

**JEFFERSON COUNTY HUMAN SERVICES**  
**Board Minutes**  
**April 10, 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; 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 APRIL 10, 2018 AGENDA**

No Changes

**5. PUBLIC COMMENTS**

No Comments

**6. APPROVAL OF THE MARCH 13, 2018 BOARD MINUTES**

Mr. McKenzie made a motion to approve the March 13, 2018 board minutes.

Mr. Schutz seconded.

Motion passed unanimously.

**7. COMMUNICATIONS**

- Ms. Cauley discussed the two letters written by prosecutor Attorney Henry Plum commending case managers Brittany Krumbeck and Jennifer Witt for their work on two child welfare cases.
- We provided training at the Watertown School district and it was featured in the Watertown Daily Times.
- Mr. Bellford discussed the final December 2017 year-end financials (attached) and reported that we ended with a positive year-end fund balance of \$1,195,607. This figure includes \$234,040 of non-spendable prepaid items, and \$961,569 in other fund balance to carry over, some of which will lapse to the general fund.

**8. REVIEW OF FEBRUARY 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 \$311,441. This includes our spendable carryover from 2017 but excludes any prepaid adjustments. He presented a new report

detailing the Department's projects with costs. This coincides with the other financial reports normally presented. 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 MARCH, 2018 VOUCHERS**

Mr. Bellford reviewed the summary sheet of vouchers totaling \$481,623.24. (attached).

Mr. Jones made a motion to approve the March 2018 vouchers totaling \$481,623.24.

Mr. Tietz 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:

- All key outcome indicators are being met. The Juvenile Justice goal is 92% of children will remain in a family setting, and we are at 93%.
- The Juvenile Justice team is using a portion the \$250,000 DCF grant on a national family functional case management tool and the trainer was here for his first week of training last month. This resulted in shifting some of our protocol and processes to include making sure we are working with all family members, not just the juvenile. It also includes following up with coaching calls.
- Another grant initiative is remodeling a conference room within the Department to make it more family friendly and trauma-informed.
- The Juvenile Justice team has offered the vacant position to Lindsay Dallman, who has about 11 years of experience with Rock County.
- The Intake Team will have an opening. Hannah Riedl is leaving to take a job with a children's hospital.
- The Department is giving out the Antwone Fischer award. This award is intended to identify "treasure hunters" throughout the department. Two staff treasure hunter stories were shared.
- Judge Brantmeier invited Mr. Ruehlow to form a JET (Judicial Engagement Team) team. The goals of the team are undetermined at this time, but may address timeliness to permanency.

**Behavioral Health:**

Ms. Cauley reported on the following items for February:

- Adult alternate costs have gone down from last year, as we help people live more independently.
- EMH crisis calls are up. We had 2,872 through March 2018, compared to 2,454 in 2017. We may look at a weekend crisis worked in the budget for next year, as those workers are stretched very thin.
- Emergency detention assessments are project to be 157 in 2018, compared to 142 at this time in 2017.

- Suicides are up in Jefferson County. It seems to be linked to substance abuse. The national trend is up, as well. We are continuing with our Zero Suicide Initiative.
- All of the key outcome indicators are being met.
- We have been seeing significantly more people in the Mental Health and AODA clinic. At any given time we have about 1500 people open for mental health and substance abuse.
- We have been holding lunch and learns with a focus on DBT skills. People can watch remotely. Outside partners in the community have been viewing.
- DHS launched a learning collaborative for the Winnebago Mental Health Institute, focusing on admission and trends. They have identified counties with short-term admissions, and we were not on that list. Ms. Cauley has been asked to present on what we are doing.

**Administration:**

Mr. Bellford reported on the following items:

- Donna Hollinger, the Office Manager, is retiring.
- Some key reports have been submitted in the past month: CLTS and CCOP reconciliation to DHS and the DOT transportation report.
- The County's financial auditors will be on-site at the end of April and early May.
- We have begun working on the WIMCR reconciliation early, because PCG expects to open that up for reporting in May and June this year, as opposed to August and September in prior years.
- We have been working on our capital projects. The van arrived since our last meeting.

