

JEFFERSON COUNTY HUMAN SERVICES
Board Minutes
August 11, 2015

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

Absent: Jim Schultz

Others Present: Human Services Director Kathi Cauley; Administrative Services Manager Joan Daniel; Child & Family Manager Brent Ruehlow; Aging & Disability Resource Division Manager Sue Torum,, Office Manager Donna Hollinger; and 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. REVIEW OF THE AUGUST 11, 2015 AGENDA

No changes

5. CITIZEN COMMENTS

No comments

6. APPROVAL OF THE JULY 14, 2015 BOARD MINUTES

Mr. Jones made a motion to approve the July 14, 2015 board minutes.

Mr. Kutz seconded.

Motion passed unanimously.

7. COMMUNICATIONS

No Communications

8. REVIEW OF JUNE, 2015 FINANCIAL STATEMENT

Ms. Daniel reviewed the June 2015 financial statement (attached) and reported that there is a projected positive fund balance of \$174,903. 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, Detox and Alternate Care statistics (attached).

9. REVIEW AND APPROVE JULY, 2015 FINANCIAL VOUCHERS

Ms. Daniel reviewed the summary sheet of the July 2015 vouchers totaling \$480,567.96 (attached).

Mr. McKenzie made a motion to approve the July 2015 vouchers totaling \$480,567.96.

Mr. Jones 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:

- Our 2015 **Key Outcome Indicators**, which are mostly based on State and Federal indicators, require that we are at 100%. The following statistics for July are:
 - **Intake:** We had 90.5% Face-to-Face contacts on time. We are at 100% for processing all of our initial assessments and juvenile referrals.
 - **JJ:** Our goal is that 95% of all children on formal supervision will remain in the community through the use of community based safety plans and treatment and we are at 95%.
 - **Birth to Three:** The goal is that the program will be issued a notification of 100% compliance with the Federally Compliancy Indicators by DHS based on the annual data review. We are still at 100%. We also received an annual determination status from the state for the year ending June 30, 2015 and for the 2nd year we met all requirements and everything was on time.
- We received an email from the District Attorney's office regarding a TPR case complimenting our social worker, Erica Lowrey for doing such a professional job.
- We have been meeting with school superintendents and truancy officers to identify and reach out to high-risk children and their families before issues arise.

Behavioral Health:

Ms. Cauley reported on the following items:

- Our 2015 **Key Outcome Indicators** are as follows:
 - **EMH:** We had 12 emergency detentions in July with 79 emergency detentions so far this year. Last year we had 88. We had 4973 crisis calls through July and 5,768 calls last year. The diversion rate has improved this year.
 - **Outpatient Clinic:** The goal is to decrease the Patient Health Questionnaire for depression by 2% and we will decrease the Brief Alcohol Monitoring tool by 2%. Both are being met.
 - **CSP:** Our goal is that 72% of treatment plan goals will be met and we are at 70% in July.
 - **CCS:** Our goal is that 72% of treatment plan goals will be met and we are at 79% in July.
- We will be going live with ECHO on October 1.
- Salaries for the Mental Health professionals continue to be a problem. We had to re-post a CCS position, changing the credential requirement to Masters required and Licensure preferred.

- We will be providing Dialectical Behavior Therapy for adolescents in two schools this fall.

Administration:

Ms. Daniel reported on the following items:

- Our 2015 **Key Outcome Indicators** are as follows:
 - **Fiscal:** 100% compliance with reporting requirements as denoted on work chart. We are on track with these reports and are working on WIMCR and the CCS reconciliation.
- We have been working on the 2016 budget.
- We continue to attend ECHO training and are building reports for billing.
- In September we will have an audit for the CRS program.
- The NIATx project on the Support Staff Customer Service Survey has been completed and we received very high marks in all areas.

Economic Support:

Ms. Cauley reported for Ms. Johnson on the following items:

- Our 2015 **Key Outcome Indicators** are as follows:
 - We have 30 days to get 100% of all applications processed. In July we were at 96.92%.
 - The Consortium Call Center must answer calls timely within 95% of the time. In July, we answered 11,791 calls at a rate of 94.4%.
- DHS conducted an Income Maintenance Operational Analysis of the consortiums to review the organizational structure, staffing, call center, performance, partners, customer service, financial and management of each consortium.
- DHS also did a FoodShare Management evaluation at Rock County. They reviewed processing statistics, advocate surveys, customer surveys, staff surveys, county web sites and ghost calls made to call center and individual counties. They will provide a report in the next 45 days of their review.

