

JEFFERSON COUNTY HUMAN SERVICES
Board Minutes
February 14, 2017

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

Absent: Augie Tietz and John McKenzie

Others Present: Director Kathi Cauley; Deputy Director Brent Ruehlow; Administrative Services Division Manager Brian Bellford; Economic Support Manager Jill Johnson; Aging & Disability Resource Division Manager Sharon Olson; 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

McKenzie and 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 FEBRUARY 14, 2017 AGENDA

No changes

5. PUBLIC COMMENTS

Ms. Cauley introduced Brian Bellford as the new Administrative Services Division Manager.

6. APPROVAL OF THE JANUARY 10, 2017 BOARD MINUTES

Mr. Jones made a motion to approve the January 10, 2017 board minutes.

Mr. Schultz seconded.

Motion passed unanimously.

7. COMMUNICATIONS

Ms. Cauley reported that our Project YES! team is educating youth to increase their awareness of mental health services. They had an activity where they disbursed over 500 Kona ice cups that had the mental health hotline phone number imprinted on them. This innovative and effective outreach effort will be reported to Congress.

8. REVIEW OF DECEMBER, 2016 FINANCIAL STATEMENT

Ms. Cauley reviewed the December 2016 financial statement (attached) and reported that there is a positive fund balance of \$368,036 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. The reports showing Commitment/Inpatient, Detox and Alternate Care statistics (attached) were also available.

9. REVIEW AND APPROVE JANUARY, 2017 VOUCHERS

Ms. Cauley reviewed the January 2017 summary sheet of vouchers totaling \$613,758.00 (attached).

Mr. Jones made a motion to approve the January 2017 vouchers totaling \$613,758.00.

Mr. Schutz seconded.

Motion passed unanimously.

10. UPDATE ON 2016 AND 2017 CAPITAL PROJECTS

Ms. Cauley reported on the capital projects list. (attached) It was recently discovered that the Human Services fire alarm is not connected to the fire department. The cost to remedy this would range between \$85,292 to 115,000. (attached) This is a safety issue and the highest priority. After discussion, Mr. Jones made a motion authorizing the Human Services Board and Administration to proceed forward for a Request For Proposal for purposes of fire alarm systems as part of the proposal and request to the County Board for authorization to reallocate capital funds designated to replace the roof at Health /Human Services in the FY17 budget for this purpose.

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 are:
 - The Children’s Long Term Support and Coordinated Services teams were at 100% for their goal of all children will remain in their home with the use of our services.
- This week we took seven children from four families into custody and placed them outside the home due to uncontrollable safety issues.
- We hired two Administrative Assistants. One is for the CLTS program to monitor notes and ensure that billing is accurate and the other is for Intake working on juvenile justice duties.
- We have had a contract with attorney Henry Plum for many years and last year we expanded it to include another attorney, Tom Laitsch. Attorney Plum will continue to take the more unique cases as well as help assist us with developing “Conditions of Return.”
- We were awarded 12 slots this year for in-home safety services. This means that children will be able to remain in the home and we will be reimbursed \$42 per day.
- We were awarded 11 slots for the Post-Reunification Service.

Behavioral Health:

Ms. Cauley reported on the following items:

- Our **Key Outcome Indicators** were all met.
- Requests for services in the clinic continue to increase. In the last 6 weeks we had 20 requests per week, with only 9 therapists. Most are very complex situations and need immediate help.
- In January 2016, we had 755 crisis calls and in January of this year, we had 893.
- We had 24 suicide calls and 43 emergency detention assessments, but we could divert 35 of those with safety plans and voluntary services. We had an 84% diversion rate.
- The AODA Assessor is retiring in May. We will post that position soon.
- Our new Compliance Officer position has made a great impact within the CCS area so far.
- The second CCS/OIG with DHS leadership workgroup meeting was held in January. Unfortunately it didn't answer the many questions that the counties have. We will be asking Secretary Seemeyer for her interpretation.
- We have two mental health division supervisors on leave until March.
- We are seeing many children with complex traumas, and are fortunate to have Children & Adolescent Therapists working in the clinic.

Administration:

Ms. Cauley reported on the following items:

- We had a retirement in January that created 15 respective position changes and all have been filled.
- We hired Brian Bellford to replace Joan Daniel as our new Administrative Division Manager. Joan will be retiring March 3.
- We are working diligently on Munis, the new county's financial program.
- Everyone is working on year-end financials.

Economic Support:

Ms. Johnson reported on the following items:

- Our January **Key Outcome Indicators** were as follows:
 - *We have 30 days to get 100% of all applications processed. We processed 99.36% of them timely.*
 - *The Consortium Call Center must answer calls timely within 95% of the time. The Call Center was at 94.47%. The Center took 14,348 calls.*
- We hired a new bilingual worker and he is in training now.
- We made the change in the child care program and everyone will get debit cards to pay for their services. This should help promote a relationship with the daycare provider.
- The State is doing a pilot program regarding the Administrative Renewal Process. Everyone has to do a review each year and the new process will do this review administratively without involving the customer. The system will then send out a letter to the customer. This will alleviate issues when a customer has forgotten to come in.
- Maintenance is painting our offices.

