

JEFFERSON COUNTY HUMAN SERVICES
Board Minutes
October 14, 2014

Board Members Present: Jim Mode, Richard Jones, Augie Tietz, Jim Schultz, and Russell Kutz

Absent: 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; Maintenance Supervisor Terry Gard; Child and Protective Services Kevin Reilly; Parks Department Manager Joe Nehmer; JC Bike Club members Joan Donnelan, Andy Didion, Chris Roddick, and Steve Grabow.

1. CALL TO ORDER

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

2. ROLL CALL/ESTABLISHMENT OF QUORUM

Merritt and 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 OCTOBER 14, 2014 AGENDA

No Changes

5. CITIZEN COMMENTS

All citizens will speak during item #8.

6. APPROVAL OF THE SEPTEMBER 9, 2014 BOARD MINUTES

Mr. Schultz made a motion to approve the September 9, 2014 board minutes.

Mr. Kutz seconded.

Motion passed unanimously.

7. COMMUNICATIONS

No communications

8. DISCUSS HIKING & MOUNTAIN BIKING RAILS ON COUNTY PROPERTY NEXT TO THE DEPARTMENT

Kevin Reilly, Joan Donnelan, Andy Didion, Chris Roddick, and Steve Grabow all spoke in favor of creating hiking & mountain biking trails to be located on county property next to Jefferson County Human Services. As a representative from the Jefferson County Bike Club, Chris Roddick said that their club members would be willing to donate many man-hours and host a fundraiser to help defray the cost to the county. He feels confident that this would be economical for the county by attracting bikers to the area from across Wisconsin and Illinois.

Their goal is to host the largest mountain bike racing series in the nation, with over 1,000 participants. Other individuals said that they were confident that this will enhance the quality of life and may become a destination stop. Parks Manager Joe Nehmer said that the Parks Committee supports this. One caveat is the potential presence of graves in Potter's Field and brought in an archeologist to help identify this possibility. Mr. Nehmer cautioned that if they come across a grave during construction, further action would stop until a solution is found. Mr. Wehmeier added that a trailhead may be located in the parking lot of the old countryside building.

Mr. Jones made a motion to approve creating hiking and mountain biking trails located next to Human Services Department.

Mr. Schultz seconded.

Motion passed unanimously.

9. REVIEW AND APPROVE PARKING LOT LIGHTING BIDS

Mr. Gard reported that he sent out an RFP for 23 lights for our parking lots. We have \$30,000 budgeted and the bids came in ranging from \$7,862 to \$20,130, with all meeting the specifications. The lowest bid was from Ready Electric, whom he has worked with in the past. Mr. Gard feels confident that they would do a good job, and the infrastructure committee has approved this.

Mr. Tietz made a motion to approve Ready Electric's bid for \$7,862.

Mr. Kutz seconded.

Motion passed unanimously.

10. UPDATE ON CHILDREN'S PERMANENCY, WELL BEING, AND OUT OF HOME PLACEMENTS

CPS Supervisor Kevin Reilly came to speak about the relationship between his staff and the district attorney's office, as well as Permanency overall. The relationship is extremely positive with the following facts:

- The DA's office provides excellent communication and are always available, including at the end of any given day.
- Two primary attorneys meet with them monthly to discuss processes and procedures regarding any pleadings for Ongoing, Intake, and Juvenile Justice.
- They review their paperwork before submission to the courts.
- They routinely act as an intermediary communicating with members of the Public Bar, Public Defender's Office, and probation and parole. This has directly led to less litigation at Children and Juvenile hearings, which has aided in the Department's efforts to help the children of the County achieve permanency in a more timely manner.
- They provide valuable insight into our overall communication with the Courts and individual Judges, and have provided advice and insight into the upcoming January rotation to a new Juvenile Court Judge.

Mr. Reilly summed up that the relationship with the District Attorney's Office is a positive one and fully engaged in communication, collaboration and guidance.

Mr. Reilly then spoke of the relationship that they have with our contracted Attorney Henry Plum, and the series of trainings that he conducted which resulted in the following facts:

- The DA's office filed nine TPR's so far this year with as many as nine others in process.

- The DA's office filed one subsidized Guardianship with four others in process.
- The DA's office filed four Traditional Ch.48 Guardianships year to date with one other case in process.
- The DA's office filed 14 successful Trial Reunifications so far this year.

Mr. Reilly added that these pleadings are the direct result of extensive communication, collaboration and excellent guidance of the legal aspects of the Children's and Juvenile Courts.

Mr. Ruehlow added that the success of these cases also goes to Mr. Reilly, the CPS staff and the Intake unit as well. They work very hard working at keeping kids stay in the home whenever possible.

