.
- The following plans and budgets are complete and have or will be sent to the Department of Health Services for review and approval:
 - ADRC Annual Update
 - Alzheimer's Family Caregiver Support Program
 - 2013 Coordinated Transportation Plan
 - s 85.21 Transportation Plan
- Two of the ED situations that Ms. Cauley mentioned involved people with dementia. She gave an example of a situation that is being closely observed at the DHS Secretary's office as the state develops an Alzheimer's Plan. The new initiative would include policies and procedures to defer placements from mental health facilities to a more appropriate placement facility or even back home with substantial supports.
- We plan on conducting a NIATx project early in 2014 regarding the agency's policies and procedures relating to volunteers.

11. REVIEW AND APPROVE THE RFP RESPONSE FOR THE BIRTH TO THREE PROGRAM

Ms. Cauley reported that the Birth to Three program sent out an RFP for bids. We received bids from Rehab Resources, who has been our provider for 14 years, and Heath Reach. A rubric provided a detailed outline to score each proposal. The rubric and a comparison sheet of the two bids were distributed. (attached) Based on the information received, Rehab Resources was the agency to award the contract to.

Ms. Rogers made a motion to approve a contract with Rehab Resources to provide services for Birth to Three.

Mr. Schultz seconded.

Motion passed unanimously.

12. REVIEW AND APPROVE 2014 TRANSPORTATION PLAN

Ms. Torum reported that the Transportation Plan is complete. Despite letters going out to all van passengers notifying them of the public hearing date and the changes, no one attended. Several people called with questions, but there were no objections to the plan's change. Chairman Mode said that he has been involved in three Coordinated Transportation Planning meetings and for the first time believes that there is interest in actually coordinating transportation at the local level. Ms. Torum said that the Brown Cab Study is nearly complete and two areas are being pursued: 1) a one-stop Transportation Call Center and 2) Intra county taxi transportation for any need. The 2014 s 85.21 plan takes the first step in addressing the second objective.

Ms. Rogers made a motion to approve the 2014 transportation plan.

Mr. Jones seconded.

Motion passed unanimously.

13. REVIEW AND APPROVE TWO PART TIME DRIVER POSITIONS

Ms. Cauley reported that this is part of the transportation plan and we would like to create two part time driver positions and eliminate a full time driver. There would be no change in the tax levy.

Ms. Rogers made a motion to approve two part time driver positions.

Mr. Tietz seconded.

Motion passed unanimously.

14. UPDATE ON COMMUNITY CARE RESOURCES

Ms. Cauley reported that the letter (attached) from the Wisconsin Dept of Children and Families states that the matter with Community Care Resources has been resolved. The agreement between the two parties states that CCR is allowed to "retain its license to operate a Child Placing Agency...."

15. REVIEW AND APPROVE CONTRACT WITH COMMUNITY CARE PROGRAMS

Ms. Cauley said that due to the CCR and DCF resolution, we would like to add this contract for 2014 as the treatment programming must now be separated out.

Ms. Rogers made a motion to approve the contract with Community Care Programs.

Mr. Jones seconded.

Motion passed unanimously.

16. UPDATES FROM WISCONSIN COUNTY HUMAN SERVICES ASSOCIATION

Mr. Schultz and Mr. McKenzie provided excellent details about the sessions they attended at the Fall WCHSA conference.

17. SET NEXT MEETING DATE AND POTENTIAL AGENDA ITEMS

The next meeting will be on Tuesday, January 14 at 8:30 a.m.

Discuss Billing/Insurance

Discuss the Resolution from Winnebago County.

18. ADJOURN

Mr. Jones made a motion to adjourn the meeting.

Ms. Rogers seconded.

Motion passed unanimously.

Meeting adjourned at 9:40 a.m.

Respectfully submitted by Donna Hollinger

NEXT BOARD MEETING

Tuesday, January 14, 2014 at 8:30 a.m.
Workforce Development Center, Room 103
874 Collins Road, Jefferson, WI 53549