

JEFFERSON COUNTY HUMAN SERVICES
Board Minutes
February 11, 2014

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

Absent: Julie Merritt

Others Present: Human Services Director Kathi Cauley; Administrative Services Manager Joan Daniel; Child & Family Manager Brent Ruehlow; Aging & Disability Resource Center Supervisor Sharon Olson; Economic Support Manager Jill Johnson; 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

Merritt absent/Quorum established

3. CERTIFICATION OF COMPLIANCE WITH THE OPEN MEETINGS LAW

Ms. Cauley certified that we are in compliance.

4. REVIEW OF THE FEBRUARY 11, 2014 AGENDA

No Changes

5. CITIZEN COMMENT

No Comments

6. APPROVAL OF THE JANUARY 14, 2014 BOARD MINUTES

Mr. Tietz made a motion to approve the January 14, 2014 board minutes.

Mr. Jones seconded. Ms. Rogers abstained.

Motion passed unanimously.

7. COMMUNICATIONS

No Communications

8. REVIEW OF DECEMBER, 2013 FINANCIAL STATEMENT

Ms. Daniel reviewed the December 2013 financial statements (attached) and said that there is a projected positive year-end fund balance of \$256,643; however the ledgers for 2013 are not closed yet. 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 JANUARY, 2014 FINANCIAL VOUCHERS

Ms. Daniel reviewed the summary sheet of vouchers totaling \$524,308.03 (attached).

Mr. Schultz made a motion to approve the December 2014 vouchers totaling \$524,308.03.

Mr. Rogers seconded.

Motion passed unanimously.

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

ADRC:

Sharon Olson, the ADRC supervisor presented the ADRC's 2013 annual report which reviewed their statistics and goals. (attached)

Child & Family Resources:

Mr. Ruehlow reported on the following items:

- We have a child entering the waiver program and three more will be entering it next month.
- Three more children found permanency.
- We have been finalizing the Coordinated Services Team (Wraparound) grant in the amount of \$62,123. We are hopeful that it will fund a new position.
- We had seven families with 15 children enter the "in-home safety services" grant program. In order to keep these children safe, we needed to put safety controls in the home. We were able to keep all of them in the home safely for the entire year. Since they didn't have to be placed out of home, this was a direct savings of about \$96,000. We are happy to report that we received a one-year extension of this grant.

Behavioral Health:

Ms. Cauley reported on the following items:

- Emergency Detentions reached 154 for 2013, which is a 25% increase over 2012. We were able to break down the details of these ED's that gave us important information to plan for next year.
- We had 13 emergency detentions for January and many suicide calls.
- The State issued guidelines for regionalization for Comprehensive Community Services. It is on track to be fully funded by July 1. We will share a region with Rock and Walworth Counties and collaborate on training staff and providers.
- We continue to meet internally monthly regarding the heroin problem in our county. We discuss treatment options and resources to make sure that we don't have gaps in our services. There will be a stakeholder's group meeting on April 16 and we will be giving a presentation about the services we provide.
- Governor Walker signed some mental health legislation into law including a mental health task force, funding for crisis intervention training, child psychiatric consultation, supported employment work programs, peer run respite centers, and other initiatives.
- The State hired Elizabeth Hudson for the Office of Children's Mental Health and she will coordinate with the Dept of Children and Families and the Department of Health Services. We believe she will be able to enhance and coordinate programming.

Administration:

Ms. Daniel reported on the following items:

- Our maintenance team finished some major projects as listed below:
 - Replacing boilers, installing three work regions, installing bullet resistant glass at the main receptionist areas, replacing the sidewalk and flooring at Lueder House, installing a fire-rated door to the boiler, adding temperature sensors at several locations, installing security readers for 10 internal doors, and remodeling the Birth the three office. Ms. Cauley congratulated the maintenance staff for completing these projects.
- The installation of the Hillside air conditioner will be delayed until spring. The sewer line is eroding beyond the point that we already replaced, so this will also be a new project this year.
- The fiscal area manually enters critical incident assessment reports and we are working towards a more automated system by April. This will reduce double entry.
- We are trying to automate the prior authorization process.
- Currently we bill using the “International Classification of Diseases” 9 diagnosis codes (ICD 9) but beginning in October we will be required to use ICD 10 codes. These codes will be more detailed which will affect prior authorizations and the new health care initiatives.
- We are working towards tracking billing denials more effectively.
- The Uniform Fee Schedule requires that we review financial information for clients on an annual basis, which assesses what they are able to pay. We do not have an effective process to trigger when someone needs to be seen, so we are implementing a new report to help identify these individuals.
- A goal of our area is to write up a flow chart of our billing procedures and disseminate it to staff so they have a better understanding of the process.
- We are working on the Civil Rights Compliance Plan that will be presented next month.

