

JEFFERSON COUNTY HUMAN SERVICES
Board Minutes
January 12, 2016

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

Others Present: Director Kathi Cauley; Deputy Director Brent Ruehlow; Aging & Disability Resource Division Manager Sue Torum; Economic Support Manager Jill Johnson; Administrative Services Manager Joan Daniel; Office Manager Donna Hollinger; County Administrator Ben Wehmeier and Maintenance Supervisor Ryan Mundt.

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 JANUARY 12, 2016 AGENDA

No changes

5. CITIZEN COMMENTS

No comments

6. INTRODUCTION OF RYAN MUNDT, MAINTENANCE SUPERVISOR

Ms. Cauley introduced Mr. Mundt as the new maintenance supervisor and spoke about his background and the qualifications that he brings to the job. She added that the maintenance team will now work under the direction of Mr. Ruehlow.

7. APPROVAL OF THE DECEMBER 8, 2015 BOARD MINUTES

Mr. Jones made a motion to approve the December 8, 2015 board minutes.

Mr. Tietz seconded.

Motion passed unanimously.

8. COMMUNICATIONS

No Communications

9. REVIEW OF NOVEMBER, 2015 FINANCIAL STATEMENT

Ms. Daniel reviewed the November 2015 financial statement (attached) and reported that there is a projected positive fund balance of \$762,176. 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).

10. REVIEW AND APPROVE DECEMBER, 2015 FINANCIAL VOUCHERS

Ms. Daniel reviewed the summary sheet of the December 2015 vouchers totaling \$515,168.80 (attached).

Mr. Kutz made a motion to approve the December 2015 vouchers totaling \$515,168.80.

Mr. Jones seconded.

Motion passed unanimously.

11. 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:

- All of our 2015 **Key Outcome Indicators** for December are meeting expectations. Some key points are as follows:
 - **CPS:** *All new out of home placements will be formally screened for permanency options within 90 days of case assignment to ongoing staff.* We are at 100%
 - **CLTS/CST:** *90% of all children will remain in their home with the use of CLTS and CST services.* CLTS was at 98% and CST was at 96%
 - **Intake:** *100% of all state and Federal timelines will be met.* 100% of Initial Assessments were completed; however we had 92% that were done within the time line. We received two out-of-county referrals with some misinformation We will be more vigilant with future out-of-county referrals. We met 100% of Face-to-Face contacts.
- We hired two new Intensive Supervision workers.
- A staff from the CPS team left and that position has been posted.
- In May, DHS came to audit our CLTS program. We continually do internal audits and we prepared the files with easily identifiable tabs to ensure that the auditors would find what they were looking for. We received the results and the audit went very well with no findings of non-compliance per se. They also commented on how organized the files were and how that assisted in the review. They did suggest that we create a brochure for families on how to report child abuse and that has been completed.
- We have a CLTS staff on FMLA until the end of February, so we were granted permission for emergency help and she was able to start on Monday.
- Six children are in CCI, but two will be going home within the next 30 days.

Behavioral Health:

Ms. Cauley reported on the following items:

- The Office of the Inspector General is auditing some of our CCS files.
- We filled the vacancy position in our clinic.
- Our 2015 **Key Outcome Indicators** for December were as follows:
 - **EMH:** We had 13 emergency detentions for the year, totaling 126 for the year. Last year we were at 142 and in 2013, we had 154. We have had 8677 crisis calls, and last year we had over 6,000. In 2014, the diversion rate was at 55% and this year we are at 70%. This improvement has been due to many factors.

- WCHSA will be meeting with the secretaries of DHS and DCF to discuss Youth Crisis Stabilization. I will be there to discuss what we have been doing here.
- Our Division met to discuss Key Outcome Indicators for this year. We also discussed a work plan on how to increase billing time and to continue to provide great treatment.

Administration:

Ms. Daniel reported on the following items:

- We are working on finalizing the 2016 contracts, including the regional CCS contracts
- We are working on year-end close
- ECHO is up and running and we are staging various programs to go live over the next 6 months.
- State reports are coming due
- We are beginning the annual report
- We hired a new staff for the support staff team

Economic Support:

Ms. Johnson reported on the following items:

- Our 2015 **Key Outcome Indicators** for December were as follows:
 - *We have 30 days to get 100% of all applications processed and we were at 97.19%.*
 - *The Consortium Call Center must answer calls timely within 95% of the time. We were at a rate of 92.76%.*
- We had a subsidy review for Child Care and everything went well with only one small finding.
- We hired a new economic support worker
- We have two retirees this year
- We received vouchers from the Madison Goodwill
- The DHS conducted an Income Maintenance Operational Analysis of the consortiums and they would like services to be more task based than case based. In February, one of our staff will team up with workers in another county. The team will be responsible solely for priority applications.
- We will be getting Food Stamp bonus money and Enhanced Funding.
- Drug testing may begin soon on parents who are not paying child support.