ADRC:

Ms. Torum reported on the following items:

- Sharon Olson, the ADRC Supervisor recently participated in a program called *The Next Avenue* through Milwaukee Public Television. She was on a panel with other experts (a social gerontologist, geriatric nurse and environmental architect). The conversation was called **Talking with Your Aging Parents**. The event was on Tuesday, August 4th at the University of Wisconsin-Whitewater. Thirteen people attended and it went very well.
- The Centers for Medicare & Medicaid has proposed a rule that would significantly impact ADRC's if passed. It prohibits entities that provide options (enrollment) counseling into publicly funded long-term care programs from receiving funds from those programs. The Human Services Department has contracts with both of the Managed Care Organizations doing business in Jefferson County. The Department sells them home delivered meals, transportation and mental health services.
- The Department of Health Services puts on an annual FOCUS conference for health care providers and Division of Quality Assurance Staff. The Jefferson County team will be presenting on its efforts around care transitions. Currently the team is piloting a project

to reduce readmissions of persons with aspiration pneumonia, who are disabled and living in assisted living. Ms. Torum commended Ms. Olson for her efforts as the team's facilitator.

- The Department's transportation program is currently in flux. One pool driver position is vacant, and a request to seek emergency help has been authorized. This request is due to the fact that the program coordinator will be off 4-6 weeks beginning 9/3 and one driver will be pulled off the road to do the scheduling. This results in less access to scheduling rides and the Department's ability to meet the requests. In addition, a volunteer driver is anticipated to be off during this same time.
- The draft 2016-2018 Aging Unit Plan has been submitted to the Greater WI Agency on Aging Resources, GWAAR, our Area Agency on Aging for review. The plan is not yet complete; public input is needed and there are many activities planned in August to gather such. Information received may result in local focus areas and goals. The final plan will be brought before this board for review and approval.
- The Nutrition Project Council and ADRC Advisory Committee discussed raising the suggested meal donation to make it commensurate with the actual food costs. The Council voted to raise it from \$3.50 to \$3.75 in 2016 and the Advisory Committee took it one step further and passed a resolution to increase it to \$3.75 in 2016 and \$4.00 in 2017.
- Young & Old Stick Together (YOST) is scheduled for Friday, September 11. This is a special one of a kind event, and staff look forward to it every year.

11. UPDATE ON NEW PROFESSIONAL CONTRACTS

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

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

Mr. Jones seconded.

Motion passed unanimously.

12. DISCUSSION AND POSSIBLE ACTION ON 2016 BUDGET PRESENTATION

Ms. Cauley and Ms. Daniel presented the 2016 budget and reviewed the changes within each Division.

Mr. Jones made a motion to approve the 2016 budget as presented.

Mr. Tietz seconded.

Motion passed unanimously.

13. DISCUSSION ON OUT-OF-STATE TRAVEL FOR STAFF MEMBER

Ms. Cauley reported that one of our staff has an opportunity to attend a conference in Florida that will be fully funded through DCF.

Mr. McKenzie made a motion to approve the out-of-state travel.

Ms. Crouse seconded.

Motion passed unanimously.

14. UPDATES FROM WISCONSIN COUNTY HUMAN SERVICES ASSOCIATION

Ms. Cauley reported on the following items:

- The Mental Health Contract negotiating group will start on August 24.
- We received the initial children's COP allocation.

15. DISCUSS POTENTIAL AGENDA ITEMS

No agenda items to carry forward.

16. ADJOURN

Mr. Jones made a motion to adjourn the meeting.

Mr. Klug seconded.

Motion passed unanimously.

Meeting adjourned at 10:45 a.m.

Respectfully submitted by Donna Hollinger

NEXT BOARD MEETING

Tuesday, September 8, 2015 at 8:30 a.m.
Workforce Development Center, Room 103
874 Collins Road, Jefferson, WI 53549