

JEFFERSON COUNTY HUMAN SERVICES
Board Minutes
August 8, 2017

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

Absent: 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, Maintenance Supervisor Ryan Mundt, 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 AUGUST 8, 2017 AGENDA

Item #15 will be moved up to follow item #10.

5. PUBLIC COMMENTS

No Comments

6. APPROVAL OF THE JULY 11, 2017 BOARD MINUTES

Mr. Kutz made a motion to approve the July 11, 2017 board minutes.

Mr. Tietz seconded.

Motion passed unanimously.

7. COMMUNICATIONS

No communications

8. REVIEW OF JUNE 2017 FINANCIAL STATEMENT

Mr. Bellford reviewed the June 2017 financial statement (attached) and reported that there is a projected positive year-end fund balance of \$63,812. This includes our carryover from 2016 but excludes any prepaid adjustments. Projections this early in the year are 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 JULY, 2017 VOUCHERS

Mr. Bellford reviewed the July 2017 summary sheet of vouchers totaling \$488,939.55 (attached).

Mr. Jones made a motion to approve the July 2017 vouchers totaling \$488,939.55.

Mr. McKenzie 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:

- All Key Outcome Indicators are all being met except for Juvenile Justice, which set a difficult goal of 90% of the youth on delinquency orders will remain in the community. We are at 89%.
- Alternate Care is down and we returned 11 children to their homes, and took 13 new children into care the last two months. Two children are in the hospital awaiting difficult to find placements.
- We have 120 children being served in the CLTS and are working to get more children off of the waiting list.
- We received a nice letter from the DCF congratulating our Foster Care Program on doing the rate setting within the 30-day placement timeline. The state is using our numbers to drive the rest of the state up. This is a direct result of Katie Schickowski, our Foster Care Coordinator.
- Katie also held a Foster Care picnic last month, which was very successful. All food and gifts were donated.
- I was named one of the tri-chairs of the WCHSA Children and Families Pact.

Behavioral Health:

Ms. Cauley reported on the following items:

- Key Outcome Indicators are all being met
 - We had 16 emergency detentions in July, and 286 assessments for the year, compared to 234 for all of last year.
- We received the opioid grant so we were able to fund a new psychotherapist and still have about \$20,000 for medication assisted therapy.
- In the last month, one of our staff started presenting information to staff and external stakeholders on the impact of trauma. It has been very well received.
- We are hosting a 3-day "DBT in schools" training for 70 people in 5 school districts that will provide a social and emotional curriculum in the school system. The trainers wrote the book on DBT.
- Our Project Yes grant may be ending one and a half years early, but we will discuss it more next year during the budget process.
- The Legislative Audit Bureau is the agency that does research for legislators when writing a bill. The Bureau has been here discussing our emergency mental health and emergency detention processes with us. They are determining whether it is cost effective and if it would work across the state.

Administration:

Mr. Bellford reported on the following items:

- We have been working on the 2018 budget.
- We are finalizing the WIMCR report and are trying to recover MA costs from 2016.
- The concrete project will be the last capital project for the year.

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 95.87% of them timely.
 - *The Consortium Call Center must answer calls timely within 95% of the time.* The Call Center was at 98.87%. A report comparing 10 consortiums was presented.
- We received a Child Care Performance Award from DCF for meeting all the mandated performance standards in 2016. We were one of 34 counties to receive this award. The staff does a great job.
- We have a new worker, so we are fully staffed again.
- On August 22, I will meet with entities to divide up donation money from the Emergency Food & Shelter program. We usually get about \$1,000 for our food pantry.
- Ready Kids for School will be held on August 12, which distributes school supplies.
- The Consortium trainer took a new position so we will be doing interviews on Monday.

ADRC:

Ms. Olson reported on the following items:

- The key outcome indicator for the Adult Protective Services and Elder Abuse program was met. In August, APS staff will be attending the National Adult Protective Services Conference in Milwaukee.
- The ADRC's KOI has improved for July 2017 as screens are at 100% compliance to improve response time of functional screen assessment. During the month of July, 17 of the 17 screens were completed and calculated for eligibility within 14 days.
- We are still waiting to hear about a grant proposal of \$3,150 to fund renovations for the ADRC to become ADA compliant. A suggestion was to review/consider replacing the door at the front office with a glass door. If someone came to the ADRC in a wheelchair, even with the doorbell it would allow the staff to see into the lobby area for patrons. Estimates are from \$1,200 for a plain wood/glass door to \$8,300 for a wood prefinished glass with bullet resistance of level 1.
- The Home Delivered Meal Program's KOI was met in July. There were four new home delivered meal requests and no one was denied. One person was referred to Dane County. In July, we served 2,055 meals, and our average was 102 meals a day.
- The Transportation Program's KOI is to meet qualifying ride requests 100% of the time. In July, there were 407 scheduled 1-way trips, 38 were canceled and eight trips were nc/ns leaving 461 trips for the Driver Escort Program. The Veteran's Van provided 72 one-way trips provided.

