

JEFFERSON COUNTY HUMAN SERVICES

Board Minutes

June 13, 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 Belford; Economic Support Manager Jill Johnson; Aging & Disability Resource Division Manager Sharon Olson; and Office Manager Donna Hollinger

1. CALL TO ORDER

Mr. Mode called the meeting to order at 4:00 p.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 JUNE 13, 2017 AGENDA

No changes

5. PUBLIC COMMENTS

No comments

6. APPROVAL OF THE MAY 9, 2017 BOARD MINUTES

Mr. Tietz made a motion to approve the May 9, 2017 board minutes.

Mr. Jones seconded.

Mr. Mode noted a correction at item #18

Motion passed unanimously with the correction.

7. COMMUNICATIONS

No communications

8. REVIEW OF APRIL 2017 FINANCIAL STATEMENT

Mr. Belford reviewed the April 2017 financial statement (attached) and reported that there is a projected positive fund balance of \$35,349, 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 also 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 Detox and Alternate Care statistics (attached).

9. REVIEW AND APPROVE MAY, 2017 VOUCHERS

Mr. Bellford reviewed the May 2017 summary sheet of vouchers totaling \$620,080.76 (attached).

Mr. Schutz made a motion to approve the May 2017 vouchers totaling \$620,080.76.

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 Greater Watertown Community Health Foundation asked for proposals on “Change Maker Health Grants” and we applied for one and received a grant for \$9438. We will be able to bring in national trainers for our Incredible Years program. Kudos to Barb Gang for writing the grant!
- Our Key Outcome Indicators are all being met.
- Alternate care costs should continue to go down because we sent three children home however eight more children within four families had to go to out of home care.
- We had three staff changes within a few of our teams and hired new staff to fill these vacancies.

Behavioral Health:

Ms. Cauley reported on the following items:

- **Key Outcome Indicators** are all being met
 - We had several women who are pregnant and addicted to opioids. We needed to send them to AODA residential treatment.
 - We had 17 emergency detentions in May which may be one of the highest numbers ever. All were very serious plans or attempts.
 - Our diversion rate is at 75%.

Administration:

Mr. Bellford reported on the following items:

- The fire alarm RFP went out and we had 12 vendors come for a walk-through. Bids are due June 16.
- We are working on the WIMCR report and are trying to recover MA costs from 2016.
- We are beginning the 2018 budget process.

Economic Support:

Ms. Johnson reported on the following items:

- Our **Key Outcome Indicators** were as follows:
 - *We have 30 days to get 100% of all applications processed. We processed 98.28% of them timely.*
 - *The Consortium Call Center must answer calls timely within 95% of the time. The Call Center was at 96.52%.*

- We had our FoodShare Management Evaluation review from DHS. They listened to calls, reviewed cases, and had advocate and staff surveys. We came out very well.
- In June, in lieu of our regular bi-monthly training from the consortium, we had the W-2 staff update us on new rules. MTM, the transportation provider, will speak at our next meeting.
- Kelly North will be giving our staff Trauma 101 training and we will invite the WDC partners.

ADRC:

Ms. Olson reported on the following items:

- Key outcome indicators for May have been met for the Adult Protective Services and Elder Abuse programs that 100% of referrals are responded to within the time frames contained in the statute.
- World Elder Abuse Awareness Day is June 15, Thursday. A banner and pinwheels are displayed in front of the courthouse. Lauren Hamvas presented on the Elder Rights project at our Elder Adult at Risk I Team yesterday
- The ADRC's KOI for May was 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. The goal was not met that 69% of the functional screens were calculated within the period. Eighteen of the 26 screens were completed and calculated for eligibility.
- The Home Delivered Meal Program's KOI was met. There were seven new home delivered meal requests and one person was denied due to location. We served 2,121 meals, and our average was 96 meals a day.
- The Transportation Program's KOI is to meet qualifying ride requests 100% of the time. In May, there were 426 scheduled 1-way trips, 50 were cancelled and 8 trips were nc/ns leaving 368 trips for the Driver Escort Program. The Veteran's Van provided 84 one-way trips. There is a shortage of volunteer driver's for the Veteran's Van, some days are not covered.
- Our Dementia Care Specialist team is incredible to work with. On June 27 and 28, Sue Konkel will provide Dementia Crisis Response Training. We are targeting 100 responders.

