

JEFFERSON COUNTY HUMAN SERVICES
Board Minutes
July 10, 2018

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

Absent: James 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

Schultz absent/Quorum established.

3. CERTIFICATION OF COMPLIANCE WITH THE OPEN MEETINGS LAW

Ms. Cauley certified that we are in compliance.

4. REVIEW OF THE JULY 10, 2018 AGENDA

Item 14 will be moved up to follow item #7.

5. PUBLIC COMMENTS

No comments

6. APPROVAL OF THE JUNE 12, 2018 BOARD MINUTES

Mr. Jones made a motion to approve the June 12, 2018 board minutes.

Mr. Tietz seconded.

Motion passed unanimously.

7. COMMUNICATIONS

No communications

8. REVIEW OF MAY 2018 FINANCIAL STATEMENT

Mr. Bellford reviewed the May 2018 financial statement (attached) and reported that there is a projected positive fund balance of \$234,359.00, which includes the spendable carryover balance from 2017. 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 JUNE, 2018 VOUCHERS

Mr. Bellford reviewed the July 2018 summary sheet of vouchers totaling \$491,901.13 (attached).

Mr. Jones made a motion to approve the June 2018 vouchers totaling \$491,901.13.

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:

- **All Key Outcome Indicators** are being met
- Youth Justice found permanency for five of their youth including three reunifications.
- We are currently down to only 13 children in out-of-home care on the Youth Justice Team.
- Mr. Ruehlow and Judge Brantmeier attended a JET (Judicial Engagement Team) meeting in Stevens Point and subsequently our local JET meeting was held with the Annie Casey Foundation facilitating the process locally. The meeting produced a great turn out of internal and external stakeholders, a steering committee will be established, and a future meeting has been set.
- CLTS continues to work on removing children from the waitlist.
- We are applying for a Foster Care Initiative grant that would help to assist efforts with our retention of existing foster parents as well for future recruits.
- We are in the last year of our Juvenile Justice Youth Innovation grant. DCF has offered continuation money so we will be applying for that \$125,000 grant to continue into 2019.

Behavioral Health:

Ms. Cauley reported on the following items:

- **All Key Outcome Indicators** are being met
- We had 87 emergency detentions since the beginning of the year.
- Crisis calls are up to 5871 through June, compared to 4855 in 2017.
- Increase in suicide calls. We have received 176 through June, compared to 156 in 2017.
- We continue to find voluntary options for people 76% of the time.
- Residential costs have seen a small increase from the beginning of the year, averaging to about \$45,000 a month.
- We applied for the Infant and Early Childhood Mental Health SAMHSA Grant for \$2.5 million over 5 years. This grant would provide treatment for birth to age five, as well as parent coaching.
- At the end of June, the Dr. James Mazza and Dr. Elizabeth Dexter-Mazza who developed and wrote the DBT Steps-A book were back presenting in Jefferson. The Greater Watertown Community Health Foundation hosted the training, and all the school districts in Jefferson County attended.

Administration:

Mr. Bellford reported on the following items:

- Work has begun on the maintenance shed capital project.
- We are working with contracts to schedule out the parking lot
- We will begin scheduling the two AC projects

- The new cars that we had purchased have arrived.
- Three big projects still require assistance with contracting:
 - Replacing windows in the main building
 - Boulder wall behind Lueder Haus needs to be repaired
 - Updating the mechanical room in the main building
- We hired a new Billing Specialist so we are currently catching up on billing
- We are beginning the 2019 budget process.
- We sent the CLTS Waitlist report to the state. As of 6/30/18 there were 43 kids on the waitlist
- We are finalizing the WIMCR report to recover MA costs from 2017.

Economic Support:

Ms. Johnson reported on the following items:

- Our **Key Outcome Indicators** were as follows:
 - *We have 30 days to get 100% of all applications processed. We processed 99.78% of them timely.*
 - *The Consortium Call Center must answer calls timely within 98% of the time. The Call Center was at 92.23% and the state rate was at 88%. The state percentage is down due to two days in June when their phone lines were down.*
- We will have Ready Kids for School on August 11, which is to distribute school supplies.
- We have been connecting with the ADRC regarding the Farmer’s Market Senior Food Share and trying to get the word out.
- The staff went through 6 hours of MI training.