- Our Dementia Care Specialist team has been providing memory screens. They are also ramping up the Language Enriched Exercise Plus Socialization (LEEPS) program as well as Memory Connections and Music and Memories.

11. DISCUSSION AND POSSIBLE ACTION ON NEW PROFESSIONAL SERVICE CONTRACTS (ADULT ALTERNATE CARE, HOME MODIFICATION)

Ms. Cauley reported that we have two new service providers. (attached)

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

Mr. Kutz seconded.

Motion passed unanimously.

12. DISCUSS PEOPLE AGAINST DOMESTIC AND SEXUAL ABUSE (PADA) FINANCIAL INFORMATION

Ms. Cauley reported that PADA submitted some financial information (attached) and answered some of the questions that we had.

Mr. McKenzie made a motion to change the donation to \$50,000 and not to disburse funds until we receive their complete financial information and evidence that they are in compliance with established goals listed in the contract.

Mr. Jones seconded.

Motion passed unanimously.

13. DISCUSSION AND POSSIBLE ACTION ON THE 2018 BUDGET PRESENTATION

Ms. Cauley reviewed the budget and commended Mr. Bellford on all of his work.

Mr. Tietz made a motion to approve the budget as presented and to send it to Finance.

Ms. Crouse seconded.

Motion passed unanimously.

14. DISCUSSION AND POSSIBLE ACTION ON COMPREHENSIVE COMMUNITY SERVICES (CCS) BILLING RATES

Mr. Bellford presented a report on the 2017 CCS Billing/Charge Rates (attached). He said that there is a need to increase rates to get in line with expenses. He said that these changes would begin with the May 1 billing.

Mr. Jones made a motion to approve the 2017 CCS billing/charge rates as presented.

Mr. McKenzie seconded.

Motion passed unanimously.

15. DISCUSSION AND POSSIBLE ACTION ON REVIEWING SIDEWALK/CONCRETE BIDS

Mr. Mundt reported that we received three concrete bids (attached) and although it is not the lowest bid, he recommends the bid from Kramer Enterprises. He said that it includes a few things that weren't requested and will make a nicer project. Ms. Cauley reported that the resolution will go to the county board tonight. Mr. Wehmeier said that Corporation Counsel added language to identify the reasons for choosing a higher bid.

Mr. Jones made a motion to approve the bid from Kramer Enterprises in the amount of \$33,603.00.

Mr. Tietz seconded.

Motion passed unanimously.

16. REVIEW AND DISCUSS MOVING WRAPAROUND POSITION TO THE COMMUNITY SUPPORT PROGRAM

Ms. Cauley reported that there has been a resignation on the Wraparound team, and with every vacancy, we review the needs throughout the agency. We are seeing more children and feel that we could use another staff in the Community Support Program. This new position would provide psychotherapy, thereby savings \$30,000 in tax levy.

Mr. Jones made a motion to eliminate the wraparound coordinator position and create a new community support position.

Mr. Kutz seconded.

Motion passed unanimously.

17. DISCUSSION AND POSSIBLE ACTION FOR PROCLAMATION IN SUPPORT OF SEPTEMBER RECOVERY MONTH

Ms. Cauley reported that September is National Recovery Month and we have fundraising activities planned. The donations will go to clients.

Mr. McKenzie made a motion to approve the proclamation in support of September Recovery Month.

Mr. Tietz seconded.

Motion passed unanimously.

18. DIRECTOR'S REPORT

Ms. Cauley reported on the following items:

- Staff on the Children's teams attended the NIATx Change Leader Academy, which was originally designed for Behavioral Health. The team's goal was to reduce hospitalizations. The Vice President came here to meet the staff who went to the training. He was very impressed with how we incorporated the NIATx process throughout the Department.
- The Watertown Community Foundation is leading "All Children Thrive" within the Watertown and Dodge land school districts. There are three action teams who will focus on children's health, preparation for kindergarten, and 3rd grade reading levels. We have staff serving on each action team. There will also be a transformation committee and Ms. Cauley has been asked to chair this committee.

19. DISCUSS POTENTIAL AGENDA ITEMS FOR THE SEPTEMBER BOARD MEETING

There is nothing at this time.

20. ADJOURN

Mr. Tietz made a motion to adjourn the meeting.

Mr. Jones seconded.

Motion passed unanimously.

Meeting adjourned at 10:15 a.m.

Respectfully submitted by Donna Hollinger

NEXT BOARD MEETING

Tuesday, September 12, 2017 at 8:30 a.m.
Workforce Development Center, Room 103,
874 Collins Road, Jefferson, WI 53549