ADRC:

Ms. Torum reported on the following items:

- The ADRC fell slightly below its goal in terms of meeting its 2015 KOI, which was to have 100% of people surveyed indicate that they would refer the ADRC to another person. The final average was 97.87% out of 48 total surveys. One person indicated that they would not refer another to the ADRC. The 2016 KOI will change to align with the contract which states that when a person requests a home visit, it will preferably be scheduled within one week following the request. We are working on the exact language for this indicator.
- On the Aging side of the division, two new KOI's will be added under the Senior Dining & Transportation Programs. They are as follows:
 - 100% of elderly, disabled or agency consumers ride requests for medical or agency services will be provided according to our trip priorities.

- 100% of qualifying individuals requesting home delivered meals will receive them. Both of these goals will help us evaluate unmet needs and can be reported on monthly.
- The Calumet County Board of Supervisors passed a resolution (attached) urging the state legislature and DHS to make substantive changes to the Non-Emergency Medicaid Transportation Program, which would include allowing counties to operate it once again. I will be gathering information related consumer satisfaction in Jefferson County and will report that back at a later date.
- The WI Eye Documentary on Dementia has been delayed because the project has grown in scope and many other stakeholders are being interviewed. I am being interviewed later today.
- I will be retiring later this spring and will set a date shortly. Another long-term staff member in the ADRC is also retiring in April and her position will be posted soon internally.

12. DISCUSSION AND ACTION ON NEW PROFESSIONAL CONTRACTS

Ms. Cauley reported on the new contracts listed on the 2015 and 2016 Provider Contract sheets. (attached)

Mr. Schultz approved the contracts as listed.

Mr. Jones seconded.

Motion passed unanimously.

13. REVIEW NOMINATIONS AND CHOOSE CIT OFFICER OF THE YEAR

Ms. Cauley discussed the criteria for this award and reviewed the nominations.

Mr. Jones made a motion to nominate Officer Dan Courtier.

Mr. Schultz seconded.

Motion passed unanimously.

14. DISCUSSION AND POSSIBLE ACTION ON RECOGNIZING SPACESAVER CORPORATION FOR CHRISTMAS DONATIONS

Mr. Ruehlow reported that because of Spacesaver's generous donations providing 30 families with Christmas presents over the last two years, he would like recognize them in some way.

It was decided to get them a plaque and to ask them if we could present it to them at a County Board meeting.

15. DIRECTOR'S REPORT

Ms. Cauley reported on the following items:

- We will be working on the annual report, so if you would like to see any changes please let me know.
- I sent out an 8-question survey to staff asking how they would like to be recognized for exemplary work. It came back with resounding yesses that they would like to continue the employee luncheon, success stories, and the Wall of Fame recognitions.
- We know of four people who are retiring in 2016.
- I have been attending the workgroup that was formed in Fort Atkinson that put a moratorium on licensing more CBRFs and Foster homes. The recommendations will be presented at the City Council meeting tonight.
- Jefferson and Washington County staff will be doing a quality assurance NIATx project with the Winnebago Mental Health Institute.

16. DISCUSS UPDATES FROM WISCONSIN COUNTY HUMAN SERVICES ASSOCIATION

Ms. Cauley reported on the following items:

- The Secretaries meeting will be this week and will include many agenda items.
- The Child Welfare bill is still pending. Several Mental Health bills were recently introduced.
- The WCHSA Spring Conference will be from May 10 - 12, which begins on the same day as our board meeting.

17. DISCUSS POTENTIAL AGENDA ITEMS FOR JANUARY BOARD MEETING

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

- Year-end financials
- The ADRC resolution in support of the DHS enhancing the quality of the Medicaid non-emergency medical transportation system.

18. ADJOURN

Mr. Jones made a motion to adjourn the meeting.

Mr. Kutz seconded.

Motion passed unanimously.

Meeting adjourned at 9:55 a.m.

Respectfully submitted by Donna Hollinger

NEXT BOARD MEETING

Tuesday, February 9, 2016 at 8:30 a.m.
Workforce Development Center, Room 103
874 Collins Road, Jefferson, WI 53549