

JEFFERSON COUNTY HUMAN SERVICES
Board Minutes
October 13, 2015

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

Others Present: Human Services Director Kathi Cauley; Administrative Services Manager Joan Daniel; Office Manager Donna Hollinger; Child & Family Manager Brent Ruehlow; County Administrator Ben Wehmeier; and Maintenance Supervisor Terry Gard.

1. CALL TO ORDER

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

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.

4. REVIEW OF THE OCTOBER 13, 2015 AGENDA

No changes

5. CITIZEN COMMENTS

No comments

6. APPROVAL OF THE SEPTEMBER 8, 2015 BOARD MINUTES

Mr. Schultz made a motion to approve the September 8, 2015 board minutes.

Mr. McKenzie seconded.

Motion passed unanimously.

7. COMMUNICATIONS

No Communications

8. REVIEW AND POSSIBLE ACTION REGARDING GENERATOR BIDS FOR THE LUEDER HAUS

Mr. Gard, Maintenance Supervisor, reported that he received four bids for a backup generator at the Lueder Haus, all met the specifications, and Ready Electric was the lowest bid. The Infrastructure Committee already approved it.

Mr. McKenzie made a motion to approve the bid from Ready Electric.

Ms. Crouse seconded.

Motion passed unanimously.

9. UPDATE ON THE DIRECT DIGITAL CONTROL (DDC) COMPUTER AUTOMATED SYSTEM FOR THE HVAC BUILDING SYSTEMS

Mr. Gard reported that with this new system he will be able to control temperatures for different areas of the building from his computer instead of managing it manually, which will save money.

10. REVIEW OF AUGUST, 2015 FINANCIAL STATEMENT

Ms. Daniel reviewed the August 2015 financial statement (attached) and reported that there is a projected positive fund balance of \$394,930. 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).

11. REVIEW AND APPROVE SEPTEMBER, 2015 FINANCIAL VOUCHERS

Ms. Daniel reviewed the summary sheet of the September 2015 vouchers totaling \$572,655.23 (attached).

Mr. Schultz made a motion to approve the September 2015 vouchers totaling \$539,548.43.

Mr. Tietz seconded.

Motion passed unanimously.

12. DIVISION UPDATES: CHILD & FAMILY RESOURCES, BEHAVIORAL HEALTH, ADMINISTRATION, ECONOMIC SUPPORT, AND AGING & DISABILITY RESOURCE CENTER

Child & Family Resources:

Child & Family Resources:

Mr. Ruehlow reported on the following items:

- Headstart received a grant and asked the Birth to Three staff to join them to help facilitate 2-hour *Parent Cafés* around the county. It provides parents a location and a guided facilitator in order to meet other parents and to discuss parenting struggles. Staff went to training to become certified facilitators. It has also been an opportunity to do more outreach.
- October is Juvenile Justice Awareness Month and two of our staff were on the local radio program to discuss our services. The JJ team is also working with some of our kids to make artwork for a 2016 calendar that will be for sale as a fundraising promotion.
- All staff are at various Motivational Interviewing Learning Labs this week facilitated by JCHSD staff who have become MI coaches via our national trainers as a way to build sustainability at our agency to train staff moving forward.
- We have many TPR's underway currently at different stages of the process filed by the DA's office and GAL's. Many of these TPRs are directly related to the training Attorney Henry Plum has given to our district attorney's office, Guardian ad Litem and the Public Bar. Attorney Plum has filled one TPR in 2015 with one on the way. He has an additional four that are slated for 2016.
- Our 2015 **Key Outcome Indicators** for September were as follows:
 - **JJ:** *95% of all children on formal supervision will remain in the community through the use of community based safety plans and treatment. 94.8% of children on formal supervision were placed in the community.*
 - All other areas were on target.

