

JEFFERSON COUNTY HUMAN SERVICES
Board Minutes
May 8, 2018

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

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 Kelly Witucki, 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. ELECTION OF OFFICERS: CHAIR, VICE CHAIR, SECRETARY

Ms. Cauley asked for nominations for Chair.

Mr. Jones nominated Jim Mode.

Mr. Tietz seconded the nomination.

No other nominations were made.

Mr. Tietz made a motion to close the ballot and elect Jim Mode as Chair.

Mr. McKenzie seconded the motion.

Motion passed unanimously.

Mr. Mode asked for nominations for Vice Chair.

Mr. Kutz nominated Richard Jones.

Mr. Tietz seconded the nomination.

No other nominations were made.

Mr. Tietz made a motion to close the ballot and elect Richard Jones as Vice Chair.

Mr. McKenzie seconded the motion.

Motion passed unanimously.

Mr. Mode asked for nominations for Secretary.

Ms. Crouse nominated John McKenzie.

Mr. Tietz seconded the nomination.

No other nominations were made.

Mr. Mode made a motion to close the ballot and elect John McKenzie as Secretary.

Mr. Kutz seconded the motion.

Motion passed unanimously.

5. REVIEW OF THE MAY 8, 2018 AGENDA

No Changes

6. PUBLIC COMMENTS

No Comments

6. APPROVAL OF THE APRIL 10, 2018 BOARD MINUTES

Mr. Tietz made a motion to approve the April 10, 2018 board minutes.

Mr. Jones seconded.

Motion passed unanimously.

8. COMMUNICATIONS

- Ms. Cauley introduced Kelly Witucki, who is the Department's new office manager.

9. OVERVIEW OF OPEN MEETINGS LAW

Mr. Wehmeier discussed the open meetings law. He explained that the County has had outside groups invite Board members to events. If enough members show up, this can create a quorum. If there is a quorum, a meeting notice needs to be posted if County business is being discussed. Board members have a responsibility to notify Department Heads and/or the County Administrator if they are attending meetings. When Board members attend conferences, the County will post notice.

10. REVIEW OF MARCH 2018 FINANCIAL STATEMENT

Mr. Bellford reviewed the February 2018 financial statement (attached) and reported that there is a projected positive year-end fund balance of \$254,500. This includes our spendable carryover from 2017 but excludes any prepaid adjustments. Mr. Bellford 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).

11. REVIEW AND APPROVE APRIL, 2018 VOUCHERS

Mr. Bellford reviewed the summary sheet of vouchers totaling \$622,157.09.

Mr. Jones made a motion to approve.

Mr. McKenzie seconded.

Motion passed unanimously.

12. 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:

- YoungStar, the child care quality rating system used by DCF, showed up to do an audit of the Busy Bee Preschool. The Preschool got a five star rating.
- Keeping a five-star rating is a key outcome indicator of Division. In addition, all other key outcome indicators are being met.

- Tonya Buskager, an Early Intervention Teacher, was nominated by a parent of a child for a Crystal Apple Award. Mr. Ruehlow read the nomination letter, and the Board expressed their appreciation for Ms. Buskager's work.
- Jenifer Eilert, who used to work in the ADRC, has been hired to fill the open Intake position.
- Jefferson County Human Services was invited to be a part of a panel discussion that took place two weeks ago on independent living situations.

Behavioral Health:

Ms. Cauley reported on the following items:

- One law change went into effect at the end of March that affected civil commitments. Chapter 980 was changed with Act 184. Previously, DHS had responsibility for finding housing for offenders. With the law change, the county of residence is responsible for forming a committee – consisting of, among other members, the Human Services Director – to find housing.
- EMH crisis calls are up. We had 3,864 through April 2018, compared to 3,190 in 2017. We have been able to find voluntary options for people 77% of the time. Suicide calls are also up.
- Jefferson County Human Services has been asked to be the lead on a DHS learning collaborative on emergency detentions.
- Jefferson County Human Services is signing an agreement with the Oxford House to operate at least, but maybe two, homes.
- All of the key outcome indicators are being met.

Administration:

Mr. Bellford reported on the following items:

- The Annual Report is still being worked on and should be presented at the July meeting.
- Kelly Witucki has been hired as the new Office Manager. Ms. Witucki's position is now vacant and will be recruited for shortly.
- The County's financial auditors were on-site for several weeks. Overall, the audit went well and is wrapping up. No major concerns were identified.
- A capital project summary was distributed (attached). Overall, we have 18 capital projects this year. Many are under way.

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 98.12% of them timely.
 - *The Consortium Call Center must answer calls timely within 95% of the time.* The Call Center was at 95.92%.
- The Bureau of Regional Operations came to do a Child Care Operations audit took place. They analyzed certified providers compliance with rules and regulations, and our internal forms. It went well.
- All staff are going to Rock County for a trauma informed care training.
- The Food Share management evaluation review will take place in June.

