

JEFFERSON COUNTY HUMAN SERVICES
Board Minutes
March 10, 2015

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

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

1 & 4. CALL TO ORDER

Mr. Mode called the meeting to order at 8:30 a.m. and introduced Cynthia Crouse as the new board member. Ms. Cauley spoke about her interest in giving back to the community.

2. ROLL CALL/ESTABLISHMENT OF QUORUM

All present/Quorum established.

3. CERTIFICATION OF COMPLIANCE WITH THE OPEN MEETINGS LAW

Ms. Cauley certified that we are in compliance.

5. REVIEW OF THE MARCH 10, 2014 AGENDA

No changes

6. CITIZEN COMMENTS

No Citizen Comments

7. APPROVAL OF THE FEBRUARY 10, 2015 BOARD MINUTES

Mr. Tietz made a motion to approve the February 10, 2015 board minutes.

Mr. Schultz seconded.

Motion passed unanimously.

8. COMMUNICATIONS

Ms. Cauley was pleased to read a letter of gratitude from a mom recognizing four of our staff who had helped her son.

9. REVIEW OF DECEMBER, 2014 FINANCIAL STATEMENT

Ms. Daniel reviewed the final December 2014 financial statement (attached) and said that there is a positive balance of \$931,091 prior to any carryover requests. We are requesting Non-Lapsing funds in the amount of \$675,932.46 (attached). \$420,573.92 is for capital projects, ECHO, donations, vehicle reserve, vehicle, and operations. This leaves a balance of \$255,258.54 to the general fund. Final reports for the state are due on March 15 with the exception of CLTS. CLTS data from WPS will not be available until March 19. Final CLTS reconciliation is due to the state by April 5.

She also presented reports showing Commitment/Inpatient costs, Alternate Care Costs and Detox Costs (attached).

10. REVIEW AND APPROVE FEBRUARY, 2015 FINANCIAL VOUCHERS

Ms. Daniel reviewed the summary sheet of February, 2015 vouchers totaling \$492,360.05 (attached).

Mr. McKenzie made a motion to approve the February 2015 vouchers totaling \$492,360.05.

Mr. Kutz 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:

- Due to her extraordinary commitment to the children and families she serves, Kelly Ganzow, a social worker in our Intake Department, was selected by DCF to receive the 2015 Secretary's Caring for Kids Award. Kelly will be honored at a ceremony on March 12.
- The National Citizen Review Panel is hosting their national conference in Portland Oregon. They have allowed us to use some of the money for members to attend. The local panel requested that Mr. Ruehlow and Laura Wagner, the supervisor of the Intake team, both attend. There will not be a cost to the county and the request is pending the Finance Committee approval.
- Last month we had eight children placed outside of the home and two reached permanency.
- The CLTS waiver program increased their waiver slots by 10 and 3 were discharged, so the net total was seven. We are also going to have some remodeling done on four homes for a cost of about \$100,000 of waiver funding.
- Today many of our staff are at a statewide Family Find Initiative which teaches staff how to use a "mobility map" to help locate people who were important in the lives of the children they serve. This has been a successful tool for staff.
- Our 2015 Key Outcome Indicators, which are mostly based on State and Federal indicators, require that we are at 100%. The following statistics are for February:
 - **Intake:** 100% of all state and Federal timelines will be met. 100%
 - **Chips:** All new out of home placements will be formally screened for permanency options within 90 days of case assignment to ongoing staff.
 - **JJ:** 95% of all children on formal supervision will remain in the community through the use of community based safety plans and treatment. 96%
 - **Birth to Three:** The program will be issued a notification of 100% compliance with the Federally Compliancy Indicators by DHS based on the annual data review. 100%
 - **Busy Bee Pre-School:** Will maintain a 4 star rating from the YoungStar program. (TBD)
 - **Children's Alternate Care:** 80% of all children placed will find a legal form of permanence within 12 month of placement (TBD)
 - **CLTS/CST:** 90% of all children will remain in their home with the use of CLTS and CST services. 100% have been able to remain in the home.

