

JEFFERSON COUNTY HUMAN SERVICES
Board Minutes
June 12, 2018

Board Members Present: Jim Mode, Richard Jones, Russell Kutz, Augie Tietz, Cynthia Crouse, John McKenzie and 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; County Administrator Ben Wehmeier and Office Manager Kelly Witucki

- 1. CALL TO ORDER**
Mr. Mode called the meeting to order at 4:00 p.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 JUNE 12, 2018 AGENDA**
No changes
- 5. PUBLIC COMMENTS**
No comments
- 6. APPROVAL OF THE MAY 8, 2018 BOARD MINUTES**
Mr. McKenzie noted a correction with item #4, as he was the one nominated as secretary and not Mr. Jones.
Mr. Jones made a motion to approve the May 8, 2018 board minutes with the correction.
Mr. Tietz seconded.
Motion passed unanimously with the correction.
- 7. COMMUNICATIONS**
No communications
- 8. REVIEW OF APRIL 2018 FINANCIAL STATEMENT**
Mr. Bellford reviewed the April 2018 financial statement (attached) and reported that there is a projected positive fund balance of \$292,280, which includes our carryover from 2017 but excludes any prepaid adjustments. Projections this early in the year are very volatile and 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 MAY, 2017 VOUCHERS

Mr. Bellford reviewed the May 2018 summary sheet of vouchers totaling \$527,089.35 (attached).

Mr. Tietz made a motion to approve the May 2018 vouchers totaling \$527,089.35.

Mr. Schultz 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:

- **Key Outcome Indicators** are being met
 - One late initial assessment was late due to computer errors as it was approved on the 60th day. The computer system is stating it was late, but that is something that we are working on getting that fixed.
 - IA Completion rate is at 96%.
- DCF in the last couple of years has formed a Bureau of Youth Services to get away from the idea behind Probation and Parole. That is where our Independent Living and Innovation grants have come from including our \$250,000 grant. They have awarded a number of our social workers over the years, Social Worker of the Year, but this year Secretary of Children and Family, Eloise Anderson, and First Lady Walker awarded a former foster youth of ours the Governor's Foster Youth Award in 2018.
- Jess Godek, Juvenile Justice Supervisor and Brent Ruehlow, were both invited to present their grant findings, to explain where their data is at, and how we are spending the grant money. Some of the things that we have used the money on include: remodeling of our meeting room, purchasing an app to track family incentives, training our staff on FFCM (Functional Family Case Management).
- Alternate Care numbers are looking better than last year.
- Foster Care placements and relative placements are seeing an increase, but it is closer to the home of origin and less expensive than residential treatment center and going out of state.

● **Behavioral Health:**

Ms. Cauley reported on the following items:

- Our 2018 **Key Outcome Indicators** are all being met
 - This time last year we had 4,008 contacts with Crisis and this year we've already had 5,013. We had 14 emergency detentions in May. We are currently at 75 Emergency Detentions, which is the highest we have ever seen. Last year we had 59.
 - There has been 10 Suicides in 2018 in Jefferson County. There were 17 in 2017 and 9 in 2016. We have noticed an alarming trend of white males over the age of 40. We are trying to get information out about Zero Suicide at the bars and taverns.
- We received the Opioid Funding of just over \$100,000 of grant funding that will go towards the residential AODA costs and some towards the therapist position that newly created last year.

- CSP Program had their two-year site visit and survey and the surveyor was extremely impressed and received quite the glowing review.

Administration:

Mr. Bellford reported on the following items:

- Billing position is still open but we have done interviews and we are currently checking references.
- We are wrapping up our WIMCR reporting that is due in mid-July, as well as starting our 2019 budget.
- Maintenance and Capitol projects:
 - Resolutions that the Human Services Board passed last month is going to the Building and Grounds Committee and County Board this month.

Economic Support:

Ms. Johnson reported on the following items:

- Our **Key Outcome Indicators** were as follows:
 - Processing of applications, we were at 99.25% for the month of May processing them all timely. *The Consortium Call Center was at 97.86%*. The Call Center was at 94.36%, State was at 85%. We had a few computer issues and then the state toll free number was down a couple days.
- Several staff from DHS doing the food stamp management evaluation review that all looked good and will follow up with details once she hears.

ADRC:

Ms. Olson reported on the following items:

- Key Outcome Indicators are being meet
- A mailing was sent to 121 Guardians last week and already have 6 registered for a presentation by Mark Nevins and Shelly Theder on the Roll and Responsibilities of Guardians of persons and estate. Which will be held on June 26th and the 28th.
- Banner and pinwheels at the courthouse to promote World Elder Abuse Awareness Day is June 15
- New Staff starting this month, Erin Bleck on June 18 as the new EBS/DBS and Erika Holmes starting June 25 as our new I & A staff.
- Gathering community input for the Aging Plan, at this time we have 53 responses, loneliness, money concerns and transportation has been the biggest concerns shared.