Economic Support:

Ms. Johnson reported on the following items:

- The Southern Call Center answered 10,693 calls at a rate of 95.72%.
- We are expecting between 600-700 new cases.
- We are required to process 95% of all applications within 30 days and we processed 100% of them within the timeline.
- There was \$8 billion dollars cut from the Farm Bill, which directly affects the Supplemental Nutrition Assistance. This could be a decrease of about \$90 per month per family.
- The Emergency Food and Shelter Program gave us \$9,669 for the area food pantries as well as St. Vincent de Paul, CAC, Salvation Army, PADA, and \$500 for the food pantry at the WDC.

11. PROCLAMATION RECOGNIZING MARCH AS PROFESSIONAL SOCIAL WORKER MONTH

Ms. Cauley reported that March is Professional Social Worker Month and we would like a Human Services Board proclamation to recognize that. We will have an employee appreciation luncheon on April 9 and everyone is welcome to attend.

Mr. Jones made a motion to proclaim March as Professional Social Worker month.

Ms. Rogers seconded.

Motion passed unanimously.

12. REQUEST FOR COUNTY BOARD RESOLUTION RECOGNIZING APRIL AS CHILD ABUSE PREVENTION MONTH

Ms. Cauley reported that this request needs to go to the county board and we will use the same resolution that we have used in prior years.

Mr. McKenzie made a motion to send a resolution to the county board recognizing April as Child Abuse Prevention month.

Mr. Schultz seconded.

Motion passed unanimously.

13. DISCUSS AND APPROVE CONTRACTING WITH MEDICAID H.M.O'S

Ms. Cauley reminded the board about last month's discussion regarding billing and insurance. She recommended that we contract with Medicaid H.M.O's and in particular Medicare SSI Managed Care. Care Wisconsin will be a provider of this.

Mr. Jones made a motion to approve the recommendation to contract with the Medicaid H.M.O's.

Ms. Rogers seconded.

Motion passed unanimously.

14. UPDATE ON NEW PROFESSIONAL CONTRACTS

Ms. Cauley reported on the new contracts that are listed on the Provider Contracts (attached).

Mr. Tietz made a motion to approve the new contracts as listed.

Ms. Rogers seconded.

Motion passed unanimously.

15. UPDATES FROM WISCONSIN COUNTY HUMAN SERVICES ASSOCIATION

Mr. Mode reported on the following items:

- The Redesign Committee is working on the umbrella statute update.
- The statutory committee is working on a number of possibilities.

Ms. Cauley reported on the following items:

- The spring WCHSA conference is May 13 -15 at the Osthoff Resort.
- The Family Care bill will be at the assembly next week and she will be attending.
- The Federal government wants Wisconsin to have one comprehensive Medicaid cost reporting process. We would like WCHSA to lobby about changes to WIMCR. The Behavioral Health Pac will discuss this on Friday, February 28.
- Due to the upcoming ICD 10 requirement that was discussed earlier, all staff will have to be trained in the new Diagnostic and Statistical Manual of Mental Disorders (DSM-5). This

would normally be a cost of \$140 per day but through WCHSA, Ms. Cauley put together a training in Madison that will be video conferenced, only costing \$35.00.

16. SET NEXT MEETING DATE AND POTENTIAL AGENDA ITEMS

The next meeting will be on Tuesday, March 11 at 8:30 a.m.

17. ADJOURN

Ms. Rogers made a motion to adjourn the meeting.

Mr. Schultz seconded.

Motion passed unanimously.

Meeting adjourned at 9:40 a.m.

Respectfully submitted by Donna Hollinger

NEXT BOARD MEETING

Tuesday, March 11, 2014 at 8:30 a.m.

Workforce Development Center, Room 103

874 Collins Road, Jefferson, WI 53549