

JEFFERSON COUNTY HUMAN SERVICES
Board Minutes
June 9, 2015

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

Absent: John McKenzie, Augie Tietz

Others Present: Human Services Director Kathi Cauley; Administrative Services Manager Joan Daniel; Child & Family Manager Brent Ruehlow; Office Manager Donna Hollinger; County Administrator Ben Wehmeier; Watertown Area Cares Clinic representatives Carol Mertins and Jill Nadeau; Interim PADA Director Mary Prescott and Community Dental Clinic Director Barb Gudgeon.

1. CALL TO ORDER

Mr. Mode called the meeting to order at 3:00 p.m.

2. ROLL CALL/ESTABLISHMENT OF QUORUM

McKenzie, Tietz absent/Quorum established.

3. CERTIFICATION OF COMPLIANCE WITH THE OPEN MEETINGS LAW

Ms. Cauley certified that we are in compliance.

4. REVIEW OF THE JUNE 9, 2015 AGENDA

No changes

5. CITIZEN COMMENTS

No comments

6. APPROVAL OF THE MAY 12, 2015 BOARD MINUTES

Mr. Schultz made a motion to approve the May 12, 2015 board minutes.

Mr. Jones seconded.

Motion passed unanimously.

7. COMMUNICATIONS

No Communications

8. REVIEW OF APRIL, 2015 FINANCIAL STATEMENT

Ms. Daniel reviewed the April 2015 financial statement (attached) and reported that there is a projected positive fund balance of \$152,619. 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 MAY, 2015 FINANCIAL VOUCHERS

Ms. Daniel reviewed the summary sheet of the May 2015 vouchers totaling \$496,021.54 (attached).

Mr. Jones made a motion to approve the April 2015 vouchers totaling \$496,021.54.

Mr. Kutz 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 had several children move from ineligible settings to eligible settings within our Long Term Support program.
- We had two children find permanency in May.
- After we had the Wraparound training last month, we received and began five new referrals.
- We are happy to report that our Busy Bees Pres-school has received a 5-star rating from YoungStar for the next calendar year.
- Our 2015 Key Outcome Indicators, which are mostly based on State and Federal indicators, require that we are at 100%. We are meeting those indicators except for Face-to-Face, which in many cases are out of our control if the family is not present when we arrive.

Behavioral Health:

Ms. Cauley reported on the following items:

- We are having Crisis Intervention Training all week for 33 area officers, which is being paid for by several grants. We asked the local and state papers to cover this.
- Our 2015 **Key Outcome Indicators** are as follows:
 - **EMH:** Giving consideration to lethality and acuity, maintain diversion rate to least restrictive setting. Through May of 2014, the diversion rate was 53% and this year it's 70%.
 - **Outpatient Clinic:** We will decrease the Patient Health Questionnaire for depression by 2%. We are down by 3.65% .
 - **CSP:** Our goal is that 72% of treatment plan goals will be met and we are at 80.1%.
 - **CCS:** Our goal is that 72% of treatment plan goals will be met and we are at 76.25%.

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.
- We are attending ECHO training and building reports for billing.
- We are working on two NIATx projects.

- **Maintenance:** 100% of capital projects completed on time and within budget. We have postponed some of these projects but have included them in the budget anticipating that the funds will be available.
- **Support Staff:** Maintain excellent customer service as measured by an internal customer satisfaction survey. We will be doing this as a NIATX project and will send out a survey to get a baseline indicator and will make adjustments as needed in order to meet their expectations.
- Support and Fiscal staff are attending ECHO training.

Economic Support:

Ms. Johnson reported on the following items:

- We received a performance award from DCF for child care.
- We contracted for the Regional Enrollment Coordinator, which will be funded through June 30. We have a meeting scheduled on June 22 to plan for the fall.
- DHS is conducting an Income Maintenance Operational Analysis of the consortiums. It will review the organizational structure, staffing, call center, performance, partners, customer service, financial and management of each consortium. DHS is also doing process mining for data from the first quarter of 2015. Meeting scheduled on July 15 with DHS at Rock County.
- Our 2015 **Key Outcome Indicators** are as follows:
 - We have 30 days to get 95% of all applications processed. In May we were at 99.6%.
 - The Consortium Call Center must answer calls timely within 95% of the time. In May, we answered 10,842 calls at a rate of 92.77%.

ADRC:

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

- The Joint Finance changed the budget language that the ADRC's would continue, however we are concerned about some changes with dementia care specialist funds.
- The Key Outcome Indicator for the Dementia Care Specialist is to have information about DCS services and available supports provided to all county departments by the end of the year.

11. 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. Schultz seconded.

Motion passed unanimously.

