

JEFFERSON COUNTY HUMAN SERVICES
Board Minutes
April 11, 2017

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

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

Quorum established.

3. CERTIFICATION OF COMPLIANCE WITH THE OPEN MEETINGS LAW

Ms. Cauley certified that we are in compliance.

4. REVIEW OF THE APRIL 11, 2017 AGENDA

No changes

5. PUBLIC COMMENTS

No comments

6. APPROVAL OF THE MARCH 14, 2017 BOARD MINUTES

Mr. Tietz made a motion to approve the March 14, 2017 board minutes.

Mr. Kutz seconded.

Motion passed unanimously.

7. COMMUNICATIONS

No communications

8. REVIEW OF FEBRUARY, 2017 FINANCIAL STATEMENT

Mr. Bellford reviewed the February 2017 financial statement (attached) and reported that there is a projected positive fund balance of \$25,581, which includes our carryover from 2016 but excludes any prepaid adjustments. Projections this early in the year are very volatile and subject to change. He 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. He also presented reports showing Commitment/Inpatient, Detox and Alternate Care statistics (attached).

9. REVIEW AND APPROVE MARCH, 2017 VOUCHERS

Mr. Bellford reviewed the March 2017 summary sheet of vouchers totaling \$476,274.43 (attached).

Mr. Schutz made a motion to approve the March 2017 vouchers totaling \$476,274.43.

Mr. Kutz 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:

- The Key Outcome Indicators are all being met.
- The individual who was in the treatment center in Tennessee is returning tomorrow. It will be a large cost savings but more importantly, she is making great progress.
- We transferred another individual from a high cost residential treatment center to a lower cost foster home.
- We have a dual status initiative where we identify those youth who have been touched by both child protective services as well as juvenile justice. We have begun to track them as they enter the system, and are determining how we can treat them differently. We then received training from Wendy Henderson, the Director of the Bureau of Youth Services, on "Process Mapping Procedure." She said that our system was quite advanced for identifying resources for youth. Ms. Henderson also met with the District Attorney's office to get an understanding of their process. Since then, we formed three committees to continue down this path.
- Our Citizen Review Panel hosted a training last month for a variety of community stakeholders on Adverse Childhood Experiences (ACE). A master trainer presented this information to forty people representing local schools, law enforcement, PADA, and health, which was well received. The goal is to schedule this presentation to others around the county.
- April is Child Abuse Prevention month and the teams have many activities going on around the area to promote this great cause.

Behavioral Health:

Ms. Cauley reported on the following items:

- **Key Outcome Indicators** are all being met
- Crisis calls are up from last year and we have had 29 emergency detentions.
- Our diversion rate is up! This indicates that we continue to find alternative options for individuals.
- We have a meeting scheduled for April 27 with three local school districts and Fort Healthcare leadership.
- Our AODA residential treatment numbers have increased this year. More information will be presented at the next board meeting.
- For the last three months, the mental health staff helped six consumers move into their own apartments or less expensive placements. In January, the cost was \$70,000 and in March it came down to \$53,000.

Administration:

Mr. Bellford reported on the following items:

- Maintenance Supervisor Ryan Mundt has been working on the RFP for the 911 fire alarm system and has found that it is more complicated than originally thought. He worked with our Corporation Counsel to ensure that the RFP is accurate and should attract more bidders.
- We are working on the annual report.
- We continue to work on the Munis System with the courthouse.

Economic Support:

Ms. Johnson reported on the following items:

- Our March **Key Outcome Indicators** were as follows:
 - *We have 30 days to get 100% of all applications processed.* We processed 99.49% of them timely.
 - *The Consortium Call Center must answer calls timely within 95% of the time.* The Call Center was at 95.19%. The Center took 14,084 calls.
- Each quarter we receive approximately 1,300 matches from DHS that compare the income reported by the customer to actual wages and unearned income. We have 45 days to verify the income and update the case. We were behind in processing so we did a NIATX project and have now created spreadsheets to track the matches. Each team also has chosen a leader to monitor the work assignments. Then we create overpayments. As of October 2016, we had 1,300 overdue matches and this week we are down to 32 overdue matches. Staff has worked diligently to get these caught up before the next drop at the end of April.
- Staff will be attending the Children's Share & Care Fairs coming up in Fort and Watertown.
- Job Service had an excess of funds so they purchased a TV, monitor and other items for the resource room.

ADRC:

Ms. Olson reported on the following items:

- The key outcome indicator for the Adult Protective Services and Elder Abuse program was met, that 100% of referrals are responded to within the time frames contained in the statute.
- The ADRC has 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 March, the goal was not met that 81% of the functional screens were calculated within the time frame. During the month of March, 21 of the 26 screens were completed and calculated for eligibility.
- The Home Delivered Meal Program's KOI was met in March. There were 12 new home delivered meal requests and no one was denied. We served 2,223 meals, and our average was 97 meals a day.
- The Transportation Program's KOI is to meet qualifying ride requests 100% of the time. In February, there were 429 scheduled 1-way trips, 33 were cancelled and six trips were

nc/ns leaving 390 trips for the Driver Escort Program. The Veteran's Van provided 68 one-way trips as there were 12 cancellations and 2 nc/ns leaving 54 trips.

- Our Dementia Care Specialist is still on leave, but we are moving ahead with projects. Music and Memories with the Libraries has started with referrals.

11. DIRECTOR'S REPORT

Ms. Cauley reported on the following items:

- The Block Grant funding may be affected if a Federal Budget does not pass.
- Attached are details of the Governor's Budget proposal recommending the elimination of the waiting list for long-term supports for all children with developmental disabilities, physical disabilities or severe emotional disturbances. It also recommends implementing reforms to increase efficiency of service delivery and to develop an equitable funding methodology to ensure county funding remains within the program. After discussion, the board agreed with this proposal and it will be added to the May agenda for approval.

12. DISCUSS UPDATES FROM WISCONSIN COUNTY HUMAN SERVICES ASSOCIATION

- Ms. Cauley reported that on April 5, she, Mr. Kutz and Mr. Tietz went to Human Services Day at the Capitol and met with the staff of five legislators and one legislator regarding; child welfare, fraud funding, 17 year olds in the juvenile system, and the funds accumulating from WMHI County overpayments.
- The WCHSA Spring Conference is on May 3 – 5.

13. DISCUSS POTENTIAL AGENDA ITEMS FOR MAY BOARD MEETING

- Discuss the Elimination of the Wait List for Children's Long Term Care
- Review the Annual Report

14. ADJOURN

Mr. Tietz made a motion to adjourn the meeting.

Mr. Kutz seconded.

Motion passed unanimously.

Meeting adjourned at 9:50 a.m.

Respectfully submitted by Donna Hollinger

NEXT BOARD MEETING

Tuesday, May 9, 2017 at 8:30 a.m.

Workforce Development Center, Room 103

874 Collins Road, Jefferson, WI 53549