

**JEFFERSON COUNTY HUMAN SERVICES**  
**Board Minutes**  
**December 8, 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; Child & Family Manager Brent Ruehlow; Aging & Disability Resource Division Manager Sue Torum; Economic Support Manager Jill Johnson; 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 DECEMBER 8, 2015 AGENDA**

No changes

**5. CITIZEN COMMENTS**

No comments

**6. APPROVAL OF THE NOVEMBER 13, 2015 BOARD MINUTES**

Mr. Jones made a motion to approve the November 13, 2015 board minutes.

Mr. Schultz seconded.

Motion passed unanimously.

**7. COMMUNICATIONS**

No Communications

**8. REVIEW OF OCTOBER, 2015 FINANCIAL STATEMENT**

Ms. Cauley reviewed the October 2015 financial statement (attached) and reported that there is a projected positive fund balance of \$342,468. 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 NOVEMBER, 2015 FINANCIAL VOUCHERS**

Ms. Cauley reviewed the summary sheet of the November 2015 vouchers totaling \$1,221,732.66 (attached).

Mr. Jones made a motion to approve the November 2015 vouchers totaling \$1,221,732.66.

Mr. Tietz 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 November were as follows:
  - All areas were on target as everyone is working hard.
- We had two openings for Intensive Supervision. We hired one individual and another one will start soon pending approval.
- The Department of Health Services came in and did an audit and walk-through for our Busy Bees Preschool. The Pre-School passed with flying colors.
- We had four more children reach permanency within our Alternate Care unit. There will be a few more additions in early Feb 2016.
- We have two children within the Juvenile Justice team who are currently in CCI's that will transition home or to a less restrictive setting by February.

**Behavioral Health:**

Ms. Cauley reported on the following items:

- We received a letter from the Office of the Inspector General asking to audit some of our CCS files. They need to be delivered by December 17.
- We have issues with the Jefferson Memory Care and supervisors are talking with them.
- We have a vacancy for a psychotherapist who is retiring.
- Our 2015 **Key Outcome Indicators** for November were as follows:
  - **EMH:** We are at 113 emergency detentions for the year, and last year we were at 129.
  - **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:** *Our goal is that 72% of treatment plan goals will be met and we are just above that.*
  - **CSP** *Our goal is that 72% of treatment plan goals will be met and we are just above that.*

**Administration:**

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

- We are meeting our 2015 **Key Outcome Indicators** for submitting state reports.
- We are close to hiring a replacement for Terry Gard as maintenance supervisor.
- We are recruiting for a replacement for a vacancy on the Support Staff.
- The generator for the Lueder Haus will be installed on December 30.

- The Tridium AX Energy Management System has been installed, which monitors building mechanicals.
- Another system called “Facility Dude,” has been installed which tracks repair or maintenance requests.

**Economic Support:**

Ms. Johnson reported on the following items:

- I met with Second Harvest, which is a mobile pantry program that distributes food to people who are experiencing challenges with making ends meet. We can let our clients know about this, and no identification or proof of residency is necessary. We will work with her on outreach.
- We received \$1,000 for our food pantry from the Emergency Food and Shelter program.
- We received donations from an individual of bags of toiletries. We also received hand knit hats and scarves from the Moravian Church in Lake Mills.
- We had a subsidy review for Child Care and everything went well. In 2013 & 2014 we received an award for child care performance, so we are hopeful that we will get another one for this year.
- 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 98.62%.
  - *The Consortium Call Center must answer calls timely within 95% of the time.* We were at a rate of 92.7%.