11. DISCUSSION AND POSSIBLE ACTION ON NEW PROFESSIONAL SERVICE CONTRACTS (RESPIRE)

Ms. Cauley reported that we have three new service providers for psychiatric, respire, Personal and Supportive Home care.

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

Mr. Schultz seconded.

Motion passed unanimously.

12. APPOINT JEANNE TYLER TO THE ADRC ADVISORY COMMITTEE AND AUDREY POSTEL AND CAROL O'NEIL TO THE NUTRITION PROJECT COUNCIL

Mr. Tietz made a motion to approve the appointments as presented.

Mr. Kutz seconded.

Motion passed unanimously.

13. DISCUSSION AND POSSIBLE ACTION ON PROPOSED CHAPTER 980 LEGISLATION

Ms. Cauley reported that there may be changes to the Chapter 980 legislation, which applies to people who are sexually violent offenders. Once these individuals have treatment and are released from prison, counties are required to assist in finding them housing. We received notice that three individuals will be residing in Jefferson County who are from other counties. Currently, Sand Ridge Treatment Center finds housing for them based on laws, such as being a certain distance away from daycare centers and schools. Because some populated areas will not be able to meet this criteria however, one change to this legislation will be to decrease the distance these individuals can reside relative to where children are located, or, allow individuals reside in other counties. The change will require each county to create a temporary committee to make the housing decisions. The committee will include representatives from the 51.42 Agency, DHS, Corporation Counsel, Land Information, and Probation & Parole.

Mr. Schultz made a motion for Ms. Cauley to write a letter about what we support along with our concerns.

Mr. Jones seconded.

Motion passed unanimously

14. DISCUSSION REGARDING HUMAN SERVICE DATA AND COUNTY COMPARISONS

Ms. Cauley distributed copies of three county annual reports that give examples of what other counties are doing. There is also a spreadsheet of county comparisons (attached) identifying population, revenue, expenditures and tax levy. Call or email Ms. Cauley if you have any questions.

15. DISCUSSION AND POSSIBLE ACTION ON OPIOID GRANT

Ms. Cauley reported that the State of Wisconsin received a Substance Abuse and Mental Health Services Administration (SAMHSA) grant to combat the prescription opioid and heroin crisis. We would like to apply for the grant and request \$93,000. \$72,000 would be to add another full-time therapist and the remainder would be to fund some of the medication.

Mr. Tietz made a motion to approve submitting an application for this grant.

Mr. Jones seconded.

Mr. McKenzie asked about funding the position once the 2-year grant was completed. Ms. Cauley said that we would build up the insurance network and prior authorizations procedures to cover the position.

Motion passed unanimously.

16. DIRECTOR'S REPORT

No report

17. DISCUSS POTENTIAL AGENDA ITEMS FOR JULY BOARD MEETING

- Budget/Funding Requests
- Fire Alarm RFPs

18. DISCUSS THE PUBLIC HEARING & REVIEW BOARD POLICIES

Ms. Cauley referred to guidelines on the Policy Statement for Funding Requests (attached) for the upcoming public hearing.

19. PUBLIC HEARING – HUMAN SERVICES DEPARTMENT 2018 BUDGET

Community Dental Clinic

Barb Gudgeon, Director

2017 Donation - \$7,500

2018 Request - \$7,500

Ms. Gudgeon presented their annual report (attached). She reported that the clinic started in May 2007 and that they serve patients with Medicaid or patients without insurance who are 200% or less above the poverty level. She talked about the services they provide and the costs of the clinic. Their goal is to serve the same number of patients each year, if not more. They are requesting a donation of \$7,500.

Watertown Area Cares Clinic

Jeauetta Westenberg, Fund Development

2017 Donation - \$10,000

2018 Request - \$10,000

Ms. Westenberg presented their annual report (attached). The Clinic serves individuals who do not have insurance and have an income less than 200% of the federal poverty guideline. Ms. Westenberg discussed their services and are requesting a donation of \$10,000.

20. ADJOURN

Mr. Tietz made a motion to adjourn the meeting.

Mr. Kutz seconded.

Motion passed unanimously.

Meeting adjourned at 5:20 p.m.

Respectfully submitted by Donna Hollinger

NEXT BOARD MEETING

Tuesday, July 11, 2017 at 8:30 a.m.

Workforce Development Center, Room 103

874 Collins Road, Jefferson, WI 53549