

JEFFERSON COUNTY HUMAN SERVICES
Board Minutes
February 1, 2016

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

Absent: John McKenzie

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 Birth to Three Supervisor Beth Boucher.

1. CALL TO ORDER

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

2. ROLL CALL/ESTABLISHMENT OF QUORUM

McKenzie absent/Quorum established.

3. CERTIFICATION OF COMPLIANCE WITH THE OPEN MEETINGS LAW

Ms. Cauley certified that we are in compliance.

4. REVIEW OF THE FEBRUARY 9, 2016 AGENDA

Move item #16 to follow item #7

5. CITIZEN COMMENTS

No comments

6. APPROVAL OF THE JANUARY 12, 2016 BOARD MINUTES

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

Mr. Schultz seconded.

Motion passed unanimously.

7. COMMUNICATIONS

No Communications

8. REPORT FROM BIRTH TO THREE ON NIATx PROJECT

Birth to Three Supervisor, Beth Boucher, gave a presentation on a quality improvement project that their team did to streamline the referral process to optimize the resources used to identify children in need of programming. (attached)

9. REVIEW OF DECEMBER, 2015 FINANCIAL STATEMENT

Ms. Daniel reviewed the December 2015 preliminary financial statement (attached) and reported that there is a projected positive fund balance of \$890,351, which includes \$456,748 operating surplus balance and \$433,603 reserve. She reported that the prepaid assets from the balance sheet of \$247,487.26 will also be carried forward if non-lapsing request is approved. She presented the 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. DISCUSS AND POSSIBLY APPROVE CARRY OVER REQUEST

Ms. Daniel presented the list of final non-lapsing and carryover fund balance requests. Ms. Cauley reviewed them in detail.

Mr. Kutz made a motion to approve the carryover request as presented in the amount of \$967,575.34.

Ms. Crouse seconded.

Motion passed unanimously.

11. REVIEW AND APPROVE JANUARY, 2016 VOUCHERS

Ms. Daniel reviewed the summary sheet of the January 2016 vouchers totaling \$519,891.90 (attached).

Mr. Jones made a motion to approve the January 2016 vouchers totaling \$519,891.90.

Mr. Schultz seconded.

Motion passed unanimously.

12. 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:

- Below are two teams with 2015 statistics:
 - CPS: We screened in 231 reports in 2015 compared to 218 in 2014.
 - Juvenile Justice: We received 253 referrals in 2015 and 269 in 2014.
- We had two children return home from the CCI setting and 2 more will be leaving within a few months.
- We held second interviews for the CPS position and are hopeful that we will be hiring soon.
- A committee was formed to recruit individuals who would like to be foster parents to children who need intense supervision.
- There will be a transition for autism and behavioral therapies to go to medical assistance cards, however there is a population who will still need services that are not covered. We will be getting 34 new CLTS cases in 2017. We will have a meeting to figure out what we will need to do for that.

Behavioral Health:

Ms. Cauley reported on the following items:

- Our 2016 **Key Outcome Indicators** for January were as follows:
 - **EMH:** We had 755 crisis calls and last year at this time we had 598. Six resulted in emergency detentions. We diverted 84%, so we are exceeding this key outcome indicator.
 - **CCS:** *Our goal is that 72% of treatment plan goals will be met* and we are 77%.
 - **CSP** *Our goal is that 72% of treatment plan goals will be met* and we are 71%.
- We are fully staffed
- We did not receive any referrals from the schools for school based DBT treatment.
- We brought in a trainer for the Columbia Risk Assessment and 84 people attended. Law enforcement will eventually receive this training, too.

Administration:

Ms. Daniel reported on the following items:

- I was in attendance with other county individuals to review the demo for the new ledger and payroll program. It looks like it will resolve some problems in our area as well as provide timely information.
- We are working on year-end closing
- ECHO is up and running and we are staging various programs to go live over the next few months. MIS has been very helpful with the modifications.
- We are submitting to the state 2016 budgets for various programs.

Economic Support:

Ms. Johnson reported on the following items:

- Our 201 **Key Outcome Indicators** for January were as follows:
 - *We have 30 days to get 100% of all applications processed* and the Consortium was at 95.97%. The Southern Consortium received 3,798 applications to process.
 - *The Consortium Call Center must answer calls timely within 95% of the time.* The Center was at 90.09%, which is 2nd in the state. The volume of calls went up due to the 1.28 million forms that were sent out for tax purposes.
- We will have regular staff be on the phones for 2 hours per day. This will help increase our numbers and will cross-train staff.
- We have money left over at the Daily Union from years ago when the Workforce Development Center was built, so we will have an ad placed in the tourism guide and the Discover Lakes magazine promoting the Center.
- On March 2 our staff will be meeting with staff from Child Support to discuss updates and new processes.