**ADRC:**

Ms. Torum reported on the following items:

- The ADRC and APS teams have meet their Key Outcome Indicators this month. Both teams are extremely busy. APS is seeing many more people with significant health issues who are also struggling with significant AODA issues at much younger ages. If the number of ADRC contacts continue as they have been the first three quarters of 2015, they will exceed 6,000 contacts in 2015. This would be record setting. A very recent addition to the ADRC’s workload will be behavioral health assessments. As more information becomes known, it will be shared with board members. Work on addressing the 2016 ADRC contract has begun. ADRC managers will be meeting with MIS to discuss telephone options and cost.
- The FOCUS 2015 conference was held in November, and the session went very well. The next venture that the Care Transitions workgroup will be looking at is avoiding adverse drug effects. The Fort Atkinson Hospital Vice-President and Pharmacist attended the last meeting.
- WI Eye is in the midst of filming the program on Dementia. They are interviewing caregivers, dementia friendly businesses and the dementia care specialist will be interviewed shortly.
- Interviews for the Senior Dining Program Manager in Fort Atkinson were held this week and reference checks are in process.

**11. UPDATE ON NEW PROFESSIONAL CONTRACTS**

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

Mr. McKenzie approved the contracts as listed.

Mr. Schultz seconded.

Motion passed unanimously.

**12. REVIEW AND APPROVE THE S.85.21 SPECIALIZED TRANSPORTATION GRANT APPLICATION FOR 2016**

Ms. Torum reviewed the Specialized Transportation Grant application (attached).

Mr. Tietz made a motion to approve the S.85.21 Specialized Transportation Grant Application for 2016.

Mr. Kutz seconded.

Motion passed unanimously.

**13. DISCUSSION AND POSSIBLE ACTION ON BRANCH OUTPATIENT CLINIC OFFICES IN SCHOOLS**

Ms. Cauley reported that we provide services in many schools and treatment groups in Jefferson and Watertown. Now we are contemplating if it would be feasible to establish a branch office in schools. We are looking at options based on what a few other counties and schools are doing. We will keep you updated.

**14. REVIEW NOMINATIONS AND CHOOSE CRISIS INTERVENTION TEAM OFFICER OF THE YEAR**

The Law Enforcement banquet is going to be held on January 21, so we will request nominations and bring them to the board in January.

**15. DISCUSS AND POSSIBLY APPROVE RESOLUTION FOR JUSTICE FOR CHILDREN LEGISLATION**

Ms. Cauley presented the resolution (attached) and reported that it has already gone to the Administration and Rules Committee and is on the county board agenda. This resolution opposes Senate Bill 326/Assembly Bill 429 Affecting Child Welfare Practice, which among other things, "negatively impacts alternative response, community response, and other voluntary services provided to families." Mr. Ruehlow and Ms. Cauley explained Alternative Response and how the Bill will negatively impact future investigation processes.

Mr. Jones made a motion to approve the resolution for Justice for Children.

Mr. McKenzie seconded.

Motion passed unanimously

**16. UPDATE ON WINNEBAGO MENTAL HEALTH INSTITUTE (WMHI)**

Ms. Cauley reported that she had a meeting at WMHI on November 30 to discuss serious issues we are having with them. Participants included Patrick Cork, the Administrator of the Division of Mental Health and Substance Abuse Services, the interim director of Washington County Health & Human Service, and the Director, Deputy Director, and Medical Director of Winnebago MHI.

**17. DIRECTOR'S REPORT**

Ms. Cauley reported on the following items:

- Staff are very busy
- A workgroup was formed in Fort Atkinson to determine the reasons for the many emergency calls that Law Enforcement receive from CBRFs and Foster homes. There will be more meetings, but the city did put a moratorium on licensing any more of these facilities.

**18. UPDATES FROM WISCONSIN COUNTY HUMAN SERVICES ASSOCIATION**

Ms. Cauley reported that the WCHSA Spring Conference will begin on May 10, which is the same day as our board meeting.

**19. DISCUSS POTENTIAL AGENDA ITEMS FOR JANUARY BOARD MEETING**

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

- Discuss nominations for Crisis Intervention Team Officer of the Year

**20. ADJOURN**

Mr. Tietz made a motion to adjourn the meeting.

Mr. Kutz seconded.

Motion passed unanimously.

Meeting adjourned at 10:10 a.m.

Respectfully submitted by Donna Hollinger

**NEXT BOARD MEETING**

Tuesday, January 12, 2016 at 8:30 a.m.  
Workforce Development Center, Room 103  
874 Collins Road, Jefferson, WI 53549