

**JEFFERSON COUNTY HUMAN SERVICES**  
**Board Minutes**  
**September 13, 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; Aging & Disability Resource Division Manager Sharon Olson; Office Manager Donna Hollinger; Maintenance Supervisor Ryan Mundt, County Administrator Ben Wehmeier and Representative from Sustainable Engineering Group Andy DeRocher.

**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 SEPTEMBER 13, 2016 AGENDA**

No changes

**5. PUBLIC COMMENTS**

No comments

**6. SOLAR FEASIBILITY STUDY PRESENTATION BY SUSTAINABLE ENGINEERING**

Mr. DeRocher was introduced and gave a solar feasibility study presentation specifically for the Workforce Development Center. (attached) The board will discuss this at the October board meeting.

**7. APPROVAL OF THE AUGUST 9, 2016 BOARD MINUTES**

Mr. Schultz made a motion to approve the August 9, 2016 board minutes.

Mr. Tietz seconded.

Motion passed unanimously.

**8. COMMUNICATIONS**

No Communications

**9. REVIEW OF JUNE, 2016 FINANCIAL STATEMENT**

Ms. Cauley reviewed the July 2016 financial statement (attached) and reported that there is a positive fund balance of \$830,439 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.

**10. REVIEW AND APPROVE AUGUST, 2016 VOUCHERS**

Ms. Cauley reviewed the August 2016 summary sheet of vouchers totaling \$658,002.88 (attached).

Mr. Jones made a motion to approve the July 2016 vouchers totaling \$658,002.88.

Ms. Crouse 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:

- Our Key Outcome Indicators are all on track except in the Juvenile Justice area where our goal is to have 90% of children remain in a family setting. We were down to 89% in August, however that is still a great percentage of children who can remain in a family setting.
- The CLTS team will be getting 52 children from the Autism waiver split between October and December. The supervisor, Barb Gang, continually audits the charts and the key outcome indicator of having 100% of all our ISP's done on time is being met.
- Ten youth found permanency in August, so we are down to 57 children being in out-of-home care. In January of 2015, we had 110 kids in out-of-home care.
- We are fully staffed and are very pleased with the new additions to the teams.
- We continued our Trauma Informed Care initiative with additional stakeholders by presenting the movie "Paper Tigers," which is about an alternative school in Washington State. Everyone was fully engaged in a great discussion afterwards. Ms. Cauley added that she spoke with Tina Crave, the Executive Director of the Greater Watertown Community Health Foundation (GWCHF). Ms. Crave was very enthusiastic and wants to imbed this information into the school systems as well as become a partner with stakeholders.
- Part II of the Trauma Informed Care initiative will be held on September 30 and seven school districts are signed up to attend.
- 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. On November 3 and 4, we will have a meeting with representatives from the Federal technical assistance leaders from the Robert F Kennedy Foundation as well as Judge Hue and the Assistant District Attorneys.

### **Behavioral Health:**

Ms. Cauley reported on the following items:

- Thank you for supporting staff to attend the DBT Training. They will be returning in March for another training session.
- Our 2016 **Key Outcome Indicators** for August are being met:
  - 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 86% and CSP is at 78%. CRS is 100% in compliance with all rules.
  - EMH: We had 17 emergency detentions
  - We had 194 suicide calls through the year with 6,083 calls through August.
- We have some concerns with the Watertown Regional Medical Center emergency room. I will be meeting with Watertown Police Chief Roets.
- We have two accepted offers for the vacancies on our outpatient clinic team.
- We have two CCS vacancies

### **Administration:**

Ms. Cauley reported for Ms. Daniel on the following items:

- We have been working on the budget
- We are working with the County Fiscal Department on the new accounting program.

### **Economic Support:**

Ms. Cauley reported for Ms. Johnson on the following items:

- Our 2016 **Key Outcome Indicators** for August were as follows:
  - *We have 30 days to get 100% of all applications processed. We processed 97.9% of them timely.*
  - *The Consortium Call Center must answer calls timely within 95% of the time. The Call Center was at 96.4%.*
- We had a key bilingual outreach staff retire and that position will be changed to a bilingual Economic Support position.
- Several staff will be attending the MarketPlace Healthcare Enrollment Conference on September 19 & 20.