ADRC:

Ms. Torum reported on the following items:

- The Home Delivered Meal Program's KOI is to provide meals to qualifying individuals who request home delivered meals 95% of the time. In January, 4 new people requested meals and all were served. In 2015, a total of 24,871 meals were served; 14,038 (57%) were delivered to 167 unduplicated individuals residing in Jefferson, Johnson Creek, Lake Mills,

Rome/Sullivan and Waterloo. This is a 3,032 total meal decrease from last year of which 2,510 were delivered meals.

- The Transportation Program's KOI is to meet qualifying ride requests 100% of the time. In January, all ride requests were met. There were 308 one-way trips; 25 round trips scheduled and then canceled; 6 individuals were denied because they were on Medicaid/Badgercare and 1 individual was denied because they lived outside Jefferson County. The Veteran's Van provided 63 rides, saw 2 cancellations and 2 denials because the van was full the day requested. One vet was denied because the appointment was at the Milwaukee VA. In 2015 the program provided a total of 4,793 one way rides under the Driver-Escort Program and 1,071 one way rides for the VA Van Program.
- The ADRC's KOI is to see that 100% of home visit requests are met within 7 days unless the customer requests otherwise. During the month of January, 97% of home visits were conducted within 7 days of the request. There were 44 home visits in total, and 40 were done within one week from initial request. Three individuals requested a later date due to their personal schedules. In one instance, a customer was not seen within 7 days. The referral was made by one staff member to another and they had been working with the consumer on and off since August 2015.
- Due to a retirement in April, the division is seeing staff shift from one position to another. The Aging & Disability Resource Specialist position is being filled by an Adult Protective Services worker; this position will be posted shortly. The Division Manager position is posted internally and externally. Several other retirements are expected in this division within the next 12 months.
- The Dementia Training for Jefferson County board and employees is being planned for the second or third week in March. We hope to kick off the event with several guest speakers, including Tom Hlavacek, Executive Director, from the Southeastern WI Alzheimer's Association and Representative John Jagler, Watertown, who was involved in the Speaker's Taskforce on Alzheimer's disease. There are currently 10 reform bills before the legislature. The date will be announced shortly.
- The ADRC contract and business plan have been released. The business plan is an excel spreadsheet that tracks costs per program category. Staff have received detailed training on how to report contacts and these numbers serve as the basis on which the cost allocation will be calculated. It is expected that the ADRC contact numbers will increase as a result of the new interpretation.

13. DISCUSSION AND ACTION ON NEW PROFESSIONAL CONTRACTS

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

Mr. Jones approved the contracts as listed.

Mr. Tietz seconded.

Motion passed unanimously.

14. DISCUSSION AND POSSIBLE ACTION ON RESOLUTION “IN SUPPORT OF THE WISCONSIN DEPARTMENT OF HEALTH SERVICES ENHANCING THE QUALITY OF THE MEDICAID NON-EMERGENCY MEDICAL TRANSPORTATION SYSTEM.”

Ms. Cauley discussed the resolution. Mr. Kutz suggested eliminating the words “being reinstated” in the 5th line of paragraph 8.

Mr. Mode made a motion to eliminate the words “being reinstated” from the resolution.

Mr. Kutz seconded.

Motion passed unanimously.

Mr. Schultz made a motion to approve the resolution as amended.

Mr. Kutz seconded.

Motion passed unanimously.

15. PROCLAMATION RECOGNIZING MARCH AS PROFESSIONAL SOCIAL WORKER MONTH

Mr. Jones made a motion to approve the proclamation recognizing March as professional social worker month and to send it on to the County Board for approval.

Mr. Schultz seconded.

Motion passed unanimously.

16. REQUEST FOR COUNTY BOARD RESOLUTION RECOGNIZING APRIL AS CHILD ABUSE PREVENTION MONTH

Mr. Tietz made a motion to approve the resolution recognizing April as Child Abuse Prevention month and to pass it on to the county board for approval.

Ms. Crouse seconded.

Motion passed unanimously.

17. DIRECTOR’S REPORT: UPDATE ON LEGISLATION

Ms. Cauley reported on the following items:

- There are many legislative bills pending.
- Jefferson and Washington County staff are working on a quality assurance NIATx project with the Winnebago Mental Health Institute.
- April 13 will be the Employee Appreciation Luncheon in the Activity Center at the Fair Park.

18. DISCUSS UPDATES FROM WISCONSIN COUNTY HUMAN SERVICES ASSOCIATION

Ms. Cauley reported on the following items:

- Our fees were raised to \$3,000
- The WCHSA Spring Conference will be from May 10 - 12, which begins on the same day as our board meeting.

19. DISCUSS POTENTIAL AGENDA ITEMS FOR MARCH BOARD MEETING

No specific items at this time

20. ADJOURN

Mr. Tietz made a motion to adjourn the meeting.

Mr. Kutz seconded.

Motion passed unanimously.

Meeting adjourned at 10:15 a.m.

Respectfully submitted by Donna Hollinger

NEXT BOARD MEETING

Tuesday, March 8, 2016 at 8:30 a.m.

Workforce Development Center, Room 103

874 Collins Road, Jefferson, WI 53549