

JEFFERSON COUNTY HUMAN SERVICES
Board Minutes
May 10, 2016

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

Others Present: Director Kathi Cauley; Deputy Director Brent Ruehlow; Administrative Services Manager Joan Daniel; Aging & Disability Resource Division Manager Sue Torum; Aging & Disability Resource Supervisor Sharon Olson; Economic Support Manager Jill Johnson; Office Manager Donna Hollinger; County Administrator Ben Wehmeier; County Corporation Counsel Blair Ward; 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. ELECTION OF OFFICERS: CHAIR, VICE CHAIR, SECRETARY

Ms. Cauley asked for nominations for Chair.

Mr. Tietz made a motion to nominate Jim Mode for Chair.

Mr. McKenzie seconded.

Motion passed unanimously

Mr. Mode asked for nominations for Vice Chair.

Mr. Mode made a motion to nominate Richard Jones for Vice Chair.

Mr. Schultz seconded.

Motion passed unanimously

Mr. Mode asked for nominations for Secretary.

Mr. Schultz made a motion to nominate John McKenzie for Secretary.

Mr. Tietz seconded.

Motion passed unanimously

5. REVIEW OF THE MAY 10, 2016 AGENDA

No changes

6. CITIZEN COMMENTS

No comments

7. APPROVAL OF THE APRIL 12, 2016 BOARD MINUTES

Mr. McKenzie made a motion to approve the April 12, 2016 board minutes.
Mr. Tietz seconded.
Motion passed unanimously.

8. COMMUNICATIONS

Mr. Ruehlow reported on two articles that we submitted to the local newspaper. The first one was about Foster Care Appreciation month and the need for Foster Care families. The other was about a young man who is receiving our services who received the 2016 Governor's Foster Care Award.

9. REVIEW OF MARCH, 2016 FINANCIAL STATEMENT

Ms. Daniel reviewed the March 2016 financial statement (attached) and reported that there is a projected positive fund balance of \$305,100 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).

10. REVIEW AND APPROVE MARCH, 2016 VOUCHERS

Ms. Daniel reviewed the summary sheet of vouchers totaling \$550,485.82 (attached).
Mr. Tietz made a motion to approve the March 2016 vouchers totaling \$550,485.82.
Mr. Jones seconded.
Motion passed unanimously.

11. REVIEW 2015 ANNUAL REPORT

Each Division Manager discussed their respective areas within the annual report. (attached)

12. UPDATE ON CAPITAL PROJECTS AND 5 YEAR CAPITAL PLAN

Maintenance supervisor Ryan Mundt presented a report on the capital projects and plans for the years 2016 – 2020. (attached)

13. 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 Key Outcome Indicators are being met.
- Youngstar came to review the Busy Bee Preschool, who checks on quality of curriculum, room setup, etc. We received five stars again.
- We had a National Trainer come in last month to train our staff in Alternative Response and she sent us a very complimentary email about the dedication of our staff. (attached)

Behavioral Health:

Ms. Cauley reported on the following items:

- The results of the CCS audit came back stating that several claims did not have backup paperwork, resulting in a request to return \$884. We refuted all allegations of the report and resent copies of the paperwork listing in detail where the backup paperwork could be found.
- Our 2016 **Key Outcome Indicators** for April were as follows:
 - **EMH:** We are having a record setting year for emergency mental health calls totaling 2127 through April.
 - We had eight emergency detentions in April.
 - Suicide calls are up.
- We are working on contracting with Waukesha County Hospital to serve adults.

Administration:

Ms. Daniel reported on the following items:

- We have been working with the auditors.
- We are working on the budget for Project YES
- I'm working on the 942 and 943 reports.
- We are still working on the implementation of ECHO.
- The 2017 budget will be under way soon.

Economic Support:

Ms. Johnson reported on the following items:

- Our 2016 **Key Outcome Indicators** for April were as follows:
 - *We have 30 days to get 100% of all applications processed. We processed 99.02% of them timely, and last week we were at 100%. The Consortium Call Center must answer calls timely within 95% of the time. The Center was at 91.47%.*
- We hired a new case manager and she started last week.
- We have moved 10 staff to different offices to accommodate the new Food Share on Demand process.

