

JEFFERSON COUNTY HUMAN SERVICES
Board Minutes
October 9, 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; Office Manager Kelly Witucki, and County Administrator Ben Wehmeier; Jeff De La Rosa.

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 OCTOBER 9, 2018 AGENDA

Item 13 will be moved up to follow item 8.

5. PUBLIC COMMENTS

No Comments

6. APPROVAL OF THE SEPTEMBER 11, 2018 BOARD MINUTES

Mr. Jones made a motion to approve the September 11, 2018 board minutes.

Mr. Kutz seconded.

Motion passed unanimously.

7. COMMUNICATIONS

No communications

8. REVIEW OF AUGUST 2018 FINANCIAL STATEMENT

Mr. Bellford reviewed the August 2018 financial statement (attached) and reported that there is a projected positive year-end fund balance of \$466,320; however, \$124,000 is related to capital projects that will not be completed in 2018 and carried over in 2019, leaving a spendable projected year-end fund balance of \$342,320. 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 SEPTEMBER, 2018 VOUCHERS

Mr. Bellford reviewed the summary sheet of vouchers totaling \$1,237,797.59 (attached).

Mr. Jones made a motion to approve the September 2018 vouchers totaling \$1,237,797.59.

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:

- The **Key Outcome Indicators** are all being met.
 - The Child Protective Services team is to screen and have a formal staffing for new out of home cases within 90 days. Supervisor Erica Lowrey has kept us at 100% since she took over a year and a half ago.
- We had a training refresher on Family Find, a program that has a philosophy around finding family connections, not just relative placement. Our current relative placements are just above 37 percent. We were a pilot when Family Find started four years ago. DCF has applied for Federal funding to train the all the remaining counties in Family Find. We will be starting a NiaTx project in the next week and a half.
- Carly King is our new Access employee. She has previously worked as an Access Worker and an Initial Assessment Worker, so she has lots of experience. She also is Intake Certified and Juvenile Court Intake Certified.
- Currently there are fewer kids in care. We did have a young man leave a residential treatment center and go into one of our foster homes.
- The state of Wisconsin is going to have a new assessment tool called the YASI, Youth Assessment and Screen Instrument. We completed an application to be one of the agencies to get involved early on and be one of the initial counties. They recently notified us stating they accepted us to be a Phase 1 county. We will start our training in January.
- Update on the Judicial Engagement Team (JET) Program: we were able to increase our attorneys available for Termination Parental Rights (TPR). We are also pushing to go back into court to get our six-month reviews done judicially, as we receive better results with the families involved.
- Mr. Ruehlow commended our Corporation Counsel Blair Ward and Assistant Corporation Counsel Yelena Zarwell for their services and hard work in helping with a difficult case.

Behavioral Health:

Ms. Cauley reported on the following items:

- **Key Outcome Indicators** for all teams are being met.
- Increase in emergency detentions and crisis calls compared to last year, but our diversion rate to voluntary services 77%.
- Adult Alternate Care is coming down and is currently at \$43,700 for the month, compared to a high of \$60,000 at one point.
- The outpatient clinic is currently booking in to December and January. The clinic has added additional groups, and our IDP Assessor is doing the assessments for the substance abuse clinic.
- Wisconsin County Human Services Association (WCHSA) did vote to support Ms. Cauley's crisis paper and she will continue to press on to use that for advocacy.
- Ms. Cauley had a positive conversation with the Watertown Hospital CEO who mentioned he is willing and trying to work with the community regarding mental health and

substance abuse. They are looking into doing medical detox as well as they have added an AODA counselor at Directions Counseling Center in Watertown.

Administration:

Mr. Bellford reported on the following items:

- We are working on getting a list of contracts and a resolution for the 2019 contracts.
- We are working diligently on the 2018 billing and plan to be current by the end of the year.
- Some capital Projects that were scheduled to be completed in 2018 are getting pushed back to be completed in 2019, such as the dual purchase of the tractor/plow with the Parks Department, replacing windows in the main building, and the mechanical room updates.
- The project for replacing the Lueder Haus wall has begun and currently is on track for completing that by the end of October, weather permitting.

