

JEFFERSON COUNTY HUMAN SERVICES
Board Minutes
November 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; 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

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 NOVEMBER 13, 2015 AGENDA

No changes

5. CITIZEN COMMENTS

No comments

6. APPROVAL OF THE OCTOBER 13, 2015 BOARD MINUTES

Mr. Tietz made a motion to approve the October 13, 2015 board minutes with the change to item #19 to change to Kutz.

Mr. Schultz seconded.

Motion passed unanimously.

7. COMMUNICATIONS

No Communications

8. REVIEW OF SEPTEMBER, 2015 FINANCIAL STATEMENT

Ms. Daniel reviewed the September 2015 financial statement (attached) and reported that there is a projected positive fund balance of \$393,729. 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 OCTOBER, 2015 FINANCIAL VOUCHERS

Ms. Daniel reviewed the summary sheet of the September 2015 vouchers totaling \$491,497.24 (attached).

Mr. Schultz made a motion to approve the October 2015 vouchers totaling \$491,497.24.

Ms. Crouse 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** for October 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.* 93.4% of children on formal supervision were placed in the community. We are doing more training with providers in hopes to bring this outcome up.
 - All other areas were on target
- The following plans or contracts were submitted and approved:
 - Title IV-E legal contract
 - Foster Parent training contract
 - Community Intervention Plan
 - Coordinated Services team application
 - Post-Reunification Services Grant
- Spacesaver contacted us again this year and want to adopt several families for the holidays
- We began another Incredible Years parenting group for parents of children aged 6 – 12. Parents learn new skills while the children are parallel learning the same type of skills.

Behavioral Health:

Ms. Cauley reported on the following items:

- Our 2015 **Key Outcome Indicators** for October were as follows:
 - **EMH:** We had seven emergency detentions. We are at 107 for the year, and last year we were at 120.
 - **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 and it was reduced by 1.65%.*
 - **CCS:** *Our goal is that 72% of treatment plan goals will be met and we are 89%.*
 - **CSP** *Our goal is that 72% of treatment plan goals will be met and we are 72%.*
- We are watching several legislative bills for Mental Health, for funding to have branch office outpatient clinics in schools. It would also increase Medicaid reimbursement for those services.
- The Comprehensive Community Services is regionalized and the Office of the Inspector General (OIG) has asked one of the counties for 5% of their files. We do not know what they looking for or if they are contacting counties statewide. The OIG looks into Medicaid billing.
- We have two retirements at the end of the year.

Administration:

Ms. Daniel reported on the following items:

- We are meeting our 2015 **Key Outcome Indicators** for submitting state reports.
- Terry Gard, our maintenance supervisor, is retiring at the end of the year and we will be interviewing for that position.
- We are working on budgets to go into the state.
- We are working on rates.
- We continue to work on ECHO.
- We had a problem with our billing clearinghouse when we changed over to the new IDC 10 coding, but it has been fixed.

Economic Support:

Ms. Cauley reported for Ms. Johnson 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 98%.*
 - *The Consortium Call Center must answer calls timely within 95% of the time. We were at a rate of 91.79%.*
- The 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. Based upon the results, DHS would like services to be more task based than case based.
- We will have three retirements next year.
- We will be getting more money from the FoodShare bonus and the FMAP match next year.

ADRC:

Ms. Torum reported on the following items:

- The last ADRC Connect Meeting had an agenda item on IM Integration with ADRC's. The discussion focused on reasons for/against this as the Office for Resource Development is taking the lead in studying this. Overwhelmingly ADRC Directors and Supervisors objected to integration. They cited various reasons including the fact that ADRC's are a customer service based organization and the IM consortium is a call center.
- The ADRC Advisory Committee recently met and reviewed the 2015 Transportation Plan and made suggestions for the 2016 plan. Because the plan changed significantly over the past two years, no big changes are suggested moving into 2016. Committee members did recommend increasing the copayments to \$1.50 per one-way, in-county trip and \$7.50 per one-way, out-of-county trip.
- Two people have submitted resignations so recruitment is underway for a new Senior Dining Center Manager in Fort Atkinson. The second position, a part-time Aging & Disability Resource Specialist, is being reviewed. This is the third time within a year that it has been vacated.
- November is National Family Caregiver & Alzheimer's Disease Awareness month. The ADRC has many activities going on to raise awareness, provide people with an opportunity to connect to memory screens and get the support that they need. Recently The Dementia Care Specialist attended the unveiling of the Dementia Friendly Employer's Toolkit. More information is contained in the county employee newsletter, and board

members were encouraged to check it out. In addition, the producer of WI Eye is interested in taping a session in Jefferson County about the imitative. More information will be provided as it becomes known.

- The Adult Protective Services Conference was held in October and Secretary Rhoades acknowledged Jefferson County for doing some best practice work with the Dementia Care Redesign Initiative.
- There will be new Key Outcome Indicators in 2016; they are contained in the 2016-2018 Aging Unit Plan.

