

JEFFERSON COUNTY HUMAN SERVICES
Board Minutes
February 13, 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; 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 FEBRUARY 13, 2018 AGENDA

No Changes

5. PUBLIC COMMENTS

No Comments

6. APPROVAL OF THE JANUARY 9, 2018 BOARD MINUTES

Mr. Jones made a motion to approve the January 9, 2018 board minutes.

Mr. Schutz seconded.

Motion passed unanimously.

7. COMMUNICATIONS

No communications

8. REVIEW OF DECEMBER 2017 FINANCIAL STATEMENT

Mr. Bellford reviewed the December 2017 financial statement (attached) and reported that there is a projected positive year-end fund balance of \$796,874. This compares to a projected year-end balance of \$578,938 at the end of November. 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 JANUARY, 2018 VOUCHERS

Mr. Bellford reviewed the summary sheet of vouchers totaling \$1,162,131.47 (attached).

Mr. Tietz made a motion to approve the January, 2018 vouchers totaling \$1,162,131.47.

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:

- Due to concerns about the way youth were being treated, the Governor is requiring Lincoln Hills close by 2020. A committee will be formed to research what can be done in the future including the possibility of building new facilities. Human Services, as well as WHCSA, will be an integral part of these discussions.
- We have had an increase in child protective calls. In January, we had 33 calls that required investigations and seven were same day referrals.
- We found permanency for eight youth.

Behavioral Health:

Ms. Cauley reported on the following items for January:

- A third party vendor was hired to do a study regarding the issues at Winnebago Mental Health Institute. We have been approached to share our processes and to participate in a learning collaborative.
- The clinics did a NIATX project to increase revenue, which will be attainable. The prior authorization process has been eliminated, and the Behavioral Health Medicaid rates increased.
- Key Outcome Indicators are all being met
 - In January of 2016, we had 755 EMH calls, in January 2017, we had 893 and in January 2018, we had 962 calls.
- Adult Alternate Care costs have decreased. In January 2017, the costs were \$56,289 and this January it was \$37,360.
- Last year we hired another clinician in the outpatient clinic with Opioid Grant funding; we are receiving more revenue to capture residential cases.
- There will be DBT skills in schools training in June of next year, which will add a half day of training for Administration. The Greater Watertown Health Foundation is paying for it.
- We are training 281 staff in trauma informed care at the Watertown School District.

Administration:

Mr. Bellford reported on the following items:

- Our Key Outcome Indicator of timely state reporting is going smoothly.
- We are closing the year-end and are moving everything into Munis.
- Year-end reports are due to the state in March and April, and are closing the books now.
- January 2018 reports are due later this month
- We will be uploading data into the PPS system
- The State has accepted our Letter of Assurance for the Civil Rights Compliance Plan.
- We have twelve new 2018 capital projects

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 99.30% of them timely.
 - *The Consortium Call Center must answer calls timely within 95% of the time.* The Call Center was at 94.5%.
- We met with the Health Department to discuss prenatal and parenting referrals. We created a referral process.
- We had an Energy Services audit, but we haven't heard back from them yet. We have created an outreach table in the lobby for Energy Assistants Programs.
- We received \$1400 from the Emergency Food and Shelter Program and we purchased food for the food pantry.
- We have changed fraud investigation providers.
- A Jefferson and Dodge County resource booklet is available for staff to understand what programs are available for clients. This will be discussed with staff in April and it will be kept up to date.

ADRC:

Ms. Cauley reported for Ms. Olson on the following items:

All Key Outcome Indicators are being met.

- Senior Dining had 16 new home delivered meals
- There were 439 one-way trips
- The Dementia Care Specialist position has been filled

11. DISCUSSION AND POSSIBLE ACTION ON CARRYOVER REQUESTS

Ms. Cauley reviewed the "Final Non-Lapsing and Carryover of Fund Balances Request for the year ending December 31, 2017." (attached)

Ms. Crouse made a motion to approve the carryover requests as presented and to send it to the Finance Committee for approval.

Mr. Schultz seconded.

Motion passed unanimously.

12. DISCUSSION AND POSSIBLE ACTION TO AMEND THE BUDGET FOR THE \$10,300 GRANT FUNDS FOR THE JEFFERSON COUNTY DRUG FREE COALITION

Ms. Cauley reported that Jefferson County Drug Free Community was awarded a State Targeted Response to the Opioid Crisis Grant from the State of Wisconsin Department of Health Services to be used to support strategies to prevent opioid abuse. Ms. Cauley said that most of the money has been spent on Narcan training. There are a few other initiatives planned. Our Department serves as fiscal agent for the Coalition.

Mr. Tietz made a motion to approve amending the budget for the \$10,300 grant funds for the Jefferson County Drug Free Coalition, and to forward it to the County Board for approval.

Mr. Jones seconded.

Motion passed unanimously.

- 13. DISCUSSION AND POSSIBLE ACTION ON PROCLAMATION RECOGNIZING MARCH AS PROFESSIONAL SOCIAL WORKER MONTH**
Mr. Jones made a motion to approve the proclamation recognizing March as Professional Social Worker month.
Ms. Crouse seconded.
Motion passed unanimously.
- 14. DISCUSSION AND POSSIBLE ACTION ON PROCLAMATION RECOGNIZING APRIL AS CHILD ABUSE PREVENTION MONTH**
Mr. Mode made a motion to approve the proclamation recognizing April as Child Abuse Prevention Month.
Mr. Schultz seconded.
Motion passed unanimously.
- 15. DIRECTOR'S REPORT**
Ms. Cauley reported on the following items:
- CLTS staff have been moved to the UW Extension now.
 - The wage study vendor has been here and it has been extremely positive experience.
 - The "Every Child Thrives" committee meets again in February and we will hear from the action teams in April.
 - The WCHSA Spring Conference is scheduled for May 15 – 17 at the Osthoff Resort.
- 16. REVIEW AND DISCUSS THE MOTIVATIONAL INTERVIEWING PRESENTATION**
Mr. Ruehlow presented two videos: one not using motivational interviewing and the other using the techniques. It was very apparent the difference in outcome when the therapist used the techniques and was able to get cooperation from the client.
- 14. ADJOURN**
Mr. Jones made a motion to adjourn the meeting.
Mr. Tietz seconded.
Motion passed unanimously.
Meeting adjourned at 10:30 a.m.

Respectfully submitted by Donna Hollinger

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