

**JEFFERSON COUNTY HUMAN SERVICES**  
**Board Minutes**  
**April 8, 2014**

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

**Absent:** Pam Rogers and John McKenzie

**Others Present:** Human Services Director Kathi Cauley; Administrative Services Manager Joan Daniel; Child & Family Manager Brent Ruehlow; Economic Support Manager Jill Johnson; Office Manager Donna Hollinger; County Administrator Ben Wehmeier, County Board Chairman John Molinaro, President and CEO of Opportunities, Inc. Barb LeDuc, and Director of Agency Relations of Opportunities, Inc., Robin Kennedy.

**1. CALL TO ORDER**

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

**2. ROLL CALL/ESTABLISHMENT OF QUORUM**

Rogers & McKenzie absent/Quorum established

**3. CERTIFICATION OF COMPLIANCE WITH THE OPEN MEETINGS LAW**

Ms. Cauley certified that we are in compliance.

**4. REVIEW OF THE MARCH 11, 2014 AGENDA**

No Changes

**5. CITIZEN COMMENT**

Opportunities, Inc. President and CEO Barb LeDuc, and Director of Agency Relations Robin Kennedy spoke to the board about the history of the company, challenges they face, and what they are doing now for providing services to people with disabilities. They also spoke about what they are doing on a local, state and national level.

**6. APPROVAL OF THE MARCH 11, 2014 BOARD MINUTES**

Mr. Jones made a motion to approve the March 11, 2014 board minutes.

Mr. Schultz seconded.

*Motion passed unanimously.*

**7. COMMUNICATIONS**

Ms. Cauley reminded everyone to attend the employee appreciation luncheon being held tomorrow, and to submit registration information for the WCHSA Spring conference.

**8. REVIEW OF JANUARY, 2014 FINANCIAL STATEMENT**

Ms. Daniel reviewed the January 2014 financial statements (attached) and said that there is a projected positive year-end fund balance of \$296,165. Ms. Daniel also presented the summary sheet and financial statements (attached) that detail revenue, expenses, tax levy and variance by program within each Division. She also presented reports showing Alternate Care and Commitment costs (attached).

**9. REVIEW AND APPROVE FEBRUARY, 2014 FINANCIAL VOUCHERS**

Ms. Daniel reviewed the summary sheet of vouchers totaling \$444,526.16 (attached).

Mr. Schultz made a motion to approve the February 2014 vouchers totaling \$444,526.16.

Mr. Jones seconded.

Mr. Tietz abstained.

*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:

- This is Child Abuse Prevention month and our teams are doing many things for public awareness.
- Several months ago we piloted an electronic referral process with law enforcement and its success has led to County wide implementation which has led to timelier referrals from law enforcement.
- No new children were placed into care this month and nine children found permanency, so within the CPS team, we are down to 84 children in alternate care.
- We received a grant for the Post-Reunification Services Program to help kids go home and stay home. We have two children who meet the criteria under this grant so this will offset our costs at \$1100 per month each for 12 months.
- We had another Juvenile Roundtable with Judge Wambach, District Attorneys, Public Defenders and Guardian Ad Litem. We discussed our 6-month agency reviews and it was agreed to move them into court instead of holding them at Human Services. This will speed up the process.
- We have two openings and have been interviewing candidates.

**Behavioral Health:**

Ms. Cauley reported on the following items:

- Act 158 went into effect last week that requires finding a probable cause for an emergency detention within 72 hours after the individual is taken into custody, as compared to having 72 hours after arriving at the facility. Since our workers are the ones making the emergency detentions, our Assistant Corp Counsel and the Crisis Supervisor will meet with law enforcement to discuss this new process.
- Comprehensive Community Services was budgeted to be fully funded as of July 1; however, one person on the Joint Finance committee rejected it, so there will be a hearing in May. The majority of the committee has to vote to release those funds.

