

**JEFFERSON COUNTY HUMAN SERVICES**  
**Board Minutes**  
**December 11, 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 Kelly Witucki, 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 DECEMBER 11, 2018 AGENDA**

**5. PUBLIC COMMENTS**

No Comments

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

Mr. Schultz made a motion to approve the November 13, 2018 board minutes.

Mr. McKenzie seconded.

Motion passed unanimously.

**7. COMMUNICATIONS**

No communications

**8. REVIEW OF OCTOBER 2018 FINANCIAL STATEMENT**

Mr. Bellford reviewed the October 2018 financial statement (attached) and reported that there is a projected positive year-end fund balance of \$811,484; however, \$169,000 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 \$642,484. 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 NOVEMBER, 2018 VOUCHERS**

Mr. Bellford reviewed the summary sheet of vouchers totaling \$646,867.48 (attached).

Mr. Tietz made a motion to approve the November 2018 vouchers totaling \$646,867.48.

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:

- The Key Outcome Indicators are all being met.
- We hired an individual for our Juvenile Justice area. We hired Darci Wubben internally.
- In November we held Trauma Informed Care for the legal partners. Approximately 30 people attended. Kelly North, who is from the agency and is our local expert, did a presentation.
- Jess Godek, Codi Papcke and Katie Mannix did a presentation for the entire seventh grade class in Fort Atkinson who read a book called "Touching Spirit Bear".
- Birth to Three sent out a survey and received a handwritten thank you back that Mr. Ruehlow read to the Board.
- We are finding permanency for our kids in Child Protective Services at the highest rate we have seen in years and years. Conversely, we continue to take kids into custody at a higher rate than we have seen in years. Last month, we took six kids into custody. Four were placed in alternate care setting, and two were able to go back home. In addition to that, we were able to send five additional kids home from Child Protective Services and Youth Justice.
- In November of 2011 we had 110 kids in care for Child Protective Services. As of December 2018 we currently have 60 kids in care for Child Protective Services.

**Behavioral Health:**

Ms. Cauley reported on the following items for November:

- Key Outcome Indicators for all teams are being met.
  - CCS KOI 76% of Treatment plan objectives being met. They are at 93%.
  - CSP KOI 72% of Treatment plan objectives being met. They are at 72%.
  - Clinic KOI: Reducing depression scores and increasing people's self-monitoring skills for alcohol use issues. Those are being met.
  - EMH KOI: Maintaining diversion practices. Last year, we were at 73% for people being diverted to voluntary treatment, and this year we are at 78%.
- EMH crisis contacts are up to 10,856 through November. We had 9,723 through the end of November last year. There were 8,914 for all of 2016.
- Increase in suicide calls. At the end of November we have had a total of 348, and last year there were 279.
- In November, there were 12 Emergency Detentions, eight were adults and four were youths.
- The Outpatient Clinic continues to have a wait time of six to eight weeks before consumers are able to get in to see a therapist. This causes many no shows, due to consumers no longer being interested or forgetting about their appointment. We are

looking at a consulting firm called MTM. Waukesha County used them and moved to an Open Access type of scheduling with great results. We would like to bring this firm in early next year to facilitate improvements.

- Ms. Cauley shared a few success stories.
- Holly Pagel, our Outpatient Clinic Supervisor spoke with the congregation at Emmanuel Lutheran Church in Watertown about what we are seeing with the opioid issues in the community. The congregation wanted to help, and gave her \$300 in gas cards.
- Next year we have four positions in our budget to implement to Family Centered Therapy. The founding company, which licenses agencies to use their model, visited and was very impressed. We received the highest rating scores ever. He notified us that the Family Centered Therapy board met and we were approved to be licensed.

#### **Administration:**

Mr. Bellford reported on the following items:

- Capital updates
  - The retaining wall behind Lueder Haus had the completion date pushed back to December 14. They did email yesterday stating that they might have it completed as early as today. Once it is completed, there will still be inspection and testing to make sure that everything installed properly and is safe.
  - The company that was coming in to the replace the lobby flooring called today stating some of the materials are still on back order and will not be completed as planned in 2018.
- The past month been working on Priority Base Budgeting which is a unique and innovative approach being used by local governments across the Country to match available resources with community priorities. Will help identify what each department in the entire county costs and help budget for that.

#### **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 98.8% of them timely. We received 582 applications and did 575 timely.
  - *The Consortium Call Center must answer calls timely within 95% of the time.* The Call Center was at 91.74%.
- We submitted Children First Plan. There are 20 counties in the State that do this. We work with Child Support for non-custodial parents who are not paying their child support because they are not working, but the court feels they should be. We then work with them to get employment.
- Currently have an open position and will be interviewing next week.
- A new Program and Policy Analyst from DCF came and observed to see how the programs and policies are working.