11. REVIEW OF AUGUST, 2014 FINANCIAL STATEMENT

Ms. Daniel reviewed the August 2014 financial statements (attached) and said that there is a projected positive year-end fund balance of \$734,926. 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/Inpatient costs, Alternate Care Costs and Detox Costs (attached).

12. REVIEW AND APPROVE SEPTEMBER, 2014 FINANCIAL VOUCHERS

Ms. Daniel reviewed the summary sheet of September vouchers totaling \$577,632.91 (attached).

Mr. Tietz made a motion to approve the September 2014 vouchers totaling \$577,632.91.

Mr. McKenzie seconded.

Motion passed unanimously.

13. 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:

- Six more children went off the CLTS wait list in August and 25 children since June 1, which can provide needed supplies or respite.
- Seven children found permanency, largely due to the in-home safety grant.
- Due to the addition of another staff earlier this year on to our Coordinated Services Team (Wraparound) we are currently serving 26 families, with no one on the waiting list.
- We reinstated our coordinating committee with several community stakeholders and had our first meeting last week. The committee reviews the referral process and criteria for admission, and ensures a shared vision, among other things.
- We are completing the application for the 2015 IV-E legal contract to continue our relationship with Henry Plum and will submit it to DCF later this week.

Behavioral Health:

Ms. Cauley reported on the following items:

- We had eight emergency detentions for the month, which will be a year-end projection of 108. This will be lower than last year.
- Crisis call are up and through September we've had 4494 calls which projects out to about 6,000 calls for the year. Last year we had 5670 calls.

- We are trying to contract with several more hospitals who will take emergency detentions, including children.
- The outpatient clinic asks new clients to complete a questionnaire on their level of depression. Every three months thereafter, this questionnaire is given again. The results indicated a 54% reduction in their levels of depression. This is an excellent outcome.
- We are seeing more people in need of inpatient and AODA services as noted on the Commitment/Inpatient and Detox reports.
- Both of the Community Support and Comprehensive Community Services programs serve children, and we continue to see a need for intensive mental health services.

Administration:

Ms. Daniel reported on the following items:

- We are working on getting various 2015 budgets into the state.
- The CCS reconciliation is due on October 17.
- State auditors are here for the CRS program.
- WIMCR is due by the end of the month.
- We will be working on the 2015 rate setting and contracts.
- Auditors will be here in November for the county-wide audit.

Economic Support:

Ms. Johnson reported on the following items:

- FSET program changes have been postponed until April, 2015.
- We are now able to take applications from inmates in state institutions the month before release.
- The state is working diligently to stop fraud, so they are putting “stop fraud” posters in stores.
- Last April we had a management evaluation done on our FoodShare program and we did well. We were recognized for our best practices.
- The Call Center stats are low and are working on correcting them by transferring staff duties.
- The state said that Call Centers can redesign their centers, so we are meeting to decide if separate queues for specific workers and requests would be most effective. This needs to be completed by February 15.
- We will begin job interviews for the vacant Economic Support position.

ADRC:

Ms. Torum reported on the following items:

- The Jefferson County Medicaid Certified Personal Care Program will end on 3/31/2015. The department currently has a contract for \$60,000 to serve frail elders on a donation basis, since these are federal Older American’s Act dollars. The Health Department dealt with all administrative functions and these functions will transfer back to the Aging & Disability Resources Division. The ADRC Advisory Committee discussed some options at its October meeting and preliminarily, the plan would be to set up an internal process for assessing and allocating funds to people who qualify. This way those that are already on the program can retain their provider. If a Request for Proposals or RFP was to go out, many people would need to change agencies and this can be very upsetting.

- YOST (Young & Old Stick Together) training in Waterloo was done in September. Approximately 45 students signed up.
- The ADRC had 393 contacts in September, which was about a 10% decrease over the previous two months. The Aging & Disability Resource specialist PT position has been filled; an offer of employment for the Disability Benefit Specialist PT position will be made this week.
- ADRC staff are currently facilitating two health and wellness programs: “Living Well with Chronic Conditions” and “Powerful Tools for Caregivers.”
- The Home Delivered Meal Program served 1,505 meals; 126 via a contract with managed care or IRIS. These meals are purchased via a contract with each organization which pays the full cost of each. The full cost has just been recalculated and it will increase from \$10.37 to \$11.64 shortly.
- The Congregate sites served 1,010 meals each day or 48 per serving day. The Palmyra Site manager retired recently and an employment offer will go out to her replacement shortly.
- The s85.21 Specialized Transportation Grant Application has been issued. There are no significant changes planned for this year. A draft of the plan will be reviewed at the November ADRC Advisory Committee meeting, and then it will be scheduled for public review via the public hearing process. It will be brought to this board for review and approval at the December meeting. The transportation rate has also been recalculated and will rise from \$1.70 per mile to \$2.14. As of 8/30, the department has billed approximately \$13,000 to managed care organizations for rides provided to their members. In total, 342 one-way trips were provided in September.
- A NIATx project on the recruitment, orientation, retention and supervision of volunteers the Aging & Disability Resource Division uses is underway. All current policies are being reviewed to ensure that compliance standards are met.