ADRC:

Ms. Olson reported on the following items:

- **All Key Outcome Indicators** for ADRC are being met.
- APS did two presentations at the end of June and had twenty family members show up to learn about the rules of being a guardian.
- ADRC staff continues to provide options counseling and information assistance conversation with consumers. For the month of June, they met with six consumers. Our goal is 35 and we are currently at 15.
- The Home Delivered Meal Program’s KOI are being met. There were nine new home delivered meal requests. We served 2,872 meals, and our average was 137 meals a day.
- The Transportation Program’s KOI is to meet qualifying ride requests 100% of the time. In June, there were 392 scheduled 1-way trips out of 440 requested. In June, there were 10 trips funded for wheelchair accessible transportation.
- Our Dementia Care Specialist is currently on leave.

11. DISCUSSION AND POSSIBLE ACTION ON APPOINTING AN ATTORNEY FOR TERMINATION OF PARENTAL RIGHTS LEGAL WORK

Ms. Cauley reported that we have Attorney Kosloske & Attorney Goeschko appointed to do TPR’s. (attached)

Mr. Jones made a motion to support the resolution.

Ms. Crouse seconded.

Motion passed unanimously.

Mr. Wehmeier clarified that it would be effective on July 11 2018, after the County Board votes, on until April 20, 2020.

12. DISCUSSION AND POSSIBLE ACTION ON REQUESTS FROM PUBLIC HEARING

1. Watertown Area Cares Clinic - \$10,000
2. Community Dental Clinic - \$7,500
3. PADA - \$50,000

Mr. Tietz made a motion to approve the funding requests of Watertown Area Cares Clinic in the amount of \$10,000 and the Community Dental Clinic for \$7,500.00.

Ms. Crouse seconded.

Motion passed unanimously.

Ms. Crouse made a motion to amend motion to indicate that the funding is contingent upon the Watertown Area Cares Clinic continuing to provide the same level of treatment here in Jefferson County that they currently are.

Mr. Jones seconded.

Motion passed unanimously.

Mr. Jones made a motion to approve the funding requests of Community Dental Clinic in amount of \$7,500.

Ms. Crouse seconded.

Motion passed unanimously.

Mr. Mode reported that PADA requested \$50,000. Board members expressed concerns about the services provided by PADA. Additional concerns were expressed about PADAs compliance with the 2018 contract. Ms. Cauley stated she could reach out to the PADA Board to explain our concerns with the current contract and ask them to appear and update the Human Services Board. This meeting would be an opportunity to clarify the status of the 2018 contract and discuss possibly funding of \$40,000 for 2019.

Mr. Jones made a motion to approve Ms. Cauley contacting the board with our concerns.

Ms. Crouse seconded.

Motion passed unanimously.

13. DISCUSSION AND POSSIBLE ACTION ON 2017 ANNUAL REPORT

Ms. Cauley presented our 2017 annual report. Each Manager spoke about his/her Division.

14. UPDATE AND DISCUSSION ON CAPITAL IMPROVEMENT OF THE AIR CONDITION IN THE MAIN BUILDING

We issued a Request for Information (RFI) to two vendors to ensure their bids were comparable. We received clarification from both of them.

- Richter answered all questions and verified everything we asked. They adjusted their bid to \$69,980.
- Jensen withdrew their bid from the project.

Mr. Tietz made a motion to approve Richter for the project.

Mr. Jones seconded.

Motion passed unanimously.

15. DISCUSSION AND POSSIBLE ACTION ON REVISED CRS BILLING RATE – DUE TO CMS CHANGE EFFECTIVE JULY 1

Mr. Belford explained that, effective July 1, 2018, all CRS services will have to be billed in hourly increments. Currently, we bill them in both per diem and hourly increments, so we need to change our billing rate to capture all costs.

Mr. Tietz made a motion to approve the new CRS billing rate.

Mr. McKenzie seconded.

Motion passed unanimously.

16. DISCUSSION AND POSSIBLE ACTION ON THE DRAFT GOALS FOR THE 2019-2021 AGING PLAN FOR JEFFERSON COUNTY

Ms. Olson provided an update on the draft goals for the 2019-2022 Aging Plan, which included numerous goals in each of the following categories: advocacy, elder nutrition, caregiver support and services, services to people with dementia, healthy aging, and local priorities.

17. DIRECTOR'S REPORT

No report

18. ADJOURN

Mr. Jones made a motion to adjourn the meeting.

Mr. Kutz seconded.

Motion passed unanimously.

Meeting adjourned at 11:09 a.m.

Respectfully submitted by Kelly Witucki

NEXT BOARD MEETING

Tuesday, September 11, 2018 at 8:30 a.m.
Workforce Development Center, Room 103
874 Collins Road, Jefferson, WI 53549