11. UPDATE ON NEW PROFESSIONAL CONTRACTS

There were no new professional contracts. Ms. Daniel reported that we are submitting an application to be in the Dean Care MA HMO network.

12. REVIEW AND APPROVE STATE/COUNTY CONTRACTS FOR 2016

Ms. Daniel discussed the State and County rates. Any updates would be presented at future board meetings for approval. Ms. Daniel also presented a resolution authorizing Ms. Cauley or her to execute state human services contracts, consortium agreements and professional/care provider contracts. The resolution will then go to the county board for approval.

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

Mr. McKenzie seconded.

Motion passed unanimously.

13. REVIEW AND APPROVE LEASES AT WORKFORCE DEVELOPMENT CENTER

Ms. Daniel reviewed the list of lease rates at the Workforce Development Center.

Mr. Schultz made a motion to approve the lease rates at the Workforce Development Center.

Mr. Jones seconded.

Motion passed unanimously.

14. REVIEW AND APPROVED RATES FOR 2016

Ms. Daniel reviewed the 2016 billing/charge rates.

Mr. Kutz made a motion to approve the rates for 2016.

Mr. Jones seconded.

Motion passed unanimously.

15. DISCUSS AND APPROVE THE 2016 – 2018 AGING UNIT PLAN

Ms. Torum reviewed the Aging Unit Plan.

Mr. McKenzie made a motion to approve the 2016 – 2018 Aging Unit Plan.

Mr. Tietz seconded.

Motion passed unanimously.

16. UPDATE ON WINNEBAGO MENTAL HEALTH INSTITUTE

Ms. Cauley reported that we will be having a meeting on November 30 with Administrator of the Division of Mental Health and Substance Abuse Services Patrick Cork, and the Director and Deputy Director of Winnebago MHI.

17. UPDATE ON ADULT FAMILY HOMES (AFH) AND COMMUNITY BASED RESIDENTIAL FACILITIES (CBRF) LOCATED IN FORT ATKINSON

Ms. Cauley reported that Fort Atkinson has several AFHs and CBRFs and the City Council has entertained the idea of a moratorium on granting licenses for more of these homes. They asked us for information regarding the number of emergency detentions that we had. The following are the facts:

- In 2013, 13 individuals had emergency detentions and the Fort Atkinson police were involved in 6 of them.
- In 2014, 10 individuals had emergency detentions and the Fort Atkinson police were involved in 8 of them.
- In 2015, 5 individuals had emergency detentions and the Fort Atkinson police were involved in 2 of them.

We will wait to hear what the City Council proposes.

18. REVIEW AND POSSIBLE ACTION ON: 1) RESOLUTION SUPPORTING NEW SOCIAL SECURITY SUPPLEMENTAL SECURITY INCOME (SSI) ASSET LIMITS AND IMPLEMENTATION OF THE ACHIEVING A BETTER LIFE EXPERIENCE ACT, and, 2) RESOLUTION REGARDING 17 YEAR OLDS

Ms. Cauley reported that these resolutions came from the County Clerk and discussed each resolution (attached).

Mr. Jones made a motion to approve and forward the resolution “supporting new social security supplemental security income asset limits and implementation of the Achieving a Better Life Experience Act” to the Administration & Rules Committee.

Mr. Kutz seconded

Motion passed unanimously.

Mr. Jones made a motion to approve and forward the resolution to “urge the Wisconsin Legislature to transfer jurisdiction of 17-year old delinquent offenders back into the juvenile justice system from the adult corrections system” to the Administration & Rules Committee.

Mr. Tietz seconded

Motion passed unanimously.

19. DIRECTOR’S REPORT

Ms. Cauley reported on the following items:

- We were recognized by Opportunities Inc, and the article was in the newspaper
- The trails behind Human Services are coming along very nicely.
- I was appointed to the Fort Atkinson Memorial Hospital board of directors.
- We presented one of our NIATx projects at the state Mental Health & Crisis Conference and a national reporter for NIATx will be interviewing me this afternoon.

20. UPDATES FROM WISCONSIN COUNTY HUMAN SERVICES ASSOCIATION

Ms. Cauley reported on the following items:

- Drug testing will be given to a small scope of people on a very limited basis.
- Legislation was released by the Attorney General called “Justice for Children,” that is concerning and problematic, so WCHSA has been very involved. It will not make it to the Assembly or Senate this year, so we have time to continue working with legislatures.
- The WCHSA conference begins Friday, December 4 in Stevens Point.

21. DISCUSS POTENTIAL AGENDA ITEMS FOR DECEMBER BOARD MEETING

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

- An update on the meeting with Winnebago.

22. ADJOURN

Mr. Jones made a motion to adjourn the meeting.

Mr. Tietz seconded.

Motion passed unanimously.

Meeting adjourned at 10:30 a.m.

Respectfully submitted by Donna Hollinger

NEXT BOARD MEETING

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