

JEFFERSON COUNTY HUMAN SERVICES
Board Minutes
December 13, 2016

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

Absent: Augie Tietz

Others Present: Director Kathi Cauley; Deputy Director Brent Ruehlow; Administrative Services Manager Joan Daniel; Economic Support Manager Jill Johnson; Aging & Disability Resource Division Manager Sharon Olson; Office Manager Donna Hollinger; County Administrator Ben Wehmeier and UW Extension Family Living Agent Kathleen Eisenmann.

1. CALL TO ORDER

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

2. ROLL CALL/ESTABLISHMENT OF QUORUM

Tietz absent/Quorum established.

3. CERTIFICATION OF COMPLIANCE WITH THE OPEN MEETINGS LAW

Ms. Cauley certified that we are in compliance.

4. REVIEW OF THE DECEMBER 13, 2016 AGENDA

No changes

5. PUBLIC COMMENTS

No Comments

6. APPROVAL OF THE NOVEMBER 8, 2016 BOARD MINUTES

Mr. Jones made a motion to approve the November 8, 2016 board minutes.

Mr. Schultz seconded.

Motion passed unanimously.

7. COMMUNICATIONS

Ms. Cauley said that the Dept of Children & Family recognized Jill Johnson's team for their work on Wisconsin Shared Subsidy for having a perfect quarterly review.

8. EDUCATION AND DISCUSSION REGARDING COST BENEFIT OF EARLY CHILDHOOD PROGRAMS

UW Extension Family Living Agent Kathleen Eisenmann spoke about being on the Citizen Review Panel where they discuss research-based information on early childhood development to help policy makers make more informed decisions. They obtained many DVDs called "The Raising of America" and have presented to many stakeholders across the county. Ms.

Eisenmann presented the DVD that shows educational studies about the cost and benefit analysis of early childhood programs. Ms. Cauley added that this ties into our Trauma Informed Care Initiative. We also have ideas about expanding the preschool that we operate.

9. REVIEW OF OCTOBER, 2016 FINANCIAL STATEMENT

Ms. Daniel reviewed the October 2016 financial statement (attached) and reported that there is a positive fund balance of \$381,094 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 NOVEMBER, 2016 VOUCHERS

Ms. Daniel reviewed the November 2016 summary sheet of vouchers totaling \$698,975.99 (attached).

Mr. Jones made a motion to approve the November 2016 vouchers totaling \$698,975.99.

Mr. Schultz 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:

- The Key Outcome Indicators for Independent Living reached their 100% goal of providing safe & stable housing for youth over the age of 18 years old. This program is being regionalized in January. Mr. Ruehlow acknowledged the great work that Kenny Strege has done with these youth. As of January, Kenny will be working with youth in the Comprehensive Community Support program.
- We filled the Birth to Three teacher position. She will be the lead pre-school teacher and will oversee staffing and the curriculum.
- The current CPS supervisor was hired to fill the Compliance Officer position, and Erica Lowery was hired as the new CPS supervisor due to her past supervisory role at BMCW and current leadership qualities. We have replaced that staff position and are currently interviewing for a Family Development Worker.
- Last month, two National presenters came from the Robert F Kennedy foundation to give several of our teams training in Dual Status. DCF and members of the court system were also in attendance. This was a training to identify youth who are dually involved with our CPS and JJ system and offer services that are needed without limits. We are currently putting together 5 years of data to identify trends and our juvenile court staff will identify these youth upon referral beginning Jan 1, 2017.

Behavioral Health:

Ms. Cauley reported on the following items:

- Our 2016 **Key Outcome Indicators** are all being met:
 - EMH met their goal. Crisis calls are up to 8,243 and last year there were 7,962 through November and 6 emergency detentions for a total of 121 through November.
- There is a “Stepping Up” initiative to reduce the number of people with mental illnesses in the jail. I would like to discuss this more and will put it on the January agenda.
- There will be another CCS/OIG meeting in January.
- As a follow-up about “The Raising of America,” we are interested in setting up pediatric mental health services and having UW students work here to help with that.
- We had a very positive discussion when we met with the Watertown hospital emergency department staff and Chief Roets to discuss emergency situations.
- We are fully staffed in the clinic now.
- As a follow up to the CCS audit findings, I met with the DHS to discuss the findings and how to go forward. About 30 counties participated in a meeting I organized to document and have a consensus on our requests.

