

JEFFERSON COUNTY HUMAN SERVICES
Board Minutes
September 11, 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; 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. REVIEW OF THE SEPTEMBER 11, 2018 AGENDA

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

5. PUBLIC COMMENTS

No Comments

6. APPROVAL OF THE AUGUST 14, 2018 BOARD MINUTES

Mr. Tietz made a motion to approve the August 14, 2018 board minutes.

Mr. Jones seconded.

Motion passed unanimously.

7. COMMUNICATIONS

No communications

8. REVIEW OF JULY 2017 FINANCIAL STATEMENT

Mr. Bellford reviewed the July 2018 financial statement (attached) and reported that there is a projected positive year-end fund balance of \$273,038. This includes our carryover from 2017 but excludes any prepaid adjustments. Projections this early in the year are subject to change. 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).

9. REVIEW AND APPROVE AUGUST, 2018 VOUCHERS

Mr. Bellford reviewed the summary sheet of vouchers totaling \$472,918.29 (attached).

Mr. Schultz made a motion to approve the August 2018 vouchers totaling \$472,918.29.

Mr. Jones 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** for all teams are being met
- Mr. Ruehlow highlighted the work of Katie Schickowski, who is our Foster Care Coordinator. When it comes to rate-setting, she has been in the 98th, 99th, and 100th percentile for timeliness, where some counties are in the 70th percentile. Because of this high performance, at recent regional meeting that Ms. Schickowski attended, she was asked if she would do a presentation on her tracking system.
- Our Birth to Three Program had an onsite visit last week by a new consultant for DHS. Our Birth to Three supervisor, Beth Boucher, was asked to do a presentation on Data Mart, as Beth has been hitting 100%.
- Elizabeth Shropshire accepted our Parent Coach position and officially started yesterday.
- DCF is running a Family System Improvement Project and have formed four committees and asked Mr. Ruehlow if he would be a part of their practice committee.

Behavioral Health:

Ms. Cauley reported on the following items:

- **Key Outcome Indicators** for all teams are being met
- On Saturday, we held a Suicide Awareness Resource Fair and we had about 50 people that attended. Information has also been put in the local bar and taverns.
- Crisis calls continue to increase. Through August there were 7881 crisis call compared to 6081 for last year at this time.
- We had 241 suicide calls, compared to 202 in 2017.
- We had 10 emergency detentions in August. Our diversion to voluntary services percentage is currently 75%.
- A consumer who is receiving Adult Alternate Care at a CBRF has qualified for Family Care, which will now fund their placement.
- DBT in schools has had a great response from the last training this summer. There will be follow up phone calls on a monthly basis with the trainers.
- PADA will continue to provide services in the area.
- Department of Children and Family formulated a plan for PAVE to provide services for those impacted by domestic abuse north of Highway 106 and for New Beginnings to provide services south of Highway 106.

Administration:

Mr. Bellford reported on the following items:

- Munis payroll system is still planning to go live October 1.
- The system that we currently use for our client data information license has expired so we have now gone to the old green screen. Our IT department is currently working to rebuild that but it will take some time as they are currently working on several projects for the county.
- We are working on our 2019 contracts.
- We are currently on track for getting the 2018 billing out.
- There will be an increase in mileage for the month of September and October due to the amount of conferences that staff will be attending.
- Current capital projects going on now are the Lueder Haus retaining wall, room remodels and office upgrades that were budgeted in 2018. The projects that we have received bids for have all been completed.

Economic Support:

Ms. Cauley reported on the following items for Ms. Johnson:

- Our **Key Outcome Indicators** are being met and are as follows:
 - We received 359 applications, 357 processed timely.
 - We have 30 days to get 100% of all applications processed. We processed 99.44% of them timely.
 - The Consortium Call Center must answer calls timely within 94.99% of the time. The Call Center was at 87.49%.
 - For the month of August, there were 8,189 calls.
- Ready Kids for School was held on August 12 and 599 kids attend.