Behavioral Health:

Ms. Cauley reported on the following items:

- Congratulations to Brent for spearheading the Motivational Interviewing training which crosses over into other divisions. Motivational Interviewing skills will be included as a job function to performance evaluations beginning in 2016.
- Our new Zero Suicide initiative is rolling out. We presented information to the Law Enforcement Association and it was well received.
- Brent has been very involved in getting clinicians, parents and foster parents trained in Trauma Focused CBT which is designed to reduce negative and emotional behavioral responses following traumatic events. Schools will be introduced to this next year.
- We are getting great feedback from our state partner on how well staff are doing with Project Yes.
- We have a crisis intervention grant for youth which provides funding to train staff help those who are experiencing suicidal ideation.
- Our CCS program received an offer from the Calvary Baptist School to provide coaches and to mentor families.
- The Community Recovery Services audit went well.
- I am following up with a tragedy that occurred at Winnebago Mental Health Institute and will report back to the board.
- Our 2015 **Key Outcome Indicators** for September were as follows:
 - **EMH:** We had 10 emergency detentions for September. Year to date we have had 6535 emergency mental health calls, so based on our projections we could have close to 9,000 calls 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 declining.*
 - **CCS and CSP:** *Our goal is that 72% of treatment plan goals will be met and we are near that goal.*

Administration:

Ms. Daniel reported on the following items:

- We are meeting our 2015 **Key Outcome Indicators** for submitting state reports.
- We are working on the CSP budget
- IV-E is coming up
- We continue to work on ECHO. Programs are transitioning over in stages and MIS has been instrumental in the programming.
- The CRS audit went well.
- We have been developing a regional contract for CCS.

Economic Support:

Ms. Johnson reported on the following items:

- Our 2015 **Key Outcome Indicators** for September were as follows:
 - *We have 30 days to get 100% of all applications processed and we were at 97.61%.*
 - *The Consortium Call Center must answer calls timely within 95% of the time. We answered 2743 calls at a rate of 90.8%.*
- We received a \$5,000 donation from Valero for the 2016 Ready Kids for School.

- We met with Forward Services, the FSET provider, to help individuals find a job. There are very few individuals who are actually participating. If they don't look for a job, they will lose their Food Share benefit for 33 months.
- The State CHS did an operational analysis and gathered information from all 10 consortiums. They came up with several initiatives that we will be implementing.
- I went to the Enrollment Conference for the Affordable Care Act. Covering Wisconsin received funding and will be providing a navigator for Jefferson County.
- It was determined that there is a health insurance literacy issue and that people don't understand the insurance. The company "Covering Wisconsin" is working on a health literacy program and we are part of the pilot program. We are doing a survey with 40 of our clients asking questions about insurance. Some literacy flyers have been created to help individuals understand the most important areas, such as paying premiums and filing their taxes.
- The 2014 poverty rates are now available. (attached)

ADRC:

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

- The final 2016 ADRC Contract will be available shortly; DHS listened to concerns that were raised when the draft became available and shared the following with ADRC Directors during a conference call last Wednesday (10/7).
 - The requirement to use one mission statement statewide may be reversed. DHS is looking at integration of Aging Units and ADRC's statewide, and the recommended statement flows against the idea of integration.
 - In terms of environmental changes, privacy is paramount. DHS understands that reception areas are common areas, and contract language gets at how we assure that others waiting don't listen in. This is not a significant problem for us as we have few walk-ins; but a policy/procedure will be put in place to cover those rare occurrences when more than one person is waiting.
 - In terms of signage, materials in Braille are required. One ADRC Director has asked what the state has available in Braille. When signage is counted as a capital expense, the expected costs need to go into the required business plan which will be reviewed by DHS. The final contract will include language that "stay's" a corrective action plan if counties cannot meet compliance. Examples would include cost and/or county policy.
 - The requirements to track calls remain in place, however the requirement to track repeat callers is removed. DHS may have some additional dollars to help counties implement the requirement, but they are not in a position to offer it until they start hearing what the actual cost to ADRC's will be.
 - A Business Plan Template will be done in November. ADRC's will still be asked to identify groups of individuals we are not serving, but the requirement to survey the general public has been dropped. The goal is to reach new customers. The template will have suggestions on ways to do so.
 - Data Collection & Timeline: Will change from 2015 to 2016 data. The proposed collection period will run the entire year, Jan-June, 2016.
 - Marketing Materials & Dept. Review & Approval Process: Materials will need to be amended on a "go forward" basis, meaning that in 2016, ADRC's will be required to