12. APPOINT THE FOLLOWING MEMBERS ON THE ADRC ADVISORY COMMITTEE TO BE CONFIRMED BY THE COUNTY BOARD FOR TWO-THREE YEAR TERMS BEGINNING JULY 1

- **Russell Kutz, Jefferson**
- **Marcia Bare, Jefferson**
- **Earlene Ronk – reappointment**

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

Mr. Schultz seconded.

Motion passed unanimously

13. The Administration & Rules Committee reviewed the following resolutions and referred them to the Human Services Board for their recommendation.

- a. Outagamie County Resolution “Urge the Joint Finance Committee to remove all budget provisions that change the BadgerCare Plus for Childless Adults Medicaid Program and allow this important safety net health insurance program to operate as it currently does for individuals and family members below 100% of federal poverty limits”

The committee reviewed this resolution. This will be referred the Human Services Board for their recommendation. No action taken.

- b. Outagamie County Resolution “State of Wisconsin should maintain the existing mental health programs funded in the same manner that they have been funded in calendar year 2015 and that no changes to these funding streams occur in the 2015-2017 State Budget”

The committee reviewed this resolution. This will be referred the Human Services Board for their recommendation. No action taken.

- c. Outagamie County Resolution “Provisions brought forth to create a new Children’s Community Option Program and eliminate Family Support be eliminated from the 2015-2017 Biennial Budget Bill”

The committee reviewed this resolution. This will be referred the Human Services Board for their recommendation. No action taken.

- d. Outagamie County Resolution “State of Wisconsin needs to allocate adequate Affordable Care Act funding to the Balance of State Income Maintenance agencies”

The committee reviewed this resolution. This will be referred the Human Services Board for their recommendation. No action taken.

After some discussion, the board took no action on resolutions “b” and “c.”

Mr. Mode made a motion to send resolutions “a” and “d” back to Administration and Rules Committee with the recommendation that it be forwarded to the county board for approval, provided that the state budget has not passed yet.

Mr. Schultz seconded.

Motion passed unanimously

14. REVIEW AND APPROVE OUT OF STATE TRAVEL TO BETHESDA MARYLAND ON AUGUST 3 FOR THE TIME IS NOW GRANT

Ms. Cauley reported that we received this grant and that four of our staff are required to attend this conference, which is funded by the grant.

Mr. Jones made a motion to approve the out of state travel as presented.

Mr. Schultz seconded.

Motion passed unanimously.

15. UPDATES FROM WISCONSIN COUNTY HUMAN SERVICES ASSOCIATION

Ms. Cauley reported on the following items:

- WCHSA plans to ask for one veto regarding limits for providers of rate-based and rate-regulated services.

16. DISCUSS THE PUBLIC HEARING & REVIEW BOARD POLICIES

Information about the board policies was included in the packets.

17. SET NEXT MEETING DATE AND POTENTIAL AGENDA ITEMS

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

Agenda items will include information for the budget and public hearing requests.

18. ADJOURN

Mr. Schultz made a motion to adjourn the meeting.

Mr. Kutz seconded.

Motion passed unanimously.

19. PUBLIC HEARING FOR THE HUMAN SERVICES DEPARTMENT 2016 BUDGET

Mr. Mode called the public hearing to order at 4:00 p.m.

Watertown Area Cares Clinic

Carol Mertins, Director

Jill Nadeau, Fund Development

2015 Donation - \$10,000

2016 Request - \$10,000

Ms. Mertins and Ms. Nadeau reported that the free clinic in Watertown has been open since 2008. They serve individuals who do not have insurance and have income less than 200% of the federal poverty guideline. They discussed the services they provide and distributed an annual report and a summary of statistics. (attached) They are requesting a donation of \$10,000.

People Against Domestic & Sexual Abuse

Mary Prescott, Interim Director

2015 Donation - \$60,000

2016 Request - \$60,000

Ms. Prescott thanked the board for its past support and distributed their annual report. (attached) She discussed their programs and services. They are requesting a donation of \$60,000.

Community Dental Clinic

Barb Gudgeon, Director

2015 Donation - \$7,500

2016 Request - \$7,500

Ms. Gudgeon reported that the clinic started in May 2007 and that they serve patients with Medicaid or patients without insurance who are 200% or less above the poverty level. She talked about the services they provide and the costs of the clinic. They are requesting a donation of \$7,500.

20. ADJOURN

Mr. Jones made a motion to adjourn the public hearing.

Mr. Schultz seconded.

Motion passed unanimously.

Meeting adjourned at 4:35 p.m.

Respectfully submitted by Donna Hollinger

NEXT BOARD MEETING

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

Workforce Development Center, Room 103

874 Collins Road, Jefferson, WI 53549