ADRC:

Ms. Torum reported on the following items:

- In the past 2 months, the ADRC has seen three retirements, three job changes and has hired two new staff with a third to be interviewed shortly.
- In April, three of the Division's four Key Outcome Indicators were met at 100%. People who qualified for home delivered meals got them; the ADRC staff completed all home visits within 7 days and the adult protective services staff met the state standards under which they operate. The transportation goal was not met due to the unexpected absence of the coordinator. Another indicator will be reported at future meetings as a result of the 2016 ADRC contract, compliance and business plan requirements. That indicator is to meet state contract requirements 100%.
- The transportation program surveys are done and so far the driver questions have been rated highest with 91% saying that the drivers always, and 9% that the drivers usually pick them up on time, drop them off at their destination on time, follow road safety rules and are courteous and respectful. The surveys also show a very good response to the questions about

scheduling. A high percentage of respondents (45%) indicated that if they did not have this service they would need to cancel medical appointments. The complete results will be provided at a later meeting.

- The WI Eye “Dealing with Dementia” documentary was released on May 2, 2016. It is a 12-part series and each segment runs from 3 to 8 minutes. Cathy Kehoe, the Jefferson County Dementia Care Specialist, is featured in many of the clips and did an excellent job representing the ADRC.

14. DISCUSSION AND ACTION ON NEW PROFESSIONAL CONTRACTS – FOSTER HOME AND SUPERVISED VISITS

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

Mr. Jones approved the contracts as listed.

Mr. Kutz seconded.

Motion passed unanimously.

15. DISCUSS AND APPROVE NEW POSITIONS: BEHAVIORAL HEALTH SPECIALIST/PSYCHOTHERAPIST; CCS SERVICE FACILITATOR AND FULL TIME GROUP HOME WORKER

Ms. Cauley reported that the Human Resources committee has reviewed these positions. We have seen a large increase in requests for services from individuals who are addicted to opioids and the first two positions will provide this service. The resolution includes the fiscal note for these positions (attached).

Mr. Jones made a motion to create a Behavioral Health Specialist/Psychotherapist position and a CCS Service Facilitator position and to forward it to the County Board.

Mr. Schultz seconded.

Motion passed unanimously

Ms. Cauley reported that we have an enormous amount of turnover with the part time group home workers, which then creates overtime for other workers. We recently had a part time worker resign, so to help alleviate this problem we would like to eliminate two part time positions and create one full time position. The fiscal note is included with the resolution (attached).

Mr. McKenzie made a motion to eliminate two part time group home worker positions and create a full time group home worker position and to forward it to the County Board.

Ms. Crouse seconded.

Motion passed unanimously

16. UPDATE ON ECHO, THE ELECTRONIC HEALTH RECORDS SYSTEM

Ms. Cauley reported that we are hopeful to get a significant credit back. Their legal department is looking it over now. We expect to hear something soon.

17. UPDATE ON HEROIN INITIATIVES

Ms. Cauley reported that we heard a presentation from the police chief in Greenfield County about how they help access resources for individuals who want to get into treatment quickly. We will be entering into a memorandum of understanding with our county law enforcement for the same purpose.

The State Opioid Authority will be visiting us on May 17 and we hope they will have suggestions for future funding for us.

On May 23, Sauk County will be giving us a presentation about their infrastructure for opioid recovery services.

We met with Opportunities, Inc. who will provide transportation and possibly a job for individuals.

We are looking at the Oxford House for housing options, which becomes a self-sustaining sober living community.

18. CONSIDER PROCLAMATION FOR MAY AS NATIONAL FOSTER CARE MONTH

Mr. McKenzie made a motion to proclaim May as National Foster Care month.

Ms. Crouse seconded.

Motion passed unanimously.

19. DIRECTOR'S REPORT

Ms. Cauley reported that one trail behind Human Services is done.

20. DISCUSS UPDATES FROM WISCONSIN COUNTY HUMAN SERVICES ASSOCIATION

Ms. Cauley reported on the following items:

- We met with the Secretaries of DHS & DCF last month.
- The WCHSA Spring Conference began today and I will be attending.
- WCHSA will be following up with the OIG audits.

21. DISCUSS POTENTIAL AGENDA ITEMS FOR APRIL BOARD MEETING

- Update on ECHO
- ADRC advisory committee appointment

22. ADJOURN

Mr. Jones made a motion to adjourn the meeting.

Mr. Tietz seconded.

Motion passed unanimously.

Meeting adjourned at 10:55 a.m.

Respectfully submitted by Donna Hollinger

NEXT BOARD MEETING

Tuesday, June 14, 2016 at 4:00 p.m.
Workforce Development Center, Room 103
874 Collins Road, Jefferson, WI 53549