### **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 August, 34 of the 37 home visits were conducted within 7 days of consumer's request, which is about 92%. The remaining three visits were provided one day just outside the contract indicator.
- The ADRC is short one staff person, but interviews will be conducted this week.
- The Home Delivered Meal Program's KOI was met in August. There were six new home delivered meal requests and none were denied. The goal is to provide meals to 95% of those qualifying home delivered meal requests.
- The Transportation Program's KOI is to meet qualifying ride requests 100% of the time. In August, there were 334 scheduled 1-way trips, 50 were cancelled and another four were

no call/no show leaving 280 trips for the Driver Escort Program. Denied rides: Non Jefferson County residents- 1; Non-medical appointment-5; within same town as taxi service-3. The Veteran's Van provided 58 one-way trips as there were 10 cancellations.

- A free interactive presentation on Safe Swallowing practices will be offered on Wednesday, September 28 from 9:30 to 11:30 am. The presentation will take place at the Fort Health Care Hospital location in classroom A, hosted by the Jefferson County Care Transition Coalition.
- The Elder & Vulnerable Adult Abuse I Team will be sending out surveys to the Town Clerk to gather information on how to contact people within municipalities. The topic and work plan is to provide education and resources for professionals and families for consumers with hoarding tendencies.
- We will have our annual intergenerational training for YOST students in Waterloo on Wednesday morning. Representatives from the Office of the Blind and Low Vision and the Office of the Deaf and Hard of Hearing will have interactive presentations for them.
- Dodge and Jefferson Counties Regional Dementia Conference "A Roadmap through Dementia" will be held on Friday November 4 from 8:30 to 4. The Dementia Task Force-Planning has begun and we may get a grant for this.

**12. DISCUSSION AND ACTION ON NEW PROFESSIONAL CONTRACTS**

There were no new contracts

**13. DISCUSSION AND POSSIBLE ACTION FOR PROCLAMATION IN SUPPORT OF SEPTEMBER RECOVERY MONTH**

Ms. Cauley asked the board to support the proclamation recognizing September as Recovery Month. Treatment is effective for mental health and substance abuse.

Mr. McKenzie made a motion to approve the proclamation in support of September Recovery Month.

Ms. Crouse seconded.

Motion passed unanimously.

**14. 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 drafted this resolution. (attached)

Mr. Tietz 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.

Mr. Schultz seconded.

Motion passed unanimously.

**15. UPDATE ON MARSH COUNTRY HEALTH ALLIANCE MEETING**

Mr. Mode reported that he and Joan Daniel attended Marsh Country Health Alliance's annual meeting that included the discussion of their financials. (attached)

**16. DIRECTOR'S REPORT**

Ms. Cauley reported on the following items:

- The bike trail located behind Human Services is being used by many people.
- I organized a meeting and met with over 30 other counties to discuss the CCS – OIG audit. We are asking that WCHSA meet with the new Secretary to discuss some of the OIG findings and how will we get needed answers.
- We have requested a Compliance Officer in our 2017 budget. We are seeing an increase in audits as well as significant coding changes, so we would like to recruit for this position sooner.

**17. DISCUSS UPDATES FROM WISCONSIN COUNTY HUMAN SERVICES ASSOCIATION**

Ms. Cauley reported that WCHSA has a new president.

**18. DISCUSS POTENTIAL AGENDA ITEMS FOR SEPTEMBER BOARD MEETING**

- Discuss the solar feasibility study

**19. ADJOURN**

Mr. Tietz made a motion to adjourn the meeting.

Mr. Kutz seconded.

Motion passed unanimously.

Meeting adjourned at 10:10 a.m.

Respectfully submitted by Donna Hollinger

**NEXT BOARD MEETING**

Tuesday, October 11, 2016 at 8:30 a.m.  
Workforce Development Center, Room 103  
874 Collins Road, Jefferson, WI 53549