

# JEFFERSON COUNTY HUMAN SERVICES

## Board Minutes

March 12, 2013

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

**Others Present:** Human Services Director Kathi Cauley; Aging & Disability Resource Center Manager Sue Torum; Child & Family Division Manager Brent Ruehlow; Administrative Services Manager Joan Daniel; Economic Support Manager Jill Johnson; Office Manager Donna Hollinger; County Administrator Gary Petre; 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**

Compliance attained

**4. REVIEW OF THE MARCH 12, 2013 AGENDA**

No Changes

**5. CITIZEN COMMENT**

No Comments

**6. APPROVAL OF THE, FEBRUARY 12, 2013 BOARD MINUTES**

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

Mr. Jones seconded.

*Motion passed unanimously.*

**7. COMMUNICATIONS**

No Communications

**8. REVIEW OF FINAL, 2012 FINANCIAL STATEMENT**

Ms. Daniel reviewed the final 2012 financial statements (attached) and said that the year closed with a positive fund balance of \$446,897. This balance includes the prepaid expense for health insurance that needs to be moved to the balance sheet after the county board approves the non-lapsing request. She then discussed the changes that were made after the preliminary December 2012 statements were presented last month. (attached) Ms. Daniel also presented the financial statement (attached) that details revenue, expenses, tax levy and variance by program within each Division. Also included are reports showing Commitment and Alternate Care costs. (attached)

**9. REVIEW AND APPROVE FEBRUARY 2013 FINANCIAL VOUCHERS**

Ms. Daniel reviewed the summary sheet of vouchers totaling \$525,181.09 (attached).

Mr. Schultz made a motion to approve the February 2013 vouchers totaling \$525,181.09 as presented.

Ms. Rogers 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:

- We found permanency for six more children, which total 20 children in the last three months.
- We are referring more children to the CCS program as well as the Wraparound program to expedite permanency.
- Delinquency referrals and screened in Child Protective cases remain steady.
- There has been an increase in cases needing services, such as Birth to Three or Wraparound, which act as preventative services and may help families in the long run.
- As discussed last month, the Community Care Resources status hearing is set for July, at which point they will set a hearing date. This will be a lengthy process, possibly into 2014 before there is a ruling on their allegations. We know however, that children are safe in their foster homes, and we will monitor this on a home-by-home basis.
- We hired Elizabeth Boucher for the Birth to Three Supervisor, and her credentials make her very qualified.

**Behavioral Health:**

Ms. Cauley reported on the following items:

- The first two months of the year for EMH calls and Emergency Detentions are trending the same as last year.
- We have an increase in serious suicide calls.
- The Substance Abuse Coalition will have a presentation by Dorothy Chaney, President of the Wisconsin Community Health Alliance on Coalitions, on the SAMHSA prevention framework, and what other counties and communities are doing. It was originally scheduled for April 17, but has been postponed to a date yet to be determined. We will also be receiving free technical assistance from another coalition as part of their drug-free community grant.

**Administration:**

Ms. Daniel reported on the following items:

- We are working diligently to meet the state deadline of March 15 to change our reporting system from the Human Services Reporting System (HSRS) to the new Prospective Payment System (PPS). We are uploading client information, which will greatly reduce data entry. MIS is helping us meet the deadline and doing a great job. Kathi added that this new system will track data for the State and Federal governments on who we are serving. It will track a variety of categories such as; demographics, diagnoses codes, and

how well individuals are doing. This has been a tremendous amount of work. Thanks to the MIS department, we were able to make this change internally, which saved money compared to if we had to hire someone to do this for us.

- We are making changes to some of our forms in order to get more information from our providers about their budgets, room & board, and staffing. This will help us set rates better.
- We are working on state reports and the Human Services annual report.

**Economic Support:**

Ms. Johnson reported on the following items:

- We had 7200 households on assistance in February, which is up 30 households.
- The Call Center answered 6732 calls, which is another increase in calls.
- Beginning in July, the state will be increasing their monitoring of performance standards so staff can become more efficient while talking with callers.
- Since applications need to be processed within 30 days, the state created a Dashboard, which is a program that workers can monitor to see how many applications are pending.
- We have an opening for a Call Center agent, so we will begin interviewing next week.
- We had a job fair on March 1 and 135 individuals attended. There are several more job fairs coming up.
- I will be attending a meeting on Thursday at DHS to discuss how the Affordable Health Care Act will affect Badger Care and other programs that may be affected by it.