11. DISCUSSION AND POSSIBLE ACTION ON NEW PROFESSIONAL SERVICE CONTRACTS

Ms. Cauley reported that we have one contract for Incredible Years, which Greater Watertown Community Foundation will fund through a grant.

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

Mr. Kutz seconded.

Motion passed unanimously.

12. DISCUSSION AND POSSIBLE ACTION ON COMMUNITY RESPONSE WORKER PROPOSAL FOR FUNDING FROM EVERY CHILD THRIVE

Ms. Cauley reported that Every Child Thrive asked us to write a proposal to bring Community Response Program into Jefferson County. We asked for 3 years of funding. To cover the costs of a family response social worker and parent coach.

Mr. Schultz made a motion to support initiating the Community Response Program.

Mr. McKenzie seconded.

Motion passed unanimously.

13. DISCUSSION AND POSSIBLE ACTION ON CAPITAL IMPROVEMENT OF THE AIR CONDITIONING IN THE DATA ROOM

Mr. Mundt distributed three proposals for the installation of AC in the Data Room.

Mr. McKenzie motioned for approval of Richter proposal.

Mr. Jones seconded.

Motion passed unanimously.

14. DISCUSSION AND POSSIBLE ACTION ON CAPITAL IMPROVEMENT OF THE AIR CONDITIONING IN THE MAIN BUILDING

Mr. Mundt distributed three proposals to install a 30 ton and 40 ton AC unit. Two proposals were close but contained different items in the cost breakdown. The board asked Mr. Mundt to send out an RFI to verify the similar proposals from the vendors.

15. DIRECTOR'S REPORT

Ms. Cauley reported that we are looking into a applying for a SAMSHA Grant that would serve children under the age of 12 with mental health needs. Every Child Thrives is willing to fund a grant writer. They only award nine grants across the country. The grant would be for \$500,000 per year for a total of 5 years.

16. DISCUSS THE PUBLIC HEARING & REVIEW BOARD POLICIES

Ms. Cauley referred to guidelines on the Policy Statement for Funding Requests for the upcoming public hearing.

17. PUBLIC HEARING – HUMAN SERVICES DEPARTMENT 2018 BUDGET

18. ADJOURN

Mr. Mode made a motion to adjourn the meeting.

Mr. Tietz seconded.

Motion passed unanimously.

Meeting adjourned at 5:57 p.m.

Respectfully submitted by Kelly Witucki

NEXT BOARD MEETING

Tuesday, July 10, 2018 at 8:30 a.m.

Workforce Development Center, Room 103

874 Collins Road, Jefferson, WI 53549

Public Hearing

The following people registered to speak and did so at the public hearing.

Jude Hartwick

Mr. Hartwick was not representing any organization. He identified items that he hopes issues will be addressed in the coming year, including homelessness, and opioid and substance abuse, especially with youths in the community.

Watertown Area Cares Clinic

Jeaunetta Westenberg, Fund Development

2018 Donation - \$10,000

2019 Request - \$10,000

Ms. Westenberg presented their annual report (attached). The Clinic serves individuals who do not have insurance and have an income less than 200% of the federal poverty guideline. Ms. Westenberg discussed their services and are requesting a donation of \$10,000.

Ivan Davis

Mr. Davis was not representing any organization, although he was the President of St. Vincent de Paul. He shared with the Board some of the things he learned in that position including every person should have a plan.

People Against Domestic Abuse

Jeff DeLarosa

2018 Donation - \$50,000

2019 Request - \$50,000

Mr. DeLarosa thanked the board for its past support and distributed their annual report. He discussed their programs and services. He said PADA provides advocacy work that other groups might not. PADA has an interim Executive Director currently and is searching for a new one. They are requesting the same funding as last year.

John Anhalt, God Touch Ministry

Mr. Anhalt was not requesting a donation, but wanted to let the board know of the services that his ministry offers.

Community Dental Clinic

Barb Gudgeon, Director

2018 Donation - \$7,500

2019 Request - \$7,500

Ms. Gudgeon presented their annual report (attached). She reported that the clinic started in May 2007 and that they serve patients with Medicaid or patients without insurance who are

200% or less above the poverty level. She talked about the services they provide and the costs of the clinic. Their goal is to serve the same number of patients each year, if not more. They are requesting a donation of \$7,500.