

JEFFERSON COUNTY HUMAN SERVICES

Board Minutes

May 12, 2014

Board Members Present: Jim Mode, Richard Jones, Augie Tietz, Julie Merritt, John McKenzie and Russell Kutz

Absent: Jim Schultz

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

1. CALL TO ORDER

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

2. ROLL CALL/ESTABLISHMENT OF QUORUM

Schultz absent/Quorum established

3. CERTIFICATION OF COMPLIANCE WITH THE OPEN MEETINGS LAW

Ms. Cauley certified that we are in compliance.

4. ELECTION OF OFFICERS

Ms. Cauley opened the floor for nominations for Chair. Mr. Tietz nominated Mr. Mode. Mr. Jones seconded.

Mr. Tietz moved to close the nominations with unanimous consent.

Motion approved unanimously.

Mr. Mode asked for nominations for Vice Chair. Mr. Tietz nominated Mr. Jones. Mr. McKenzie seconded.

Mr. Tietz moved to close the nominations with unanimous consent.

Motion approved unanimously.

Mr. Mode asked for nominations for Secretary. Mr. Tietz nominated Mr. McKenzie. Mr. Jones seconded.

Mr. Tietz moved to close the nominations with unanimous consent.

Motion approved unanimously.

5. REVIEW OF THE MAY 12, 2014 AGENDA

No Changes

6. CITIZEN COMMENT

Mr. Jones said that he enjoyed the employee appreciation banquet, the volunteer banquet and the heroin summit.

7. APPROVAL OF THE APRIL 8, 2014 BOARD MINUTES

Mr. Tietz made a motion to approve the April 8, 2014 board minutes.

Mr. Jones seconded.

Motion passed unanimously.

8. COMMUNICATIONS

Ms. Cauley reported that Governor Walker proclaimed the week of April 28 as Economic Support Specialists & Case Managers Week. Ms. Johnson said that now that the Marketplace deadline is over, they will be able to celebrate.

9. REVIEW OF MARCH, 2014 FINANCIAL STATEMENT

Ms. Daniel reviewed the March 2014 financial statements (attached) and said that there is a projected positive year-end fund balance of \$597,905. She 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 Commitment costs (attached).

10. REVIEW AND APPROVE APRIL, 2014 FINANCIAL VOUCHERS

Ms. Daniel reviewed the summary sheet of vouchers totaling \$413,512.00 (attached).

Mr. Jones made a motion to approve the April 2014 vouchers totaling \$413,512.00.

Mr. Tietz seconded.

Motion passed unanimously.

11. 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 hired an individual for the second shift Intake/On Call position and one for the Family Development Worker, and still have openings for the Intensive Supervision and Juvenile Justice positions.
- We were chosen as a Citizen Review Panel and had a meeting with law enforcement, schools, the Workforce Development Center and churches. A major goal of the newly formed panel was to recruit more true "citizens". A representative of the Division of Child and Families facilitated the meeting and we established a mission and goals. We received \$7,000 for community awareness initiatives.
- The first of two groups of staff attended Motivational Interviewing training, which is a goal-oriented, client-centered counseling style for eliciting behavior change by helping clients to explore and resolve ambivalence. Each staff had to tape record an interview with a client, and then received feedback from the trainer. This will be a positive process for working with clients.
- As of January, we had 81 children in Child Protective Services compared to last year when we had 110, which is a testament to the great work staff does.

Behavioral Health:

Ms. Cauley reported on the following items:

- We had 54 Emergency Detentions through April, including two children. We are seeing serious overdoses or suicide attempts
- I attended the National Council for Behavioral Health in Washington and it was a great conference with many speakers.
- Given the new marketplace plans, we will meet plan representatives and set up contracts.
- We are in need of an AODA resource and counselor for people who speak Spanish.

Administration:

Ms. Daniel reported on the following items:

- We have been busy with auditors. The only issue was within our Protective Payee program. The bank reconciliation is off and we are trying to identify what the problem is. We also have issues with the database and are working with MIS to purchase a new system.

Economic Support:

Ms. Johnson reported on the following items:

- We are training on telephonic signatures.
- The State was here on April 22 – 24 to do a Food Stamp Management Evaluation Review as mentioned last month. We were the host consortium site this year. They did an entrance interview and focused on four areas including program access, recipient integrity, FSET referral, and case & procedural errors. They interviewed staff and watched an intake process. We did not have any major issues, but the detail report will arrive in about a week.
- Governor Walker proclaimed the week of April 28 as Economic Support Specialists & Case Managers Week and we will now have the time to celebrate.
- We are having a full day of self-employment training on June 11th.
- Caseload is now 7,785 cases. The call center answered 11,524 calls in April.

ADRC:

Ms. Torum reported on the following items

- The second Dementia Summit is being held on Tuesday, May 13 from 1-4 at the Fort Atkinson Memorial Hospital.
- The Dementia Care Specialist has resigned. Interviews for her replacement are scheduled for Thursday, May 8. The start date will be June 2 and the position will be full-time.
- The next Elder Abuse I-Team will be held on June 9. June is World Elder Abuse Awareness Month and anyone with an interest in learning more about the I-Team and abuse/neglect of seniors and other vulnerable adults are welcome to attend. Announcements have been widely distributed.
- The ADRC has concluded its work on the Bethesda Lutheran Home Relocations. In 2013, the ADRC received an additional \$30,000 in Money Follows the Person Funding to take on this extra work. This money is available as an ongoing source and the fiscal department is working up the numbers to see if another staff member can be added to the ADRC team.

- The Volunteer Banquet was a great success. The Department does not have a Volunteer Coordinator and many of the home delivered meal volunteers are provided to the department through various churches.

12. UPDATE ON NEW PROFESSIONAL CONTRACTS

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

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

Mr. Tietz seconded.

Motion passed unanimously.

13. DISCUSS AND APPROVE CCS INTERCOUNTY GOVERNMENTAL AGREEMENT

Ms. Cauley reported on the Comprehensive Community Services agreement (attached) stating that we chose a “shared model” with Rock and Walworth counties. Ms. Cauley reviewed each section and stated that all three county Corporation counsels reviewed and agreed with it.

Mr. Jones made a motion to approve the agreement and to send it to the county board for approval.

Mr. McKenzie seconded.

Motion passed unanimously.

14. REVIEW 2013 ANNUAL REPORT

Ms. Cauley reviewed the highlights of the 2013 Department Annual Report and the Behavioral Health Division. Each manager then discussed the highlights of his or her Division.

15. UPDATE ON THE SPRING WCHSA CONFERENCE

Ms. Cauley reminded everyone to attend.

16. 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 at the WCHSA Conference.

17. DISCUSS JUNE’S PUBLIC HEARING AND SET NEXT MEETING DATE AND POTENTIAL AGENDA ITEMS

Mr. Mode reported that June’s board meeting will be at 4:00 p.m. on June 10, followed by the Public Hearing at 5:00 p.m.

18. ADJOURN

Mr. Jones made a motion to adjourn the meeting.

Mr. Tietz seconded.

Motion passed unanimously.

Meeting adjourned at 11:20 a.m.

Respectfully submitted by Donna Hollinger

NEXT BOARD MEETING

Tuesday, June 10, 2014 at 4:00 p.m.

Workforce Development Center, Room 103

874 Collins Road, Jefferson, WI 53549