**ADRC:**

Ms. Torum reported on the following items:

- They completed the State reports on calls they received on elder abuse and neglect. She shared statistical information from 2012 on reports of abuse/neglect of vulnerable adults 18+ and the elderly. Vulnerable adults are those with developmental or physical disabilities and it includes those with mental illness. The elderly are defined as the older population aged 60+. The department received 100 reports of abuse/neglect in 2012. On average, 8 cases are being assessed each month. The majority of referrals (71) were on behalf of people 60+, with Self-Neglect, Financial Exploitation and Neglect by others topping the list. Within the 18-59 age group, Physical Abuse, Neglect by others and Sexual Abuse topped the list. Family members are the primary abusers and the majority of alleged abuse occurs within the person's own home. Approximately 47% of the referrals on people 60+ and only 18% on the 18-59 age group were substantiated.
- The ADRC Van was involved in a motor vehicle accident last week. The driver was fine, there were no passengers and the other driver was at fault. The van is due to be repaired shortly.
- Availability for the Volunteer Driver pool has been very problematic. Drivers are retirees, and many have had health issues this year. I have been reviewing the department's transportation needs and due to a variety of factors, believe that there is revenue available to cover the costs of hiring a part-time driver. In reviewing mileage expense reports for back-up intake social workers, I found that in 2012, approximately \$5,000 was claimed when workers used their own vehicles to transport agency clients when no other options were available. Mr. Molinaro voiced concerns about whether or not hiring a driver

would really have the desired outcome. Ms. Cauley assured him that it would because the back-up intake schedule would be dissolved.

Mr. McKenzie made a motion to support the creation of a new part time driver position.

Mr. Jones seconded.

*Motion passed unanimously.*

**11. DISCUSS KATHI CAULEY'S PENDING APPOINTMENT AS INTERIM COUNTY ADMINISTRATOR**

Ms. Cauley reported that she was asked to be the interim County Administrator and was appreciative of the huge compliment to her as well as the entire Human Services Department. She explained that they are hopeful that they will hire someone within the next 60 days. She will be at the courthouse from 9:00 a.m. to 12:00 p.m. and attend committee meetings as needed.

Ms. Rogers thanked Ms. Cauley for her willingness to do this job and is confident that she can manage both areas effectively.

Mr. Jones thanked the Human Services staff and managers for their support.

**12. UPDATE ON STATE BUDGET**

Ms. Cauley reported that she and Mr. Mode attended the Wisconsin Counties Association meeting regarding the 2013-2015 Biennial Budget. Ms. Cauley discussed the changes of the **Income Maintenance Related Initiatives** (attached), which are anticipated to impact Income Maintenance agencies and then discussed the **Mental Health Proposal** (attached).

**13. UPDATE ON SECURITY EFFORTS**

Ms. Cauley reported that we have implemented security measures of the WAVE system, which include hand-held duress buttons for each room, an internal response team, and swipe cards for doors. With a portion of our carryover funds, we hope to put in bullet resistant glass at the front desk. We are working with the Sheriff's Department and will be trained by the head of the SWAT team regarding an active shooter. The Sheriff's Department also recommended that a few key staff and first responders be trained in using pepper spray, which would require a change in the County ordinance. Ms. Cauley emphasized that all of these key staff and internal response team would receive adequate training.

**14. HUMAN SERVICES DAY AT THE CAPITOL APRIL 10, 2013**

Ms. Cauley distributed an agenda for Human Services Day on April 10. We will have appointments to meet with our Legislatures and then during lunch, the Secretaries from the DHS and DCF will speak.

**15. OVERVIEW OF COMPREHENSIVE COMMUNITY SERVICES**

Ms. Cauley handed out a report about the Comprehensive Community Services (CCS) program (attached). She discussed the history of the program, who is eligible, outcomes, and cost savings. She then read two success stories of CCS participants who were recently highlighted in Wisconsin County Association's magazine.

Ms. Cauley is concerned that the state will require that we regionalize this program. We are one of 26 counties that offer this program. Regionalizing, depending on what is required, may drive up our costs, and adversely impact consumers. If we must regionalize, then it will be

imperative that we are able to form them voluntarily. We would prefer to join Rock and Walworth counties so we could share providers, training, and services.

**16. UPDATE ON WISCONSIN COUNTY HUMAN SERVICES ASSOCIATION**

Mr. Mode reported on the following items:

- The Human Services Redesign effort is proposing a statutory change to allow counties to form partnerships with DHS and others who currently provide oversight of county-based services.
- The WCHSA Spring Conference will be May 8 – 10
- Logisticare will be transporting Medicaid patients until July 1. The state has accepted bids and is in the process of making a decision.

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

The next meeting will be on Tuesday, April 10.

- Continue to watch the budget.

**18. ADJOURN**

Ms. Rogers made a motion to adjourn the meeting.

Mr. Jones seconded.

*Motion passed unanimously.*

Meeting adjourned at 10:50 a.m.

Respectfully submitted by Donna Hollinger

**NEXT BOARD MEETING**

Tuesday, April 9, 2013 at 8:30 a.m.

Workforce Development Center, Room 103

874 Collins Road, Jefferson, WI 53549