- As discussed in March, DHS issued the new performance contract for the crisis grant and this year they would like us to focus on serving youth with crisis needs who have mental health or severe emotional issues. We will join with other counties and are looking at what Sauk County is doing now. Our goal is to have a youth crisis stabilization facility that will be a better alternative than going to Winnebago Mental Health Institute.
- We are having our Heroin Education Summit on May 1<sup>st</sup>. Some of the speakers will be District Attorney Susan Happ; Drug Task Force, Sergeant Margo Gray; Advanced Pain Management, Dr. Douglas Keene, and several others.
- We are working on the 2015 budget and if there is enough funding, we will be asking for a new position for a children's therapist for the mental health outpatient clinic. All children are eligible for Medicaid up to 300% of the federal poverty level, so we feel that this would come with some revenue and may save money. Jefferson County has a shortage for children's therapists.

#### **Administration:**

Ms. Daniel reported on the following items:

- We received notification that the state will need more detail for our Wisconsin Medicaid Cost Reporting (WIMCR). Currently we use global software to pull information. They will be requiring us to report more detail therefore this will create extra work. Ms. Cauley added that WCHSA has this issue as part of their behavioral health platform, asking the state to consolidate all costs and data reports. CMS at the federal level wants one report, but the state wants multiple reports.
- We submitted our children's waiver information and the state made an administrative change to our Community Options Program. The state is not allowing us to allocate administrative costs between CLTS/COP/Family support that will affect our reimbursement for COP. We will need to raise our expenditures to COP in order to capture all of the revenue.
- We are working on the annual report.
- The Civil Rights Compliance Plan is done.
- All 2013 reports have been submitted into the state.
- We are preparing for auditors.

#### **Economic Support:**

Ms. Johnson reported on the following items:

- Because Health Care Reform applications were due on March 31, the Call Center took 12,570 calls, which was over 2,000 more than February.
- We finished processing the 700 applications that were due by March 31. Many had incorrect data so we had to do outreach to about 100 people.
- Our Certified Application Counselor saw 276 individuals since December 1. She transferred to a different position on our team however, so we will be recruiting to fill that position.
- We met with the Division of Administration regarding a review of our Energy Services contract and it went well.
- The State will be here on April 22 – 24 to do a food stamp management evaluation review as mentioned last month. We will be the host consortium site this year. They will do an entrance interview and will then be focused on four areas including program access,

recipient integrity, FSET referral, and case & procedural errors. They will interview staff and watch an intake process.

- I am on the Jefferson County Transition Network Committee that is similar to our Independent Living Skills program at Human Services that helps students who are in special education and who have barriers. It helps them transition from high school into adult living. On March 31, schools brought kids that were going to be graduating to the Madison College where representatives from area schools gave presentations on things like independent living skills, budgeting, going to college, and social media. The students were very involved and we plan to do it again next year.

**ADRC:**

Ms. Cauley reported for Ms. Torum on the following items

- The two new part-time drivers are working out very well.
- We received an additional \$30,000 to relocate individuals from ICFMRs into the community.

**11. UPDATE ON NEW PROFESSIONAL CONTRACTS**

Ms. Cauley reported that we have five new contracts listed on the 2014 Provider Contracts sheet (attached).

Mr. Jones made a motion to approve the new professional contracts.

Mr. Tietz seconded.

Motion passed unanimously.

**12. MOTION AND RESOLUTION FOR THE COUNTY BOARD TO DESIGNATE US TO OPERATE THE CST INITIATIVE**

Ms. Cauley reported that DHS is allocating \$62,123 more funds to county Coordinated Service Teams; however, they are requiring county boards to designate the Department to operate this initiative.

Mr. Jones made a motion to send a resolution to the county board to designate Jefferson Human Services Department to operate the CST initiative.

Mr. Schultz seconded.

Motion passed unanimously.