ADRC:

Ms. Olson reported on the following items:

- The key outcome indicator for the Adult Protective Services and Elder Abuse program was met, in that 100% of referrals are responded to within the time frames contained in the statute. In 2016, there were 63 allegations of abuse reported for 60 and older and 10 for citizens who were between the ages of 18 and 59.
- The ADRC has a new KOI for 2017 to improve response time of functional screen assessment. Long Term Care Functional Screens are calculated within 14-days from the date the functional screen was administered to the consumer. A 14-day completion goal is viewed as “best practice” for the ADRC of Jefferson County. For January, the goal was not met that 73% of the functional screens were calculated within the time frame. During the month of January, 11 of the 15 screens were completed and calculated for eligibility. Ms. Olson reviewed the report that was submitted to the Joint Committee on Finance that DHS was a requirement of the 2015 Wisconsin Act 55 to evaluate functional screening and options counseling for reliability and consistency among resources centers.
- The Home Delivered Meal Program’s KOI was met in January. 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. Interviews have been completed for the Nutrition Program Supervisor. Approximately 2,000 meals are served a month between the congregate and home delivered meal programs. Our average meals are about 99. Today in Fort Atkinson, there are 110 people signed up due to the Senior Center hosting an Elvis Tribute for Valentine’s Day. Three staff are assisting with registration.
- The Transportation Program’s KOI is to meet qualifying ride requests 100% of the time. In January, there were 361 scheduled 1-way trips, 55 were cancelled leaving 306 trips for the Driver Escort Program. The Veteran’s Van provided 38 one-way trips as there were six cancellations.

12. DISCUSSION AND POSSIBLE ACTION ON CARRY OVER REQUESTS

Ms. Cauley discussed the Final Non-Lapsing and Carryover of Fund Balances Request.

Mr. Jones made a motion to approve the Carryover requests of \$368,035 as presented.

Mr. Kutz seconded.

Motion passed unanimously.

13. DISCUSSION AND POSSIBLE ACTION ON NEW PROFESSIONAL SERVICE CONTRACTS (Foster Care, Respite, Trans Software, Community Integration Service, Inpatient Services)

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

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

Mr. Schultz seconded.

Motion passed unanimously.

14. REVIEW AND APPROVE BILLING/CHARGE RATES FOR 2017

Ms. Cauley discussed the billing/charge rates for 2017. (attached)

Mr. Jones made a motion to approve the billing/charge rates for 2017.

Ms. Crouse seconded.

Motion passed unanimously.

15. PROCLAMATION RECOGNIZING MARCH AS PROFESSIONAL SOCIAL WORKER MONTH

Ms. Cauley reported that this is an annual recognition and read the Social Work Month Proclamation.

Ms. Crouse made a motion to send the proclamation recognizing March as professional social worker month to the County Board.

Mr. Schultz seconded.

Motion passed unanimously.

16. DISCUSSION AND POSSIBLE ACTION ON RESOLUTION RECOGNIZING APRIL AS CHILD ABUSE PREVENTION MONTH

Ms. Cauley reported that this is an annual recognition and read the Resolution.

Ms. Crouse made a motion to send the resolution recognizing April as Child Abuse Prevention month to the County Board.

Mr. Kutz seconded.

Motion passed unanimously.

17. DISCUSSION AND POSSIBLE ACTION ON THE "STEPPING UP" INITIATIVE

Ms. Cauley reported that we would work with the Criminal Justice Coordinating Committee, the jail, probation and parole, and other partners on this initiative to discuss and find better options for those who have entered into the legal system who have a mental illness. We will form a subcommittee with these partners and will report on information at a future board meeting.

18. DISCUSSION AND POSSIBLE ACTION ON APPROVING RFP FOR SOLAR PANELS FOR WORKFORCE DEVELOPMENT CENTER

Due to the change in the fire alarm system as discussed in item #10, Mr. Mode made a motion to inform Sustainable Engineering Group LLC that we will not be moving forward with the solar panels.

Mr. Jones seconded.

Motion passed unanimously

19. DISCUSS "THE RAISING OF AMERICA" DVD

Mr. Ruehlow reported that since the HS board viewed the video, he thought he would provide details on what the agency is doing to support early interventions:

- Beth Boucher, the Birth to Three Supervisor, went through an infant and family mental health program called the "Mental Health Capstone" (MHC) program, which allows her to help children and their families better around recognition and interventions associated with trauma. Jill Van Sickle with the preschool will also be attending.

- The MHC program is associated with the Wisconsin Alliance for Infant Mental Health. Beth has become the chairperson of the local SE chapter.
- Brent will be speaking at the Wisconsin Alliance for Infant Mental Health Conference and will be a part of the roundtable discussion.
- We offer the “Parent Cafés” and “Parent Interacting with Infants” (PIWI) and they are provided both in English and Spanish.
- Our Preschool is a 5-star accreditation with YoungStar, which is a child care quality rating and improvement system. Beth formed and is the chair of the Jefferson County Child Care group and they talk about mental health issues they encounter with fellow child care directors.
- A CPS parent is currently struggling to locate and keep quality child care so we waived the Busy Bee fee and are providing transportation for the child to attend.
- Should we consider expanding the Preschool program, which would provide 19 additional slots for around \$50,000.
- Several supervisors will be attending an early intervention conference called “Fulfilling the Promise.”

20. DISCUSS OPPORTUNITIES FOR THE OXFORD HOUSE

Ms. Cauley reported that she will be talking with the Watertown Foundation and other community foundations regarding the need for the Oxford House.

21. DIRECTOR’S REPORT

Ms. Cauley reported on the following items:

- She discussed the highlights of the Governor’s budget that may affect Human Services.
- April 5 is the annual “A Day at the Capitol.”
- April 25 is our annual Employee Luncheon and everyone is invited.

22. DISCUSS UPDATES FROM WISCONSIN COUNTY HUMAN SERVICES ASSOCIATION

No report

23. DISCUSS POTENTIAL AGENDA ITEMS FOR MARCH BOARD MEETING

No items

24. 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, March 14, 2017 at 8:30 a.m.

Workforce Development Center, Room 103

874 Collins Road, Jefferson, WI 53549