

JEFFERSON COUNTY HUMAN SERVICES
Board Minutes
June 14, 2016

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

Others Present: Director Kathi Cauley; Administrative Services Manager Joan Daniel; Aging & Disability Resource Division Manager Sharon Olson; Economic Support Manager Jill Johnson; Office Manager Donna Hollinger; County Administrator Ben Wehmeier; County Board Chair Jim Schroeder; and Maintenance Supervisor Ryan Mundt.

1. CALL TO ORDER

Mr. Mode called the meeting to order at 4:00 p.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 JUNE 14, 2016 AGENDA

No changes

5. CITIZEN COMMENTS

No comments

6. APPROVAL OF THE MAY 10, 2016 BOARD MINUTES

Mr. Tietz made a motion to approve the May 10, 2016 board minutes.

Mr. Schultz seconded.

Motion passed unanimously.

7. COMMUNICATIONS

No Communications

8. REVIEW OF APRIL, 2016 FINANCIAL STATEMENT

Ms. Daniel reviewed the April 2016 financial statement (attached) and reported that there is a projected positive fund balance of \$414,057 excluding any prepaid reserves that may be adjusted for year-end. She presented the summary 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, 2016 VOUCHERS

Ms. Daniel reviewed the summary sheet of vouchers totaling \$527,128.72 (attached).

Mr. Jones made a motion to approve the May 2016 vouchers totaling \$527,128.72.

Mr. McKenzie seconded.

Motion passed unanimously.

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

Child & Family Resources:

Ms. Cauley reported for Mr. Ruehlow on the following items:

- The cases in our Child Protective Services (CPS) have gone down, in large part due to the extra work being done in the intake assessment area. After looking at the numbers and recognizing this large shift, we would like to eliminate one position from the CPS team and create a position on the intake team, which are equal pay grade.

Mr. McKenzie made a motion to eliminate one CPS position and create an intake position, and to send it on to the Human Resources Committee and then to the County Board in July.

Ms. Crouse seconded.

Motion passed unanimously

- All Key Outcome Indicators are being met.

Behavioral Health:

Ms. Cauley reported on the following items:

- We went to the Human Resources Committee to request a new Project Yes position, which is fully funded.

Mr. Jones made a motion to approve the creation of the new Project Yes position.

Mr. Schultz seconded.

Motion passed unanimously

- Our 2016 **Key Outcome Indicators** for May were as follows:
 - **EMH:** We had 50 emergency detentions year to date.
 - We had 131 suicide calls to date which are up compared to 102 last year at this time.
 - All Key Outcome Indicators are being met.
- We signed a MOU with law enforcement ensuring that if they encounter someone who is in need of opioid treatment, we will facilitate the person's rapid entry into treatment.
- Our clinicians have been using Dialectical Behavioral Therapy (DBT) with clients who are suicidal or have a heroin addiction. This intensive training is coming to Wisconsin, so we would like to send two teams of eight to this training. Half of the cost will be paid with CCS, Project Yes, and the crisis grant funds. The other half will be paid with funds remaining from last year due to hospital savings and a budgeted, but still vacant compliance officer.

Mr. Jones made a motion to approve this training.

Ms. Crouse seconded.

Motion passed unanimously.

Administration:

Ms. Daniel reported on the following items:

- We did a budget transfer to combine the COP and Family Support funds into a new business unit called COP for children. (attached)
- We are working on the budget
- Cathy Swenson, our advanced accountant, has taken over the WIMCR report.
- The audit was fine

Economic Support:

Ms. Johnson reported on the following items:

- Our 2016 **Key Outcome Indicators** for May were as follows:
 - *We have 30 days to get 100% of all applications processed. We processed 98.52% of them timely. The Consortium Call Center must answer calls timely within 95% of the time. The Center was at 92.41%.*
- We are transitioning staff from ongoing to the new Food Share “On Demand” teams which will be effective July 1st
- Staff had additional customer service training
- We are preparing for the “Ready Kids for School” program

ADRC:

Ms. Olson reported on the following items:

- All Key Outcome Indicators for Adult Protective Services, Senior Dining, and Transportation were 100%. We were did not reach 100% for home visits in the ADRC due to a shortage of staff, however we will be fully staffed on Monday. The goal has been met to get Jefferson County employees and Board members trained by June 30 in “Dementia-Friendly.”
- On June 9, Kitty Rhoades, DHS Secretary, withdrew her concept paper regarding Family Care Iris 2.0.

11. DISCUSSION AND ACTION ON NEW PROFESSIONAL CONTRACTS – ADULT ALTERNATE CARE AND PSYCHOLOGICAL ASSESSMENTS

Ms. Cauley reported on the new contracts listed on the 2016 Provider Contract sheet. (attached)

Mr. Jones approved the contracts as listed.