**13. REVIEW AND APPROVE CREATION OF A FULL-TIME COMMUNITY RESOURCE COORDINATOR – CST**

Ms. Cauley reported that we are requesting to create a full-time position for the initiative addressed in #12. (attached) This position has a total possible cost of \$81,674, however in addition to the funding from DHS, it would also be funded with Waiver, Safe & Stable family, and Case Management funding, requiring no additional tax-levy. This has already been approved by the Human Resources Committee.

Mr. Tietz made a motion to forward a resolution to the county board to create a full-time Community Resource Coordinator for CST.

Mr. Jones seconded.

Motion passed unanimously.

**14. REVIEW AND APPROVE PART TIME TO FULL TIME DEMENTIA CARE SPECIALIST POSITION**

Ms. Cauley reported that DHS is expanding the ADRC Dementia Care Specialist program (attached) and wants counties to have full-time Dementia Care Specialists. They will provide \$26,000 in additional funding. This has already been approved by the Human Resources Committee.

Mr. Jones made a motion to approve changing the part time dementia care specialist position to a full time position.

Mr. Schultz seconded.

Motion passed unanimously.

**15. REVIEW AND APPROVE NEW FULL TIME CHILDREN'S WAIVER POSITION**

Ms. Cauley reported that the DHS is providing long term and short term funding for the Children's Long Term Support Waiver contract to assist in reducing the number of children waiting for services and improving community connections and supports for children already receiving services. (attached) We have 104 children who are on the waiting list and who have already been found eligible. We will need to create a new position to handle this workload.

Mr. Schultz made a motion to approve a new full time Personal Assistant Case Manager/Family Coordinator position.

Mr. Tietz seconded.

Motion passed unanimously.

**16. DISCUSS AND APPROVE REMOTE WEBSITE ACCESS**

Mr. Wehmeier reported that there is a need for staff to access our website remotely, so he and Ms. Cauley spoke with the IT Department about a long-term solution that would handle future needs. A request for bids was done and the report of four options was presented (attached). These options were also presented to the Infrastructure Committee, which approved Option #4 that will accommodate more users as well as having the capacity to add users later. He added that the county board already approved over \$90,000 from the Human Services budget to be used specifically for this purpose. This will be recommended to the Finance Committee on Thursday.

Mr. Tietz made a motion to approve Option 4 for remote website access.

Mr. Jones seconded.

Motion passed unanimously.

**17. UPDATES FROM WISCONSIN COUNTY HUMAN SERVICES ASSOCIATION**

Mr. Mode reported on the following items:

- The Futures Committee, as discussed last month, is deliberating whether to hire a part time or full time Executive Director, which would require more money. Our portion to pay for a full time Director would increase from \$300 per year to \$2500. The Director would represent WCHSA at all venues.
- They would like to reduce the Executive Board size from 40 to 17 members, having representation of five members from each region currently designated by the Department of Children and Families, plus a President and Vice President. It would be made up only of directors, leaving out county board supervisors as well as PAC chairpersons. Mr. Mode is in favor of hiring an Executive Director, but not reducing the number of members on the Executive Board. There will be a vote in May.

**18. SET DATE AND TIME FOR JUNE BOARD & PUBLIC HEARING MEETING**

The June meeting will be on June 10 at 4:00 p.m. and the public hearing will follow at 5:00 p.m.

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

Due to the conflict with the WCHSA Spring Conference, the next meeting will be on Monday, May 12 at 8:30 a.m.

Ms. Cauley thanked Mr. Molinaro for his service and support to the board.

**20. ADJOURN**

Mr. Tietz made a motion to adjourn the meeting.

Mr. Schultz seconded.

*Motion passed unanimously.*

Meeting adjourned at 9:50 a.m.

**Respectfully submitted by Donna Hollinger**

**NEXT BOARD MEETING**

Monday, May 12, 2014 at 8:30 a.m.

Workforce Development Center, Room 103

874 Collins Road, Jefferson, WI 53549