Administration:

Ms. Daniel reported on the following items:

- We are meeting our goals for sending reports and budgets into the state.
- Barb Mottl is retiring in January and have hired her replacement. They have been training with each other.
- The Social Security Protective Payee audit is scheduled for January 11.
- We continue to train in the new Munis accounting system.

Economic Support:

Ms. Johnson reported on the following items:

- Our 2016 **Key Outcome Indicators** for November were as follows:
 - *We have 30 days to get 100% of all applications processed. We processed 99.79% of them timely.*
 - *The Consortium Call Center must answer calls timely within 95% of the time. The Call Center was at 95.76%. The Center took 13,016 calls.*
- Due to our high workload, we will have a lead worker beginning in January.
- We will be recruiting for another worker to start in January who will be bilingual.
- The Central Data Processing Unit came to check on our scanning process.
- The Southern Consortium Supervisors were here to see our agency.
- Two DCF staff were here to discuss the new Day Care debit card system.
- Job Service is going to purchase a monitor for our waiting room.

ADRC:

Ms. Olson reported on the following items:

- The ADRC's KOI is to see that 100% of initial home visit requests are met within 7 days unless the customer requests otherwise. During the month of November, there were 20 initial home visits of the 38 visits in November. Sixteen were conducted within 7 days of consumer's request, which is about 80%.
- The Home Delivered Meal Program's KOI was met in November. There were five new home delivered meal requests and one was denied due to residing outside of the delivery route area. 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 November, there were 391 scheduled 1-way trips, 33 were cancelled and another eight were no call/no show leaving 350 trips for the Driver Escort Program. The Veteran's Van provided 96 one-way trips as there were 10 cancellations.
- Care Talks Project is coming to Jefferson County. This is a project to help caregivers communicate more effectively with their medical staff.

12. DISCUSSION AND ACTION ON NEW PROFESSIONAL CONTRACTS

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

Mr. Jones made a motion to approve the contracts as listed.

Mr. McKenzie seconded.

Motion passed unanimously.

13. REVIEW AND APPROVE RATES FOR 2017

We did not receive all of the information from the state so we will put this on the January agenda.

14. PREPARE FOR NOMINATIONS FOR THE CIT OFFICER OF THE YEAR

Ms. Cauley reported that the Law Enforcement Association banquet is going to be held on January 18, 2017. We did not receive nominations yet, so we will discuss and approve at the January board meeting.

15. DIRECTOR'S REPORT

Ms. Cauley reported on the following items:

- We received a letter from the director of PADA that she has resigned.
- We are interviewing to replace the Administrative Services Manager position.
- We have several other retirements in January.
- On January 13, I will be meeting with the Fort Atkinson and Watertown hospitals to discuss the community health assessment, emphasizing mental health.

16. DISCUSS UPDATES FROM WISCONSIN COUNTY HUMAN SERVICES ASSOCIATION

Ms. Cauley reported on the following items:

- I attended the first day of the conference and it was very good.
- I am considering removing myself as Behavioral Health Pac Chair and serve as the Secretary of the Executive Board.
- "A Day at the Capitol" will be held in April.

17. DISCUSS POTENTIAL AGENDA ITEMS FOR JANUARY BOARD MEETING

- Discuss "The Raising of America"
- Review and Approve Rates for 2017
- "Stepping Up" Initiative
- Discuss the possibility of the Solar Panels for the Workforce Development Center
- Discuss the Oxford House

18. ADJOURN

Mr. Jones 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, January 10, 2017 at 8:30 a.m.
Workforce Development Center, Room 103
874 Collins Road, Jefferson, WI 53549