Mr. Tietz seconded.

Motion passed unanimously.

12. APPOINT ELLEN SAWYERS TO THE ADRC ADVISORY COMMITTEE AND ROXY GRANZOW TO THE NUTRITION PROJECT COUNCIL

Mr. Mode made a motion to approve these appointments.

Mr. Kutz seconded.

Motion passed unanimously

- 13. REVIEW AND APPROVE REQUEST FOR A STAFF MEMBER TO ATTEND THE 29TH ANNUAL NATIONAL INDEPENDENT LIVING CONFERENCE IN MISSOURI, TO BE PAID IN FULL BY DCF**
Ms. Cauley reported that we would like to send a staff to this conference which will be fully paid by the Department of Child and Family, and has been approved by the Finance Committee.
Mr. Jones made a motion to approve this staff attending the conference.
Mr. Kutz seconded.
Motion passed unanimously.
- 14. REVIEW AND APPROVE BIDS FOR CONCRETE PROJECT AT LUEDER HAUS – HANS BROS, MARVIN GLEASON CONTRACTOR, VELOCITY CONCRETE**
Mr. Mundt reported that he received three bids to remove the existing stoop at Lueder Haus and replace it with an ADA compliance ramp and stairs. He recommended Velocity Concrete.
Mr. Tietz made a motion to approve Velocity Concrete to do this work.
Mr. Schultz seconded.
Motion passed unanimously.
- 15. REVIEW AND APPROVE BIDS FOR WINDOW REPLACEMENTS AT HILLSIDE – BAKER GLASS, JEFFERSON GLASS, LUECK’S INC., SOFTER LITE WINDOW COMPANY**
Mr. Mundt reported that we received four bids to replace 91 double hung windows and 23 awning windows. He recommended Jefferson Glass.
Mr. McKenzie made a motion to approve Jefferson Glass for the window replacements at Hillside.
Mr. Kutz seconded.
Motion passed unanimously
- 16. UPDATE ON ECHO, THE ELECTRONIC HEALTH RECORDS SYSTEM**
Ms. Cauley reported that we are going to give notice to ECHO on the present contract. We will renegotiate a new contract for next year for only 90 users at the cost of \$12,000 compared to our current cost of \$70,000. We are also expecting about a \$40,000 credit for training and implementation. It is important to note that what we are currently using is working.
- 17. DIRECTOR’S REPORT**
Position changes as discussed earlier.
- 18. DISCUSS UPDATES FROM WISCONSIN COUNTY HUMAN SERVICES ASSOCIATION**
Ms. Cauley reported on the following items:
- DHS is preparing for the budget and are proposing to use the excess of 16515 funds to establish a “Center of Excellence.” WCHSA supports this idea for several reasons.
 - WCHSA is working on Dementia Friendly facilities and I am on the committee. The next meeting will be June 22.
 - I am a tri-chair of the Behavioral Health Policy Advisory Committee, which will be meeting next Friday.

19. DISCUSS THE PUBLIC HEARING & REVIEW BOARD POLICIES

Ms. Cauley referred to guidelines on the Policy Statement for Funding Requests (attached) for the upcoming public hearing.

20. PUBLIC HEARING FOR THE HUMAN SERVICES DEPARTMENT 2017 BUDGET

Watertown Area Cares Clinic
Carol Mertins, Executive Director
Jeaunetta Westenberg, Fund Development
2016 Donation - \$10,000
2017 Request - \$10,000

Ms. Mertins and Ms. Nadeau presented the annual report (attached). They serve individuals who do not have insurance and have an income less than 200% of the federal poverty guideline. They discussed their services and are requesting a donation of \$10,000.

People Against Domestic & Sexual Abuse
Elizabeth Champion, Director
2016 Donation - \$60,000
2017 Request - \$60,000

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

Community Dental Clinic
Barb Gudgeon, Director
2016 Donation - \$7,500
2017 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.

21. DISCUSS POTENTIAL AGENDA ITEMS FOR JULY BOARD MEETING

- Position Changes
- ECHO
- Capital Projects

22. ADJOURN

Mr. McKenzie made a motion to adjourn the meeting.

Mr. Kutz seconded.

Motion passed unanimously.

Meeting adjourned at 6:30 p.m.

Respectfully submitted by Donna Hollinger

NEXT BOARD MEETING

Tuesday, July 12, 2016 at 8:30 a.m.

Workforce Development Center, Room 103

874 Collins Road, Jefferson, WI 53549