

**JEFFERSON COUNTY HUMAN SERVICES**  
**Board Minutes**  
**December 12, 2017**

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

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 DECEMBER 12, 2017 AGENDA**

Agenda #12 will be removed and added to the January agenda.

**5. PUBLIC COMMENTS**

No Comments

**6. APPROVAL OF THE NOVEMBER 14, 2017 BOARD MINUTES**

Mr. Jones made a motion to approve the November 14, 2017 board minutes.

Ms. Crouse seconded.

Motion passed unanimously.

**7. COMMUNICATIONS**

No communications

**8. REVIEW OF OCTOBER 2017 FINANCIAL STATEMENT**

Mr. Bellford reviewed the October 2017 financial statement (attached) and reported that there is a projected positive year-end fund balance of \$155,406. This includes our carryover from 2016 but excludes any prepaid adjustments. This compares to a projected year-end balance of \$96,335 at the end of September. 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 NOVEMBER, 2017 VOUCHERS**

Mr. Bellford reviewed the summary sheet of vouchers totaling \$406,379.07 (attached).

Mr. Tietz made a motion to approve the November 2017 vouchers totaling \$406,379.07.

Mr. McKenzie seconded.

Motion passed unanimously.

Ms. Cauley recognized Mr. Bellford and the fiscal staff for all of the hard work being done to make the transition to Munis.

**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 for our Coordinated Services and Children’s Long Term Support Teams are at 100% compliance.
- DHS spent three days auditing the CLTS program and we had a great review with no issues. I would like to recognize Barb Gang, the supervisor of this team, who audited all of the notes.
- Some of our teams will be moving to the UW-Extension after the new year.
- We are moving two children off the wait list each month. Kudos to the CLTS team for working hard to make this happen.
- We hired an individual for our CLTS position who worked at LLS so we will be fully staffed.
- We had an internal transfer so will be interviewing for that position.
- We have been approved for \$101,000 for the 2018 In Home Safety Services program. This will provide 2,760 days of program enrollment.
- We have a new consumer and her child who will be living at the house downtown. We will receive \$1100 per month to provide services along with money from other programs to help support them.

**Behavioral Health:**

Ms. Cauley reported on the following items for November:

We have three high cost placements. One person recently moved to Clearview. The two other people will be moving so the costs will go down.

- Key Outcome Indicators for all teams are being met.
- EMH crisis calls are up to 9723 through November and we had 8714 for all of last year.
- We have had 147 emergency detentions this year compared to 121 all of last year.
- We have done 528 emergency assessments for the year.
- We hired another individual for our clinic with the grant money to increase access to opioid treatment. We submitted data to the state and they were pleased with the results.

### **Administration:**

Mr. Bellford reported on the following items:

- We are completing 2017 including billing, and are prepping for 2018.
- We are working with all of the teams to get contracts out.
- We have been working with the Finance Department on the new Munis accounting system
- We are working on the 2018 capital projects
- We will be working on the Civil Rights Compliance Plan, which will be due March 2.

### **Economic Support:**

Ms. Johnson reported on the following items:

- Our **Key Outcome Indicators** are being met and are as follows:
  - *We have 30 days to get 100% of all applications processed.* We processed 97.15% of them timely.
  - *The Consortium Call Center must answer calls timely within 95% of the time.* The Call Center was at 94.78%.
- We hired a new worker who will begin on January 8.
- The donated copier lease will be up soon, so we are working with Corporate Business Systems to replace it.
- Job Service will be hiring a bilingual staff, which will help us, too.
- Koats for kids is not reaching the people they want, so they will be available at Ready Kids for School.

### **ADRC:**

Ms. Olson reported on the following items:

- The key outcome indicator For the Adult Protective Services and Elder Abuse program was met for November.
- The ADRC's KOI fell to 96% compliance rate to improve response time of functional screen assessment. During the month of November, 26 of 27 screens were completed and calculated for eligibility within 14 days.
- The Home Delivered Meal Program's KOI was met in November. There were five new home delivered meal requests. One person in the Ixonia area was referred to the Shorehaven Mobile Meals Program. As of December 4, home delivered meal participants in the Watertown area are being served through the Watertown Nutrition Site. We have a contract with Dodge County. In November, we served 2,178 meals for November the average is 109 meals per day.
- The Transportation Program's KOI is to meet qualifying ride requests 100% of the time. There were 374 1-way trips completed out of the 434 requests. The Veteran's Van provided 55 one-way trips. One person was denied due to the van being full so the volunteer driver took him. One day had to be cancelled due to not having a driver.
- Emails from two consumers were read who participated in a memory screening event.

### **Staffing changes in the ADRC include:**

- Transportation Dept. - Jean Thiede transferred from the Behavioral Health Team and is now in training with Jackie Cloute who will be retiring on January 5.
- The Dementia Care Specialist retired and Sandy Free, our Disability Benefit Specialist, has taken this position.

- Shelly Wangerin, the ADRC Paraprofessional, has accepted the Disability Benefit Specialist position.
- The ADRC Paraprofessional position is open at this time.

**11. DISCUSSION AND POSSIBLE ACTION ON NEW PROFESSIONAL SERVICE CONTRACTS (SUPPORTIVE HOME CARE AND GUARDIANSHIP)**

Ms. Cauley reported that we have two new service providers. (attached)  
 Mr. Jones made a motion to approve the contracts as listed.  
 Mr. Schultz seconded.  
 Motion passed unanimously.

**12. PREPARE FOR NOMINATIONS FOR THE CIT OFFICER OF THE YEAR**

This will be on January's agenda.

**13. DISCUSSION AND POSSIBLE ACTION ON APPROVING THE 2018 TRANSPORTATION PLAN**

Ms. Olson reviewed the Plan.  
 Mr. Tietz approved the 2018 Transportation Plan as presented.  
 Mr. Kutz seconded.  
 Motion passed unanimously.

**14. DISCUSSION AND POSSIBLE ACTION ON APPROVING MARY VOHS FOR ADRC ADVISORY BOARD**

Mr. Jones made a motion to approve Mary Vohs as a member of the ADRC Advisory Board.  
 Mr. McKenzie seconded.  
 Motion passed unanimously.

**15. UPDATE ON "EVERY CHILD THRIVES" EVENT**

Board members discussed the event.

**16. DISCUSS WISCONSIN COUNTIES HUMAN SERVICES ASSOCIATION CONFERENCE**

Ms. Cauley reported on the sessions presented at the conference.

**17. DIRECTOR'S REPORT**

Ms. Cauley reported on the following items:

- The Leadership Team has determined that one issue for next year is Safety, Security & Preparedness, so we will have the following for all employees:
  - Family Assistance Center Preparedness training
  - Active Shooter training
  - How to de-escalate an individual using Motivational Interviewing
- We reviewed our Staff Recognition plan and will award an Antwone Fisher Award
- We are discussing how to make performance evaluations more meaningful.
- We will be offering skills in Dialectical Behavior Therapy (DBT) at eight of our monthly Lunch & Learns next year. We invite you to attend.

**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, January 9, 2018 at 8:30 a.m.

Workforce Development Center, Room 103

874 Collins Road, Jefferson, WI 53549