

JEFFERSON COUNTY HUMAN SERVICES
Board Minutes
August 9, 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 Sharon Olson; 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 AUGUST 9, 2016 AGENDA

No changes

5. PUBLIC COMMENTS

No comments

6. APPROVAL OF THE JULY 12, 2016 BOARD MINUTES

Mr. Tietz made a motion to approve the July 12, 2016 board minutes.

Mr. McKenzie seconded.

Motion passed unanimously.

7. COMMUNICATIONS

No Communications

8. REVIEW OF JUNE, 2016 FINANCIAL STATEMENT

Ms. Daniel reviewed the June 2016 financial statement (attached) and reported that there is a positive fund balance of \$665,511 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 JULY, 2016 VOUCHERS

Ms. Daniel reviewed the July, 2016 summary sheet of vouchers totaling \$493,328.25 (attached).

Mr. Kutz made a motion to approve the July, 2016 vouchers totaling \$493,328.25.

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:

Mr. Ruehlow reported on the following items:

- Our Key Outcome Indicators are all on track except in the Juvenile Justice area where our goal is to have 95% of children remain in their home. We were down to 88% in July, but there were some extenuating circumstances that we are working on.
- We filled the CLTS position with the individual who was helping us during an employee's family medical leave.
- We have an opening on our CPS team now because an internal staff moved to our Intake team.
- We are close to filling the intensive supervision position
- On July 21, many staff went to UW-Whitewater to celebrate the Trauma Informed Care initiative that has been ongoing for a year. We will continue this initiative with other stakeholders beginning August 24 by presenting the movie "Paper Tigers," which is about an alternative school in Washington State. It will be followed by a facilitated discussion. There will be three more initiatives over the next three months.

Ms. Cauley thanked Mr. Ruehlow for all of his work on this.

- The Department of Children and Families selected us to be the primary site in Wisconsin for the Dual Status Initiative, which is an integration of juvenile justice and the child welfare systems. This initiative will allow a greater system coordination and integration for children, youth and families that populate multiple youth serving systems.

Behavioral Health:

Ms. Cauley reported on the following items:

- Our 2016 **Key Outcome Indicators** for July were as follows:
 - The clinic continues to see improvement in the depression scores
 - The CCS and CSP goal is that 72% of all treatment plan goals are met. CCS is at 78% and CSP is at 86.5%. CRS is 100% in compliance with all rules.
- **EMH:** We had 10 emergency detentions bringing the annual total to 75. Last year we had 79.
- Crisis calls are up and we had 5,354 through July along with 172 suicide calls.
- We are applying for a grant through the DHS to improve the mobile response for people with dementia.

- Several counties had a conference call regarding the CCS and OIG audit. Counties need consistent answers and clear direction from the state. The counties will be having a meeting on August 23 to discuss these concerns.

Administration:

Ms. Daniel reported on the following items:

- The budget and WIMCR are done
- We have met our key outcome indicators
- Staff have been cross training due to an upcoming retirement in January.

Economic Support:

Ms. Johnson reported on the following items:

- Our 2016 **Key Outcome Indicators** for June were as follows:
 - *We have 30 days to get 100% of all applications processed. We processed 99.1% of them timely. The Consortium Call Center must answer calls timely within 95% of the time. The Call Center was at 97.5%.*
- We transitioned staff from individual case managers to 5 new Food Share “On Demand” teams which was effective July 1st and 7 staff are on the Call Center full time. Teams are working well together now.
- We served 585 children during the “Ready Kids for School” distribution on August 6 at the Fair Park.

ADRC:

Ms. Olson reported on the following items:

- 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 July, 25 of the 32 home visits were conducted within 7 days of consumer’s request which is about 78%. The remaining seven visits were provided just outside the contract indicator, several missed by one day. The ADRC is fully staffed, but half of the I & A staff are still in training.
- The Home Delivered Meal Program’s KOI was met in July; there were four new meal requests, two were met, two were not because one lived outside of our current delivery area and the other person was under 60 years of age. The goal is to provide meals to 95% of those qualifying home delivered meal requests.
- The Nutrition Site Manager for Lake Mills is posted again and interviews are in process. One plan was to look into the restaurant model that is working well in other areas, but will need to look at an area that is not in the present contracted area. We will be hiring a new Nutrition Program Supervisor within the next couple of months. One goal is that we will look into the Waterloo area for a trial Restaurant Model dining site.
- The Transportation Program’s KOI is to meet qualifying ride requests 100% of the time. In July, there were 236 scheduled 1-way trips, 36 were cancelled and another six were no call/no show leaving a total of 194 trips for the Driver Escort Program. Four people were referred to MTM for transportation through their Medicaid care program and one consumer could not be transported as they needed a wheelchair van. The Veteran’s van provided 38 one-way trips. There were four cancellations, four no shows and one rider denied as the van was full.

- We are working on a grant through the ADRC and the Behavioral Health units to establish a Dementia Task Force that will share the care. The plan is to meet with community partners to build a supportive network, offer trainings and provide our community with knowledgeable and skilled staff.

11. DISCUSSION AND ACTION ON NEW PROFESSIONAL CONTRACTS

There were no new contracts

12. DISCUSSION AND POSSIBLE ACTION ON 2017 BUDGET PRESENTATION

Ms. Cauley presented the budget and reported that we met our tax levy goal. She discussed areas that will have the most impact on the Department.

Mr. Wehmeier congratulated Ms. Cauley and staff for the hard work put into the budget.

Mr. McKenzie made a motion to approve the 2017 Budget as presented.

Mr. Schultz seconded.

Motion passed unanimously.

13. DISCUSS AND CONSIDER POSSIBLE COUNTY BOARD RESOLUTION SUPPORTING INCREASE IN DEPARTMENT OF CHILD AND FAMILY ALLOCATION FOR CHILD WELFARE.

Ms. Cauley reported that Secretary of DCF, Eloise Anderson, is requesting additional funding in the budget for the increase in the allocation for child welfare and would like county support. Wisconsin Counties Association will be drafting a resolution in support of this.

Mr. Jones made a motion to support the resolution supporting increase in department of child and family allocation for child welfare, and to pass the resolution on to the county board in September.

Mr. Kutz seconded.

Motion passed unanimously.

14. UPDATE ON ECHO, THE ELECTRONIC HEALTH RECORDS SYSTEM

Ms. Cauley reported that they had a meeting with ECHO who agreed to re-do the 3rd year contract. Next year will cost about \$15,000 instead of \$72,000.

15. DIRECTOR'S REPORT

Ms. Cauley reported on the following items:

- We had a nice turn out for the tour of the bike trail located behind Human Services.
- I have been asked to give several presentations; one on our youth crisis stabilization and one on leadership training.

16. DISCUSS UPDATES FROM WISCONSIN COUNTY HUMAN SERVICES ASSOCIATION

Ms. Cauley reported on the following items:

- The Economic Support pact is working on the Income Maintenance contract.
- They are working very hard on the CCS – OIG situation.

17. DISCUSS POTENTIAL AGENDA ITEMS FOR SEPTEMBER BOARD MEETING

- Update on the Marsh Country Health Alliance meeting

18. ADJOURN

Mr. Tietz 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, September 13, 2016 at 8:30 a.m.
Workforce Development Center, Room 103
874 Collins Road, Jefferson, WI 53549