- **ILP:** 90% ILS youth and young adults who have aged out of care will enroll in the military, work program or secondary education program. 81%

Behavioral Health:

Ms. Cauley reported on the following items:

- We received a hospital bill for \$140,000 for one month for one individual, which does not include all of the charges yet. We hope to make that up by delaying hiring a staff and holding off on some capital projects.
- Last year at this time, we had 806 emergency mental health calls and this year we already had 1388. We had 68 emergency detention assessments and detained 23 of those.
- We have a meeting scheduled on March 23 to meet with state officials about our success working with emergency mental health youth. We will discuss the shortage of resources for youth with mental health issues.
- Our 2015 Key Outcome Indicators are as follows:
 - **EMH:** The diversion rate is on target.
 - **Outpatient Clinic:** We will decrease the Patient Health Questionnaire for depression by 5% and we will decrease the Brief Alcohol Monitoring tool by 2%. It is too early to have any statistics on this.
 - **CSP:** Our goal is that 70% of treatment plan goals will be met and we are doing better than that.
 - **CCS:** Our goal is that 70% of treatment plan goals will be met and we are doing better than that.
- We have been trying to recruit for several Behavioral Health therapists and have found that our Master Degree salaries are low. We are having a difficult time finding credentialed candidates. In April, we will be asking that these positions be re-classified.

Administration:

Ms. Daniel reported on the following items:

- We have closed out the books for year-end.
- We are working on getting final reports submitted to the state.
- Our fiscal team has been meeting weekly to make sure that we understand how the ECHO system will work.
- Support staff have been reviewing charts to ensure that paperwork is in the correct date order. We have also been auditing charts to ensure that all required paperwork is signed and in the chart.
- Maintenance is getting bids for projects.

Economic Support:

Ms. Johnson reported on the following items:

- Our 2015 Key Outcome Indicators are as follows:
 - We have 30 days to get 95% of all applications processed. In February, we received 1799 applications and were at 98.19%. The Call Center answered 11,098 calls, and the rate was 94.07%.
 - Beginning April 1, FoodShare Employment and Training (FSET) eligibility criteria will be revised.

- The Economic Support Committee is working on an initiative to get more state funding for fraud. Currently we receive \$500,000, not counting Milwaukee County, and we will be asking for another \$1.5 million dollars.
- Alma Solis, Our Regional Enrollment Network Coordinator, helped individuals enroll during the period that ended in February. The state however, has created new special enrollment periods and has asked that coordinators stay involved to disseminate information at community activities, such as our upcoming children's fair. Ms. Solis created bilingual fliers (attached) to bring awareness to the community.

ADRC:

Ms. Torum reported on the following items:

- The transition plan between the ADRC and personal care program is going smoothly. The contracts are being prepared and we will meet the 3/31 closing deadline.
- The In-service on dementia requested by the Fort Atkinson Memorial Hospital has been set for June 2.
- The WI Long Term Care Council Subcommittee on Long Term care met recently. I was invited to attend to discuss how building a Dementia Friendly Community impacts crisis situations concerning people with dementia. I shared what is being done in Jefferson County to address concerns. The group recognizes that people at the local level are in the best position to address all of the issues involved, and that not every county has the ability to respond the same due to the lack of facilities that will retain or accept people with dementia during a crisis.
- The ADRC is still doing interviews for three part-time vacancies: An Aging & Disability Resource Specialist, Elder Benefit Specialist and a Nutrition Site Manager in Palmyra.
- The Dementia Care Specialists in Jefferson and Dodge Counties are planning a fall conference on Dementia. They are working with Bonnie Behm-Stratz of the SEWI Alzheimer's Association and the date, location and agenda are coming together nicely. More information will be shared as it becomes available.
- Jefferson County has been asked to participate in Community Academic Aging Research Network (CAARN) Project called **Care Talks**. CAARN brings together academic researchers and community partners to conduct clinical and dissemination research related to healthy aging.
- Jefferson County has also been asked to participate a Wisconsin Health Literacy (WHL) project to present an interactive educational program called **Let's Talk About Medicines**. The program will be held on Thursday, April 23rd at the Jefferson Senior Center.
- The Aging & Disabilities Resource Divisions over-arching Key Outcome Indicators were reviewed.
 - Seniors and persons with disabilities get accurate, unbiased information, assistance or access to publicly funded long term care when calling the ADRC.
 - Serve and deliver, without interruption, well-balanced meals to seniors who request them in our service area, with attention to those who have the greatest economic or social need.
 - Senior and persons with disabilities receive rides to medical care and appointments at the department.
 - Vulnerable adults, aged 18+ are aware of, and have access to Adult Protective Services 24/7.

