

JEFFERSON COUNTY HUMAN SERVICES
Board Minutes
October 11, 2016

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

Others Present: Director Kathi Cauley; Administrative Services Manager Joan Daniel; Economic Support Manager Jill Johnson; Aging & Disability Resource Division Manager Sharon Olson; Office Manager Donna Hollinger; Maintenance Supervisor Ryan Mundt, 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 SEPTEMBER 13, 2016 AGENDA

Move item #14 to follow #9

5. PUBLIC COMMENTS

Mr. Wehmeier introduced an undergraduate student who will be interning with him this semester.

6. APPROVAL OF THE SEPTEMBER 13, 2016 BOARD MINUTES

Mr. Tietz made a motion to approve the September 13, 2016 board minutes.

Mr. Schultz seconded.

Motion passed unanimously.

7. COMMUNICATIONS

No Communications

8. REVIEW OF AUGUST, 2016 FINANCIAL STATEMENT

Ms. Daniel reviewed the August 2016 financial statement (attached) and reported that there is a positive fund balance of \$519,153 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 SEPTEMBER, 2016 VOUCHERS

Ms. Cauley reviewed the September 2016 summary sheet of vouchers totaling \$1,215,752.24 (attached).

Mr. Kutz made a motion to approve the September 2016 vouchers totaling \$1,215,752.24.

Mr. McKenzie seconded.

Motion passed unanimously.

10. DISCUSS AND POSSIBLE ACTION ON SOLAR FEASIBILITY STUDY

Mr. Mundt asked if there were any questions about the presentation from last month, as he would like to send out a RFP. After much discussion, Mr. Jones made a motion to approve the Medium System (45 KW) and to forward it to the Infrastructure Committee.

Mr. Tietz seconded.

Motion passed unanimously.

11. DIVISION UPDATES: CHILD & FAMILY RESOURCES, BEHAVIORAL HEALTH, ADMINISTRATION, ECONOMIC SUPPORT, AND AGING & DISABILITY RESOURCE CENTER

Child & Family Resources:

Mr. Mundt updated the board on the capital projects that have been completed and the ones that are in process.

Mr. Jones complimented and thanked Mr. Mundt for being so proactive on these projects.

Ms. Cauley reported for Mr. Ruehlow on the following items:

- They started the transition for the Autism waiver.
- We have 48 children on the wait list for services, which is down substantially.
- Twenty-six families are receiving Wraparound services and eight more will be coming in.
- Birth to Three has 117 children in their program.
- The Chips ongoing cases continue to go down with a total of 71.
- We have a young consumer who has been in Winnebago Mental Health Institute for many months. We finally found a facility in Tennessee that will be able to provide the specific services that she needs. Two social workers flew with her to the facility and got her admitted. The consumer is very excited about this new program.

Behavioral Health:

Ms. Cauley reported on the following items:

- Our 2016 **Key Outcome Indicators** for September are being met:
 - Emergency Detentions went down. We had 351 assessments for emergency detentions, but we found alternate options 71% of the time.
 - Crisis calls are up to 6,840 and last year there were 6,535. We had 212 suicide calls.
- Adult Alternate Care is up, in large part due to individuals with complex issues including opioid addictions.
- We are fully staffed in the clinic now.
- I will be meeting with Waukesha County to contract with their hospital, which is less expensive than Winnebago, and has video conferencing.

- The Project Yes! (PY!) program, that serves 16 – 25 year olds, continues to do outreach and recently went to the Jefferson High School. They arranged to have the Kona Ice Truck come and hand out ice cups which had the suicide intervention hope line and text line on each one. It was a very successful event with 451 youth attending.
- We applied for and received a grant for dementia and crisis services. It will allow us to train other individuals on how to recognize and assess for dementia and to identify what other resources are in the community.
- We have a meeting with the Watertown Hospital emergency room staff.

Administration:

Ms. Daniel reported on the following items:

- We have an individual who will be retiring in January so we are cross training staff.
- Another individual recently retired and Ms. Hollinger is doing some of those duties now.
- We are working on the chart of accounts for the new general ledger. We are hopeful that the new system will generate reports that we can submit directly to the state. We have begun training in the system because the “go live” date is scheduled for April 2017.
- Reports and budgets are going into the state.
- We are completing State contracts.