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 98.57% of them timely. We received 491 applications and did 484 timely.
 - *The Consortium Call Center must answer calls timely within 95% of the time within 10 minutes.* Southern call center answered within 92.38% of the time. The State Call Center average was at 87.79%.
 - *There were 12,000 calls in September.*
- Energy Assistance Program started the new federal fiscal year on October 1. It helps families with high-energy costs between the months of October and May.
- Affordable Care Act starts enrollment on November 1.
- Nina Hanfler from Salvation Army will start going to Workforce Development Center for a few hours each week to be of assistance to anyone in need.
- Valero gave Ready Kids \$6,500

ADRC:

Ms. Olson reported on the following items:

- Our Key Outcome Indicators are as follow:
 - ADRC – 100% of Compliance for Contract; Goal is 35 referral to the NFCSP and we are at 23.
 - 9 new home delivered meals started in September. A contract with Rock for HDM. Meals for September 2,387
 - Transportation – 383 trip, 10 via wheelchair transportation via contract.
 - Dementia Care Specialist – Interviews are completed.

11. DISCUSSION AND POSSIBLE ACTION ON ENTERING INTO NEW PROFESSIONAL SERVICE CONTRACTS (Mentoring, Therapeutic Services and Alcohol and Other Drug Abuse (AODA) Residential Treatment)

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

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

Mr. Kutz seconded.
Motion passed unanimously.

12. DISCUSSION AND POSSIBLE ACTION ON AGING DISABILITY RESOURCE CENTER ADVISORY COMMITTEE (ADRC) FOOD VENDOR BIDS FOR THE SENIOR DINING PROGRAM

Ms. Olson discussed that the bid for meals from Feils Catering quoted at \$4.74 per meal. Checked with Dodge County, their bid is for \$4.69, which is same \$.05, difference from 2018 most likely due to closer proximity. Green and Columbia Counties have not set their contracted rates yet. Review of Bid contract time.

Mr. Tietz made a motion to approve a 2-year contract of \$4.74 per meal.
Mr. Schultz seconded.
Motion passed unanimously.

13. DISCUSSION AND POSSIBLE ACTION ON PEOPLE AGAINST DOMESTIC AND SEXUAL ABUSE (PADA) INVOICES

Mr. De La Rosa reported that PADA is currently open and providing services for Jefferson County residents. Mr. De La Rosa stated that they currently have two employees: Shannon Curley, who is an Advocate, and Lisa Berndsen, who is also an Advocate as well as currently working as the Interim Executive Director. They are looking to hire a new employee. Mr. De La Rosa is currently the Board President, but his term will expire in December. Mr. De La Rosa explained that PADA is providing services right now, but is not receiving State funding because they did not provide appropriate grant reporting in a timely manner. Mr. De La Rosa expects PADA to be able to continue funding operations for a while out of fund balance.

14. DISCUSSION AND POSSIBLE ACTION ON THE 2019-2021 AGING PLAN

Ms. Olson reviewed the Aging Plan for Jefferson County.
Mr. McKenzie made a motion to approve the 2019-2021 Aging Plan.
Mr. Schultz seconded.
Motion passed unanimously.

15. DISCUSSION AND POSSIBLE ACTION ON THE 2019-2023 LOCALLY DEVELOPED COORDINATED PUBLIC TRANSIT-HUMAN SERVICES TRANSPORTATION PLAN

Ms. Olson reviewed the 2019-2023 Transportation Plan.
Mr. McKenzie made a motion to approve the 2019-2023 Human Services Transportation Plan.
Mr. Tietz seconded.
Motion passed unanimously.

16. DISCUSSION AND POSSIBLE ACTION ON NUTRITION PROJECT COUNCIL MEMBERS: BARBARA SCHMITT – VOLUNTEER AT JOHNSON CREEK NUTRITION SITE AND NANCY BOOS A VOLUNTEER AT THE FORT ATKINSON NUTRITION SITE.

Mr. Kutz made a motion to support the Nutrition Project Council Members.
Mr. Schultz seconded
Motion passed unanimously

17. DISCUSSION ON WISCONSIN COUNTIES HUMAN SERVICES ASSOCIATION REPORT

Ms. Cauley reported on the following items:

- WCHSA has gone through a lengthy organizational effectiveness process, which has led to the development of a number of communication tools and procedures.
- WCHSA will be having elections at the end of the month and will elect a new President, Vice President and Secretary.

18. DIRECTOR'S REPORT

Ms. Cauley reported on the following items:

- Every Child Thrives (ETC) event is on December 12 at 8:00 a.m. at Turner Hall in Watertown.

19. ADJOURN

Mr. Tietz made a motion to adjourn the meeting.

Mr. Kutz seconded.

Motion passed unanimously.

Meeting adjourned at 10:57 a.m.

Minutes prepared by:

Kelly Witucki
Office Manager
Human Services

NEXT BOARD MEETING

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