12. UPDATE ON NEW PROFESSIONAL CONTRACTS

Ms. Cauley reported on the new contracts listed on the 2015 Provider Contracts sheet. (attached)

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

Mr. McKenzie seconded.

Motion passed unanimously.

13. REVIEW OF RELEVANT ISSUES FROM GOVERNOR'S PROPOSED BUDGET

Ms. Cauley discussed the proposed budget and emphasized the areas that will have the most impact on the Department. She indicated that the top four issues for us are:

- Family Care and the ADRC
- Income Maintenance - Fraud
- Community Options Program
- Mental Health issues

14. ADRC INFORMATION AND UPDATE

Ms. Torum provided the board with an overview of the governor's 2015-2017 budget as it relates to the ADRC. She quoted the following from the budget: "The Department may contract with entities OR resources centers as provided under s. 46.283 (2) to provide ANY of the services under s 46.283 (3) and (4) in ANY geographic area in the state." She said that some of the functions that could be parceled off are related to Family Care and whatever happens to that program will impact the ADRC. Family Care as we know it would end by 2017, which is when the program would be assumed by an insurance company capable of covering the entire state. This budget has the potential to "disintegrate" many, many services that when integrated provide our most vulnerable adults with the best outcomes. Examples include children transitioning into the adult system of care from the children's waiver programs that county manages; the ability to provide wrap around services to a person with dementia in crisis so that there is a safe hand off between Adult Protective Services to the Dementia Care Specialist and ADRC. Ms. Torum said that losing the "single point of entry" for ADRC services would be extremely detrimental to the customers we serve. The budget would also eliminate stakeholder oversight by eliminating the statutory requirement for a governing board, which is comprised of the very people the ADRC is intended to serve. An advocacy toolkit is being developed by ADRC directors throughout the state and will be available soon. The governor has gone on record as saying he wants the budget done by 5/31/14.

15. DIRECTOR'S REPORT:

Ms. Cauley reported on the following items:

● **County Task Force on Operations**

The Sheriff's Department and the Highway Department shared information about their 2008 audit and what changes have been made. Ms. Cauley recommended a Continuous Quality Improvement model be implemented in each county department. She explained how and why it works. She also recommended time studying positions to improve efficiency.

● **Update on grants**

- We hired two full time employees for the Time is Now grant. We have an opportunity to utilize an existing employee who already works in the

Independent Living program. This would eliminate the need to hire another part time person.

- We also have a grant called Trauma Informed Care, which will allow us to train therapists across our community.

- **Employee Recognition Luncheon**

The employee recognition luncheon will be held on April 15 in the Activity Center of the Fair Park and everyone is invited.

16. UPDATES FROM WISCONSIN COUNTY HUMAN SERVICES ASSOCIATION

Ms. Cauley reported on the following items:

- April 8 is Lobby Days at the Capitol and the WCHSA meeting focused on the priorities for that day.
- The WCSHA Spring Conference is scheduled for May 14 – 15 in Stevens Point.
- Ms. Cauley will be one of the representatives from the southeast region to the Executive Board. The president of WCHSA thanked the county board supervisors for their contributions.

17. SET NEXT MEETING DATE AND POTENTIAL AGENDA ITEMS

The next meeting will be on Tuesday, April 14 at 8:30 a.m.

15. ADJOURN

Mr. Jones made a motion to adjourn the meeting.

Mr. Tietz seconded.

Motion passed unanimously.

Meeting adjourned at 10:25 a.m.

Respectfully submitted by Donna Hollinger

NEXT BOARD MEETING

Tuesday, April 14, 2015 at 8:30 a.m.

Workforce Development Center, Room 103

874 Collins Road, Jefferson, WI 53549