ADRC:

Ms. Olson reported on the following items:

- **APS**
 - Niatx project to update key outcome indicators.
 - For the first quarter, the APS staff had 10 guardianships, 18 referrals of abuse to investigate, and completed 38 WATTS reviews.
 - June is Elder Abuse Awareness month.
- **ADRC**
 - In April, staff provided options and/or I & A conversations with 6 consumers, resulting in one referral to the NFCSP and 2 for the Housekeeping Assistance program. The goal is 35 referrals for 2018. T
 - From January – March, the ADRC (6 staff total) had 1,586 consumer contacts, which includes 226 face-to-face contacts by means of a nursing home, private home, hospital, CBRF, and/or office visit.
 - Beginning April 1st, ADRC began to claim more federal dollars for additional activities. This required modifications to the Time and Task Reporting sheets. DHS-ORCD has provided several modified versions.
 - The ADRC Advisory Board is assisting with having conversations with community members on our aging plan for input on creating goals.
- **Transportation**
 - Met key outcome indicators.
 - There were 450 one-way trips requested, 428 of which were completed.
 - VA van: 64 requested one-way way trips, 53 of which were completed.
 - Mobility Works will be bringing a vehicle next Tuesday for staff to try out. Mobility Works contracts with the state for vehicles purchasing
- **Senior Dining**
 - Met key outcome indicators.
 - 10 new Home Delivered Meal Consumers started in April.
 - 2,782 Meals for April, average is 132 meals per day.
 - June 1 starts another year of Senior Farmer Market Vouchers. We will have 201 vouchers and have set up sites at 14 locations including the ADRC.
 - Completed interview for the Benefit Specialist program.
 - Jenifer Eilert moved to the Intake unit. We will be conducting interviews this week and next week.
- **DCS**
 - The organizations in Jefferson County who provide services to people with dementia will be contacted so they will know about the DCS Program. Other outreach programs continue.
 - The Volunteer Recognition dinner on Wednesday.
 - ADRC open house is this Friday.

13. DISCUSSION AND POSSIBLE ACTION ON CAPITAL IMPROVEMENTS OF THE MAINTENANCE SHED.

Two separate requests for proposals were published: one for concrete work and one for construction. Mr. Mundt presented the bids that were received for each proposal (attached). Overall, \$52,102 was budgeted for these projects. Mr. Mundt recommended accepting the

Eagle Enterprise Excavating, Inc. proposal for \$8,135 for concrete and the London Lumber Construction, Inc. proposal for \$36, 205 for construction.

Mr. Jones made a motion accept the Eagle Enterprise Excavating, Inc. proposal for \$8,135 for concrete and the London Lumber Construction, Inc. proposal for \$36, 205 for construction.

Mr. Kutz seconded.

Motion passed unanimously.

14. DISCUSSION AND POSSIBLE ACTION ON CAPITAL IMPROVEMENTS OF THE PARKING LOT.

Mr. Mundt presented the bids were received for this project (attached). He recommended accepting the bid from Parking Lot Maintenance, Inc. for \$22,324. The total budget for this project was \$29,420. In addition, Parking Lot Maintenance, Inc. estimated an additional \$3,000 would be necessary to fill in all the various cracks in the parking lot. This was not part of the request for proposal.

Mr. Jones made a motion to accept the Parking Lot Maintenance, Inc. proposal for \$22,324, and to have them perform the crack-filling work, as deemed necessary.

Ms. Crouse seconded the motion.

Motion passed unanimously.

15. DIRECTOR'S REPORT

Ms. Cauley reported on the following items:

- Every Child Thrives has three action teams: All Children Succeed in School, All Children Healthy, and All Children Ready for Kindergarten. All Children Succeed is going to launch a talk, read, and play initiative. All Children Healthy is working on ways to prevent child abuse and launch an initiative to get children access to medical needs. All Children Ready is a community campaign to eliminate chronic absenteeism.
- The PADA Executive Director has stepped down. PADA does plan to make a presentation for funding at the next meeting.
- The Watertown Area Cares Clinic has also provided materials to request funding at the next meeting.
- We do have a crisis with housing. Opportunities, Inc. has several apartment buildings that they will rent to us. We can use these to fulfill the "housing first" initiative. We will work with them to lease the apartments to provide housing to our consumers.
- We had an Active Emergency Training for all staff.
- Employee Appreciation Luncheon is May 22.

16. ADJOURN

Mr. Tietz made a motion to adjourn the meeting.

Mr. Jones seconded.

Motion passed unanimously.

Meeting adjourned.

Respectfully submitted by Kelly Witucki.

NEXT BOARD MEETING

Tuesday, June 12, 2018 at 4:00 p.m.

Workforce Development Center, Room 103

874 Collins Road, Jefferson, WI 53549