ADRC:

Ms. Olson reported on the following items:

- Our **Key Outcome Indicators** are being met.
 - ADRC – 22 referrals year to date – 35/ year is goal
 - Senior Dining – 9 new HDM – August = 3,025 meals, average 132 meals a day
 - Transportation – 362 1 way trips completed for Driver Escort and VA = 96 trips
 - Dementia Care Specialist – Sandy retired on 9/6/18 – job posted
- Dr. Flowers and Analytic Insight have been contracted by DHS to provide customer surveys. The interim report data was shared.
- All the LTC Functional Screen staff have passed the continuing skills exam, 3 of 4 staff scored 90% or better/ state average 89%..
- Application for 5310 Enhanced Mobility of Seniors and Individuals with Disabilities Program has been submitted for a Mobility Manager. The Fort Mobility Coalition has contributed \$17,000 toward the 20% local match.
- The Locally Developed Human-Transit Coordinated Plan meeting scheduled at the ADRC on September 18, 2018 at 9 am. Everyone is welcome to attend and discuss transportation concerns and ideas.

11. DISCUSSION AND POSSIBLE ACTION ON NEW PROFESSIONAL SERVICE CONTRACTS (Home Modification, Psychological, Adaptive Aids – other, Legal Assistance, Test Kits, Vision Support, Respite Care and Adaptive Aids - Vehicle)

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

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

Mr. Tietz seconded.

Motion passed unanimously.

12. DISCUSS AND POSSIBLE ACTION ON IMPACT OF WISCONSIN CRISIS SERVICES

Ms. Cauley reported on the Impact of Wisconsin Crisis Services whitepaper. This paper was written to educate stakeholders and legislators and explore potential solutions.

Mr. Jones made a motion to support Ms. Cauley's efforts.

Mr. McKenzie seconded.

Motion passed unanimously

13. DISCUSSION AND POSSIBLE ACTION ON ADRC FOOD VENDOR BIDS FOR THE SENIOR DINING PROGRAM

Ms. Olson reported that we have one nutrition bid from Feils Catering. The bid includes 3% increase of overall costs as well as a \$.30 per meal cost increase due to the change in the daily meal pattern specs requiring an additional fruit or vegetables. This equates to approximately a 10% overall increase

from 2018 rates. Mr. Bellford will review how this will affect the 2019 budget. Ms. Olson will review with other counties/GWAAR.

14. DISCUSSION AND POSSIBLE ACTION ON LUEDER HAUS RETAINING WALL

Mr. Mundt presented five bids to the Board for approval (attached). Mr. Mundt reported that he found out there were some major structural issues with the present retaining wall due to rodents. It was decided that it would be more cost efficient to have an engineering firm come out to examine the wall, as well, as draw up plans for the demolition and replacement of the current wall.

Mr. Jones made a motion to accept the bid of KSW Construction in the amount of \$121,152 for replacing the retaining wall.

Mr. McKenzie seconded.

Motion passed unanimously

15. DIRECTOR'S REPORT

Ms. Cauley reported on the following items:

- Update on the Housing Project with Opportunities. It is continuing to go well and we currently have two families that have moved into the apartments with a third family that should be moving in soon.
- Every Child Thrives (ECT) is going to launch Strive for Five. This initiative urges students and parents to miss fewer than five days of school each year.
- DHS has asked Ms. Cauley to coach other counties in crisis services and would pay Jefferson County for her time to do that.

16. DISCUSS POTENTIAL AGENDA ITEMS FOR THE OCTOBER BOARD MEETING

- Bids for the Senior Dining Program and review information from other counties
- People Against Domestic Abuse 2019 Funding

18. ADJOURN

Mr. Tietz made a motion to adjourn the meeting.

Mr. Jones seconded.

Motion passed unanimously.

Meeting adjourned at 10:05 a.m.

Minutes prepared by:

Kelly Witucki
Office Manager
Human Services

NEXT BOARD MEETING

Tuesday, October 9, 2018 at 8:30 a.m.
Workforce Development Center, Room 103,
874 Collins Road, Jefferson, WI 53549