14. UPDATE ON NEW PROFESSIONAL CONTRACTS

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

Mr. Jones made a motion to approve the contracts as listed.

Mr. Schultz seconded.

Motion passed unanimously.

15. REVIEW AND SELECT ELECTRONIC HEALTH RECORD VENDOR

Ms. Cauley reported that we received five bids and narrowed it down to two options: Netsmart and ECHO. The project team met with representatives of each vendor and visited counties who use these programs. Ms. Cauley presented the breakdown of costs to purchase this system for a total of \$303,743. (attached) Each vendor would “host,” which means that they have servers to hold all of our information, provide updates and security. ECHO was selected as the preferred vendor. There will be a cost of \$73,021 every year thereafter for recurring licenses.

Mr. Schultz made a motion to approve the purchase of the ECHO system as presented.

Mr. Kutz seconded.

Motion passed unanimously.

16. REVIEW FEIL'S 2015 MEAL CONTRACT

Ms. Torum informed the Board that the two-year contract with Feil's catering ends on 12/31/2014. Per Federal regulations, it can be extended into a third year without going out for bid. Feil's is asking for a 12-cent increase per meal for 2015. The funding is available and the satisfaction surveys that we did earlier this year came out very favorable.

Mr. Jones made a motion to extend the Feil's contract into a 3rd year at \$3.92/meal.

Mr. Tietz seconded.

Motion passed unanimously.

17. DISCUSS TRAUMA INFORMED CARE GRANT

Ms. Cauley reported that Jefferson, Rock and Walworth are working together on applying for this grant that would begin April 15 and will last for at least one year. A national trainer would come to our area at a cost to us of \$5500 and we would get the following services:

- Training for 30 agency and community clinicians in an evidenced-based therapy called Trauma Focused CBT, for children ages 8 – 18 who have experienced severe trauma.
- Parent and Social Worker training through curriculum based group sessions that will be offered three times.
- Train-the-trainer workshop
- Training in trauma – for system stakeholders

Mr. Jones made a motion to approve applying for the Trauma Informed Care Grant as presented.

Mr. Schultz seconded.

Motion passed unanimously.

18. DISCUSS HEALTHY TRANSITIONS: IMPROVING LIFE TRAJECTORIES FOR YOUTH AND YOUNG ADULTS WITH, OR AT RISK, FOR SERIOUS MENTAL HEALTH CONDITIONS

Ms. Cauley reported that this is a Federal grant and the state asked us to apply. It is a 5-year grant to help youth and young adults aged 16 – 25 who have or are at risk for a serious mental health condition. This grant would allow us to hire two full time staff and one part time outreach worker to serve this population, which has already been included in the 2015 budget. The money, totaling about \$1 million dollars over the 5-year period, will pay for computers, travel, phones, office supplies, uninsured youth, and contractual services.

Mr. Schultz made a motion to accept the grant as presented.

Mr. Kutz seconded.

Motion passed unanimously.

19. DIRECTOR'S REPORT:

Ms. Cauley reported on the following items:

- Amy O'Neil, PADA's Executive Director, is leaving the organization and taking a position at Marquette.
- Ms. Cauley was invited to participate in developing the Department Child and Family Leadership Summit, which will be held November 12. It will include Secretary Anderson, her management team, 15 directors across the state, and several WCHSA officers. They will discuss child protective services, the outcomes, and how to improve services.
- We are looking to see how we can improve services to children when they have an acute illness episode. Last year we ED'd 33 children, so we want to find better resources and

recruit more foster parents. We're also looking at how we can bring a crisis support team to the child and family.

20. UPDATES FROM WISCONSIN COUNTY HUMAN SERVICES ASSOCIATION

Mr. Mode reported on the following items:

- The Association has decided to hire a director and set annual rates based on county size. Jefferson County will owe \$3,000.
- They are still considering if downsizing the executive board would be beneficial. He and Ms. Cauley have worked diligently trying to keep county supervisors on the board.

18. SET NEXT MEETING DATE AND POTENTIAL AGENDA ITEMS

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

20. ADJOURN

Mr. Jones made a motion to adjourn the meeting.

Mr. Schultz seconded.

Motion passed unanimously.

Meeting adjourned at 10:10 a.m.

Respectfully submitted by Donna Hollinger

NEXT BOARD MEETING

Tuesday, November 11, 2014 at 8:30 a.m.
Workforce Development Center, Room 103
874 Collins Road, Jefferson, WI 53549