

JEFFERSON COUNTY HUMAN SERVICES
Board Minutes
November 11, 2014

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

Absent: Julie Merritt

Others Present: Human Services Director Kathi Cauley; Administrative Services Manager Joan Daniel; Aging & Disability Resource Supervisor Sharon Olson; Economic Support Manager Jill Johnson; Child & Family Manager Brent Ruehlow; Office Manager Donna Hollinger; County Administrator Ben Wehmeier and County Board Chair Jim Schroeder.

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 NOVEMBER 11, 2014 AGENDA

Item #14 was tabled until December

5. CITIZEN COMMENTS

No Citizen Comments

6. APPROVAL OF THE OCTOBER 14, 2014 BOARD MINUTES

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

Mr. Schultz seconded.

Motion passed unanimously.

7. COMMUNICATIONS

Ms. Cauley reported on the following items, both of which were articles in the newspapers: (attached)

- *“Business owner charged with possession of narcotics.”* The individual involved is the owner of several group homes where some of our consumers reside. Upon hearing this, staff immediately did welfare and medication checks on each consumer. The residential facilities will now be run solely by the other owners. Several state departments are involved and will be closely monitoring this issue.
- *“Jefferson County Jail inmate alive after suicide attempt.”* This individual was an emergency detention to the jail and has since been transferred to Winnebago Mental Health Institute.

8. REVIEW OF SEPTEMBER, 2014 FINANCIAL STATEMENT

Ms. Daniel reviewed the September 2014 financial statements (attached) and said that there is a projected positive year-end fund balance of \$394,856. 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).

9. REVIEW AND APPROVE OCTOBER, 2014 FINANCIAL VOUCHERS

Ms. Daniel reviewed the summary sheet of October vouchers totaling \$480,297.54 (attached). Mr. Jones made a motion to approve the October 2014 vouchers totaling \$480,297.54.

Mr. McKenzie 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 applied and were given seven slots for the 2-year post-reunification program. If a family qualifies, up to \$1100 each month can be used to help keep children in their home.
- We took 14 children off the waiting list within the Children's Long Term Support program. We began with 100 children on the list and are now down to 66. We are also screening these children to see if they are eligible for the Comprehensive Community Services program, which has impacted that program.
- We attended the Child Welfare Conference that focused on data, so we have been tracking data in each one of our areas and have seen excellent results in most **key outcome indicators** as noted in the annual report.

Behavioral Health:

Ms. Cauley reported on the following items:

- We received the five-year "Now is The Time" grant which will serve young adults ages 15 – 25 within our Comprehensive Community Services program. This will help identify people in this age group who are in need of mental health services. This grant will fund 2.5 positions as well as a contract for parent coaching. The grant requires the option to text, so we are working on a texting policy.
- Lou Opper, who is the AODA section chief at the Dept of Health Services, contacted us about our suboxone program. He is working on two sites in Wisconsin for people who have opioid addictions.
- As of October 31, we had 4,999 calls for emergency mental health (EMH), and last year at this time, we had 4,500 calls. This projects out to 6,000 calls for the year.
- We had 120 emergency detentions through October. 60% of people evaluated were voluntarily willing to enter treatment.
- The suicide calls have increased from 165 last year to 235 this year.
- We have been tracking data for our **key outcome indicators** within each team as noted in the annual report.

Administration:

Ms. Daniel reported on the following items:

- Fiscal's **key outcome indicators** were to maximize revenues, and we have been maximizing funding within the CLTS area.
- The Initial Crisis Assessments were implemented and we are moving toward electronic health records with the provider ECHO.
- The Comprehensive Community Support program was reconciled and we will be reimbursed about \$12,000.
- We are working on year-end rates and contracts.