**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 100% of them timely.
  - *The Consortium Call Center must answer calls timely within 95% of the time.* The Call Center was at 96.12%.
- DOA performed their annual audit of the Energy Assistance Program. It went well. The number of people applying for energy assistance continues to drop. The reasons are undetermined at this point.
- The Bureau of Regional Operations will be coming on April 23 to do childcare audits.
- This is Economic Support week. A staff luncheon will be on Thursday.
- Our new worker who started in January just completed her training.
- Ready Kids for School had a meeting with good turnout.

**ADRC:**

Ms. Olson reported on the following items:

- Our Key Outcome Indicators have been met and are as follows:
  - **ADRC** –There were 3 referrals received for the Family Caregiver Program
  - **Transportation**- There were 399 1- way trips, completed out of the 426 requested for the Driver Escort Program in March. There were 27 cancellations but no NC/NS. A new process that Jean started is to call the ones who have been known for NC/NS to call before drivers' leave town.

- **VA Van** – There was 61 requested 1 way trips and 8 cancellations – 6 were due to not having drivers for the van on 2 separate day leaving 53 one way trips were given.
- **Senior Dining Program** -Met. 5 new Home Delivered Meal Consumers started in March. One person was referred to the Mom’s meals & Home Style direct program due to the delivery parameters of the program area. There were 2,736 meals for March, and the average is 130 meals per day
- Denise Grossman will be retiring on June 1 after working for the county for 33 years. She started at the Health Department in 1985, was the personal care coordinator and then took over the Elder Benefit Specialist. A Benefit specialist position has been posted.
- ADRC Open House will be held on May 11<sup>th</sup>, as May has been proclaimed as ADRC Month. The ADRC will also be celebrating a ten-year anniversary.

**11. DISCUSSION AND POSSIBLE ACTION ON NEW PROFESSIONAL SERVICE CONTRACTS (PEER SUPPORT, CHILD ALTERNATE CARE)**

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

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

Mr. Kutz seconded.

Motion passed unanimously.

**12. REVIEW AND DISCUSS MAY IS ADRC MONTH**

Ms. Cauley reported that May is Aging and Disability Resource Month. Governor Walker signed a proclamation. We will be promoting this and the fact that Jefferson County’s ADRC is 10 years old.

**13. DIRECTOR’S REPORT**

Ms. Cauley reported on the following items:

- April 12 is the Drug Free Coalition showing the movie “Written Off.” It will be followed by a discussion with a panel of experts.
- April 17 is training for emergency active shooter
- May 15 – 17 is the WCHSA Spring Conference at the Osthoff Resort.
- May 22 is the staff appreciation luncheon at the Fair Park.
- June 22 is a Mental Health Summit. Ms. Cauley will be a speaker
- Oxford House wants to do the housing initiative with us. They want to open two houses in Jefferson County: one for male and one for women/children.
- A staff listening session will be held in June. Some accomplishments from last year’s listening session include: enclosing the Workforce reception area; more Spanish interpreters and purchasing the language line for more tablets; replacing Echo with an internally-developed software; and more office space for CST and CLTS.
- Every Child Thrives applied for and is funding a trauma informed care learning collaborative. This includes two of our staff going to a trauma training the week of April 22 in Washington, D.C. They are also funding a DBT in schools training. Finally, they are interested in a preventive social worker that would be available to do a Wraparound approach for families.

**15. ADJOURN**

Mr. Jones made a motion to adjourn the meeting.  
Mr. Tietz seconded.  
Motion passed unanimously.  
Meeting adjourned at 9:45 a.m.

Respectfully submitted by Brian Bellford

**NEXT BOARD MEETING**

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