

JEFFERSON COUNTY HUMAN SERVICES
Board Minutes
January 9, 2018

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; and Office Manager Donna Hollinger

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 JANUARY 9, 2018 AGENDA

No Changes

5. PUBLIC COMMENTS

No Comments

6. APPROVAL OF THE DECEMBER 12, 2017 BOARD MINUTES

Mr. Jones made a motion to approve the December 12, 2017 board minutes.

Mr. Kutz seconded.

Motion passed unanimously.

7. COMMUNICATIONS

No communications

8. REVIEW OF NOVEMBER 2017 FINANCIAL STATEMENT

Mr. Bellford reviewed the November 2017 financial statement (attached) and reported that there is a projected positive year-end fund balance of \$578,938. This includes our carryover from 2016 but excludes any prepaid adjustments. This compares to a projected year-end balance of \$115,406 at the end of October. 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 DECEMBER, 2017 VOUCHERS

Mr. Bellford reviewed the summary sheet of vouchers totaling \$614,078.11 (attached).

Mr. Tietz made a motion to approve the December 2017 vouchers totaling \$614,078.11.

Ms. Crouse 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 for all teams are meeting their goals.
- The Child Protective Services team is doing an excellent job and kudos to supervisor Erica Lowrey and her team for all of the work on Permanency for children.
- We are on track with the CLTS transition plan to take kids off the wait list with DHS.
- The CLTS team will be moving to the UW-Extension offices soon.
- We hired two case managers for our CLTS team and will be filling another position today.
- We realized that it made sense to move three Wraparound Coordinators from the CLTS team to the CPS team so they can be closer to the other programs that the families might be in and alleviate the expansion of the CLTS program.
- Since we just finished the year, we looked at some comparison to previous years.
 - Intake had a 25% increase in child abuse & neglect calls from last year, which is 130 more calls.
 - This also increased the alleged victims by 16%. This all translates into more interviewing and time per case.
 - The same day responses are up 10%, which means we need to respond within 24 hours.
 - Our 24-48 hour responses increased 42%. Much of this is attributed to opioid and heroin epidemic as well as alcohol use.
- Two international motivational interviewing trainers are here and will be for the next three days working with lead staff to build "learning labs." These learning labs will be used to train agency staff later this month. We will also present a video so you can see how MI is used with consumers.

Behavioral Health:

Ms. Cauley reported on the following items for December:

- In 2016, we had 8914 EMH crisis calls and in 2017 we had 10,524 calls. Of those, 324 were suicide calls.
- We had 577 emergency assessments this year with a diversion rate of 73%. The diversion rate for 2016 was 72% and in 2015 it was 70%.
- Key Outcome Indicators for all teams are being met.
- Adult Alternate care costs are trending down.
- Jefferson County now has a certified alcohol drug coalition and many good things are happening because of it.

Administration:

Mr. Bellford reported on the following items:

Our Key Outcome Indicator of timely state reporting is going smoothly.

- The year-end reporting may be more difficult now that we are using Munis.
- The Waiver wait list report is due Thursday and has been completed
- The 2017 billing is getting caught up.
- We are working on the 2018 capital projects
- ECHO was transitioned to Clinic Health Records, which is a program that MIS has been building.

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 99.25% of them timely.
 - *The Consortium Call Center must answer calls timely within 95% of the time.* The Call Center was at 93.03%.
- We hired a new worker who will start training.
- DHS does a Food Stamp Management Review each year and they will be at our site in June to evaluate our program.
- We will have an Energy Assistance audit this month.
- Child Support will come on the 25th to discuss their new initiatives with our staff.
- Diane Nelson from the Health Department will be talking to us about how we can make pre-natal referrals to them.
- We submitted our plan and were approved for the Children First Program, which helps non-custodial parents locate employment and pay court ordered child support.

ADRC:

Ms. Olson reported on the following items:

We have had staffing changes in the ADRC as follows:

- Transportation Dept. - Jean Thiede transferred from the Behavioral Health Team and is now in training with Jackie Cloute who will be retiring early January.
- Cathy Kehoe retired and Sandy Free, our current Disability Benefit Specialist, has taken the DCS position.
- Shelly Wangerin who is the ADRC Paraprofessional has accepted the DBS position. That position is open at this time.
- The key outcome indicators for the Adult Protective Services and Elder Abuse program, have been met for December. At the next meeting, I will present the Hoarding Task Force Brochure.
- The ADRC's KOI is required to be at 100% compliance to improve response time of functional screen assessment. During the month of December, 15 of 15 screens were completed and calculated for eligibility within 14 days.
- The Home Delivered Meal Program's KOI was met in December. There were 23 new home delivered meal requests with the large increase due to the start of home delivered meal participants in the Watertown area as of December 4. The Watertown Nutrition Site has

adjusted to this new schedule. In December, we served 2,230 meals and the average was 117 meals per day.

- Jean Thiede has been working with Jackie in training for the Transportation Program. Last Friday was Jackie's Retirement day. The Transportation Program's KOI is to meet qualifying ride requests 100% of the time. There were 349 1-way trips completed out of the 409 requests. The Veteran's Van provided 49 one-way trips. One person was denied due to no driver being available and two other requests were for people who live in assisted living.
- The following are the Alzheimer's and Caregivers bills that will be on the agenda for action on January 9th, at 9:30 am.

[AB-628 - Silver Alert Referral](#)

[AB-629 - Uniform Adult Guardianship Jurisdiction](#)

[AB-630 - Dementia Specialist Certification](#)

[AB-631 - Caregiver Tax Credit](#)

[AB-632 - Alzheimer's Disease and Dementia Awareness Grants](#)

11. DISCUSSION AND POSSIBLE ACTION ON NEW PROFESSIONAL SERVICE CONTRACTS (RESPIRE, THERAPEUTIC SERVICES, ADAPTIVE AIDS, MEDICAL TRANSPORTS, ADULT ALTERNATE CARE)

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

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

Mr. Tietz seconded.

Motion passed unanimously.

12. REVIEW NOMINATIONS AND CHOOSE CRISIS INTERVENTION TRAINING (CIT) OFFICER OF THE YEAR

Two nominations for Rocco Bartolatta were submitted. (attached) A plaque will be presented to the recipient at the Law Enforcement Dinner on January 17.

Ms. Crouse made a motion to choose Rocco Bartolatta as the Crisis Intervention Training Officer of the Year.

Mr. McKenzie seconded.

Motion passed unanimously.

Ms. Cauley reported that Tim Roets, the Watertown Police Chief, has been instrumental in the Crisis Intervention Training. He ensures that all of the Watertown law enforcement officers are trained in it. Ms. Cauley would like to have a special recognition for Chief Roets.

Mr. Tietz made a motion to approve a plaque for special recognition to Chief Roets.

Ms. Crouse seconded.

Motion passed unanimously.

13. DIRECTOR'S REPORT

Ms. Cauley reported on the following items:

- Thank you for your support for the new wage study
- On January 30, there will be training on how to open a Family Assistance Center in case of a disaster. You are welcome to attend.
- The WHEDA workshop will be on January 18 in Fort Atkinson

14. ADJOURN

Mr. Kutz made a motion to adjourn the meeting.

Mr. Tietz seconded.

Motion passed unanimously.

Meeting adjourned at 10:10 a.m.

Respectfully submitted by Donna Hollinger

NEXT BOARD MEETING

Tuesday, February 13, 2018 at 8:30 a.m.
Workforce Development Center, Room 103
874 Collins Road, Jefferson, WI 53549