Economic Support:

Ms. Johnson reported on the following items:

- We have been tracking data for our **key outcome indicators** for meeting state performance standards as well as Call Center requirements and have seen excellent results in most areas.
- We are redesigning the call flow center with a phone tree, which should help callers navigate the system better.
- We have a goal of greater community involvement and DHS will be providing additional funding to the Consortium. Jefferson County will be hiring a regional enrollment coordinator who will work with all seven counties.
- We are encouraging staff to take on new roles and two staff will begin a budgeting class.
- We are working on ways to encourage customers to get their applications in timely, so we are re-sending the forms out to remind them. We will review the data to see if that was helpful.

ADRC:

Ms. Olson reported on the following items:

- The Public Hearing will be held on November 25 for the Transportation Plan.
- The Aging Plan has been submitted.
- Both part time positions have been filled and are in training.
- We held two "Living Well with Chronic Conditions" workshops.
- We just began a "Powerful Tools" class for caregivers.
- November is National Family Caregiver Month and Alzheimer Awareness Month, so we set up a table with resources. Staff are also available to answer any questions. Additionally, we will be holding a free memory screening on November 18.
- The ADRC is working on streamlining the enrollment process and reducing paper usage.

Mr. Wehmeier added that the ADRC was mentioned during the ribbon cutting ceremony at the new dementia care facility, stating that the ADRC is a dementia care leader in the state.

11. UPDATE ON NEW PROFESSIONAL CONTRACTS

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

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

Mr. Jones seconded.

Motion passed unanimously.

12. REVIEW AND APPROVE STATE/COUNTY CONTRACTS FOR 2015

Ms. Daniel and Ms. Cauley presented the 2015 state/county contracts and a draft resolution allowing either one of them to sign off on the state contracts. (attached) The contracts include the leases as listed in item #13.

Mr. Tietz made a motion to approve the state/county contracts as presented.

Mr. Kutz seconded.

Motion passed unanimously.

13. REVIEW AND APPROVE LEASES AT WDC

Incorporated with item #12.

Mr. Jones made a motion to approve the resolution authorizing execution of state human services contracts, consortium agreements and professional/care provider contracts as presented.

Mr. McKenzie seconded.

Motion passed unanimously.

14. REVIEW AND APPROVE RATES FOR 2015

Tabled

15. DIRECTOR'S REPORT:

Ms. Cauley reported on the following items:

- I want to thank all veterans present and elsewhere for their service to our country.
- The DCF Leadership Summit is tomorrow and I am a region representative. Two topics are retaining child welfare staff and the future of child welfare. We are ahead of the state average in retaining staff.
- We signed a contract with ECHO, who is our electronic health records vendor, and beginning November 17, we will have weekly project conference calls with them. On December 3 – 5, they will be onsite for a “*Business Process Workshop*,” to discuss and analyze our system and plan the implementation of the new system.
- The state Emergency Management representative for Human Services spoke at the Behavioral Health Conference about getting contracts in place in the event of a mass fatality or tragedy.

16. UPDATES FROM WISCONSIN COUNTY HUMAN SERVICES ASSOCIATION

Mr. Mode reported on the following items:

- The executive committee published the job description for the executive director, which stated that it would be a 17-member board, thereby excluding supervisors from being on the board. Each region will have three representatives on the board. This will be implemented on January 1, 2015.
- The WCHSA conference is scheduled for December 12 in Wisconsin Rapids.
- April 8 is Human Services day at the Capitol.

17. SET NEXT MEETING DATE AND POTENTIAL AGENDA ITEMS

The next meeting will be on Tuesday, December 9 at 8:30 a.m.

The agenda will include Review and approve rates for 2015.

18. ADJOURN

Mr. Tietz made a motion to adjourn the meeting.

Mr. Jones seconded.

Motion passed unanimously.

Meeting adjourned at 9:50 a.m.

Respectfully submitted by Donna Hollinger

NEXT BOARD MEETING

Tuesday, December 9, 2014 at 8:30 a.m.
Workforce Development Center, Room 103
874 Collins Road, Jefferson, WI 53549