- use the blue/white ADRC logo on all marketing materials. This applies to printed documents, not black and white copies.
 - Bathroom: Must be accessible, but does not need to be located adjacent to the ADRC. It just needs to be available.
 - Client Tracking System: People made suggestions of things to include – being considered.
 - Accessibility of written materials: Will change from 5th to 8th or 10th grade level.
 - Website: If ADRC is part of the county, according to the contract the website must go on the home page. DHS is not about to change that requirement at this time.
- The Transportation Coordinator is back to work after a 6 week leave, and there were very few issues while she was gone. In fact, two letters of appreciation were received during this time, which is a testament to the commitment of our driving team.
- The 2016-2018 Aging Unit Plan was the subject of two public hearings on 10/12. No-one attended. The final document will be on the November agenda for review and approval.
- A NIATx project was recently completed. The project followed print projects to/from central duplicating in order to ensure that the charges went to the appropriate accounts. A new on-line form has been developed so that everyone has access and gets the required information to central duplicating before the project is printed. Without account information, print projects won't be run.
- There are no changes or updates on the division's Key Outcome Indicators.

13. UPDATE ON NEW PROFESSIONAL CONTRACTS

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

Mr. made a motion to approve the contracts as listed with the correction of Rawhide, Inc, which should be for the amount of \$335.52 per day, not per hour.

Mr. Jones seconded.

Motion passed unanimously.

14. RESOLUTION RECOGNIZING DARLENE SCHAEFER'S YEARS OF VOLUNTEERING FOR HUMAN SERVICES

Ms. Cauley read a resolution stating that Darlene Schaefer was a volunteer for Human Services for 29 years.

Mr. Jones made a motion to approve the resolution and to send it to the County Board for approval.

Mr. McKenzie seconded.

Motion passed unanimously.

15. UPDATE ON DEPARTMENT SAVINGS REGARDING CONTINUOUS QUALITY IMPROVEMENTS AND OPERATIONS

Ms. Cauley reported on two quality improvement projects that were done within the Behavioral Health and the Administration Divisions. Mr. Ruehlow presented a project that was done within the Child and Family Division. (attached)

16. DIRECTOR'S REPORT

Ms. Cauley reported on the following items:

- The Park Dept and volunteers are working to build trails behind Human Services.
- There may be four retirements in January 2016.
- State legislators are considering two new Mental Health bills and one Child and Family bill called Justice for Children.
- Staff are very stretched with the volume of cases. I want to thank the managers for all of their extra hard work.

17. UPDATES FROM WISCONSIN COUNTY HUMAN SERVICES ASSOCIATION

Ms. Cauley reported on the following items:

- The work group finished resolving an issue regarding the consolidation of the state Mental Health contract.
- There is a workgroup starting up on children's COP.
- They will be active on the ADRC contract and the Justice for Children bill.

18. DISCUSS POTENTIAL AGENDA ITEMS FOR NOVEMBER BOARD MEETING

The following items will be added to the November board meeting:

- The Aging Plan
- An update on the meeting with Winnebago.

19. ADJOURN

Mr. Jones made a motion to adjourn the meeting.

Mr. Kutz seconded.

Motion passed unanimously.

Meeting adjourned at 10:20 a.m.

Respectfully submitted by Donna Hollinger

NEXT BOARD MEETING

Tuesday, November 10, 2015 at 8:30 a.m.
Workforce Development Center, Room 103
874 Collins Road, Jefferson, WI 53549