Economic Support:

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

- Our 2016 **Key Outcome Indicators** for September were as follows:
 - *We have 30 days to get 100% of all applications processed. We processed 99.2% of them timely.*
 - *The Consortium Call Center must answer calls timely within 95% of the time. The Call Center was at 97.33%.*
- The State is looking at a retention plan for keeping staff across all Consortiums.
- The State does a random sampling of listening in on calls, and one of our workers had three calls sampled in one day. We then get a report on how the call was handled.
- Second Harvest came and met with staff.
- We attended the MarketPlace Healthcare Enrollment Conference in September. Covering Wisconsin has a contract with the state to have a “navigator” to help people apply through the Marketplace.

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 September, 24 initial home visits out of the 26 home visits were conducted within 7 days of the request, which is about 92%.
- The ADRC is fully staffed. Maria Peterson was hired to replace the retirement of Beth Eilenfeldt. Jenifer Eilert has filled the ADRC Specialist position.
- The Home Delivered Meal Program’s KOI was met in September. There were ten 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 September, there were 320 scheduled 1-way trips, 38 were cancelled and another 6 were no call/no show leaving 280 trips for the Driver Escort Program. Denied rides: Non Jefferson County residents- 1; Non-medical appointment-4; within same town as taxi service-1, person not elderly or disabled -1, needing a wheelchair lift -1. The Veteran's Van provided 78 one-way trips as there were 4 cancellations.
- A free interactive presentation on Safe Swallowing practices was offered on Wednesday, September 28 at the Fort Health Care Hospital. There were 16 participants.
- We hosted the 35th year of YOST (Young and Old Stick Together) and trained over 50 students in Waterloo.
- Ms. Olson distributed the conference brochure on the Dodge and Jefferson Counties Regional Dementia Conference "A Roadmap through Dementia" which will be held on Friday November 4 from 8:30 to 4.
- Jefferson County received the Dementia Task Force Grant. Planning has begun which is to train staff and other community providers through the UW Oshkosh Dementia Crisis training program, as well as provide other training presentations to create a skilled and knowledgeable crisis task force.

12. DISCUSSION AND ACTION ON NEW PROFESSIONAL CONTRACTS

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

Mr. McKenzie approved the contracts as listed.

Mr. Schultz seconded.

Motion passed unanimously.

13. REVIEW AND APPROVE STATE/COUNTY CONTRACTS FOR 2017

Ms. Cauley reported that this is an annual contract (attached) that requires a resolution "authorizing execution of state human services contracts, consortium agreements and professional/care provider contracts," which will need to be forwarded to the county board. This allows the Administrative Services Manager to authorize the contracts as listed.

Mr. McKenzie made a motion to approve the resolution as stated and to send it to the county board for approval.

Ms. Crouse seconded.

Motion passed unanimously.

14. DISCUSS AND POSSIBLE ACTION ON AUDIT RENEWAL FOR WAIVER WITH THE STATE FOR 2017

Ms. Daniel reported that the State threshold for provider audits is \$25,000. We are asking the Board to approve an "...increase in the audit threshold from \$25,000 to \$100,000 based on its finding that the \$25,000 threshold is burdensome and reduces the efficiency and effectiveness of County operations." This will allow us the option to request an audit or not.

Mr. Jones made a motion to approve the resolution as stated above and to send it to the county board for approval.

Mr. McKenzie seconded.

Motion passed unanimously.

15. DIRECTOR'S REPORT

Ms. Cauley reported on the following items:

- The Wisconsin County Association magazine has an article in it describing their legislative platform.
- I met with the Executive Director of PADA and was informed that a board member, who is an accountant, wants to be paid to provide their accounting services, which is a conflict of interest. The board directed Ms. Cauley to send them a letter to emphasize the need to segregate duties.
- We have a social worker who works part time in the jail and she will be able to increase her time by two hours per week. In lieu of payment, we asked if their kitchen could provide about \$6,000/year in food for meetings that we host.

16. DISCUSS UPDATES FROM WISCONSIN COUNTY HUMAN SERVICES ASSOCIATION

Ms. Cauley reported on the following items:

- The State work group is going to convene on children being sent out of state for placement.
- We were informed that there will now be a CCS Office of the Inspector General worker who will have a time limit to get audits done.

17. DISCUSS POTENTIAL AGENDA ITEMS FOR SEPTEMBER BOARD MEETING

None

18. ADJOURN

Mr. Jones made a motion to adjourn the meeting.

Mr. Tietz seconded.

Motion passed unanimously.

Meeting adjourned at 10:00 a.m.

Respectfully submitted by Donna Hollinger

NEXT BOARD MEETING

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