#### **ADRC:**

Ms. Olson reported on the following items:

- Our **Key Outcome Indicators** are being met and are as follows:

- ADRC, staff referred 1 NFCSP and the goal is 35 for the year, at this time we are at 25.
- Nutrition – 5 new home delivered meals started in November. Average daily participants is 139 meals, total meals for the months was 2,793.
- Transportation - 446 1- way trips completed out of 487 requested for the Driver Escort Program in November. 2 consumers were transported via contracted provider for wheelchair.
- Dementia Care Specialist - Heather Janes started in November and has been going through the orientation and receiving a lot of training. She will be providing Memory Screening Clinics throughout the county, mostly set up at the community libraries. She will be trained to provide Dementia Live which is an evidence based high impact experience that immerses participants into the life of living with dementia.

**11. DISCUSSION AND POSSIBLE ACTION ON NEW PROFESSIONAL SERVICE CONTRACTS (Child Alternate care & Adult Alternate Care)**

Ms. Cauley reported that we have two new service providers. (attached)  
 Mr. McKenzie made a motion to approve the contracts as listed.  
 Ms. Crouse seconded.  
 Motion passed unanimously.

**12. PREPARE FOR NOMINATIONS FOR THE CIT OFFICER OF THE YEAR**

This will be on January's agenda.

**13. DISCUSSION AND POSSIBLE ACTION ON THE 2019 APPLICATION FOR 85.21 SPECIALIZED TRANSPORTATION ASSISTANCE**

Ms. Olson reported on the 85.21 Specialized Transportation application which was approved at the ADRC Advisory Meeting on November 6<sup>th</sup>. If approved the application for the 2019 85.21 application will be submitted to WIS DOT this week. The 85.21 Application is for 2019 is for \$196,444, which has a county match of \$39,289. There will be four programs: the Driver Escort Program with OPT drivers and volunteers, the Senior Dining Program Taxi Subsidy, the Wheelchair Accessible Transportation Project and the Jefferson County Transportation Voucher Program.

Mr. Tietz approved the 2019 Application for 85.21 Specialized Transportation Assistance as presented.

Mr. Kutz seconded.

Motion passed unanimously.

Ms. Olson reported that the application for Mobility Manager was approved on December 3, 2018 from the Wisconsin DOT. This is the first year Jefferson County applied for the Mobility Manager 5310 grant. This grant is a total of \$80,000 from Wis DOT, with a 20% cost share of \$17,000 from Fort Mobility Coalition through an Easter Seals Grant and the County in-kind contribution of \$5,914. We are looking for an approval of the request for a limited term employee for 1 year as the Mobility Manager.

- The Mobility Manager would be responsible for community transportation planning, coordination; navigation and travel training to assist people to choose, obtain and

maintain transportation options, which best accommodate their unique travel choices and needs.

- The Mobility Manager would work with all the community transportation services to improve coordination of services and increase and/or develop accessible transportation resources in the communities and promote available transportation resources to county residents, businesses and organizations of Jefferson County.
- The Mobility Manager would secure a web based travel planner to match a person's travel needs to transportation options, public and private, that are available in the community.
- The Mobility Manager would need to facilitate regular meeting of the public transportation providers in order to develop collaborative strategies to improve mobility.
- The Mobility manager will identify unmet transportation needs and record information into a database or spreadsheet to analyze and assist with community planning activities to help identify transportation solutions to resolve the identified unmet/under-met needs.
- The Mobility Manager will counsel people with disabilities on the transportation options that will accommodate the travelers' needs and assist people with disabilities navigate the transportation system by practicing person centered transportation planning.
- The Mobility Manager will maintain a performance monitoring system that is sufficient in providing statistics necessary to make quarterly assessment of all services provided
- Implement other marketing programs designed to increase a positive consumer awareness of transportation services.
- The Mobility Manager will find the best and most affordable transportation options by securing an advanced solution of software to manage a one-call one-click transportation resource center to get people where they need/want to go.
- The Mobility Manager will assist in the development and utilization of innovative transportation resources including but not limited to the following: Rideshare services, Voucher Programs, Vanpool Services, travel planning technology, donated car programs, adaptive vehicle services, and ADA Services.

#### **14. UPDATE ON MYSTRENGTH IMPLEMENTATION**

Ms. Cauley reported that myStrength is a web-based program wellness and active treatment resource. We plan to utilize it in two ways. The first way is as a wellness tool for all Jefferson County employees. The second way is with all Department consumers. All consumers will be offered myStrength when they first call for services. Therapists can also use myStrength to assign homework, share resources, and review assessment scores. We are the first agency in Wisconsin to roll it out. A short video was shown to give an overview of the program.

**15. DISCUSS WISCONSIN COUNTIES HUMAN SERVICES ASSOCIATION**

Ms. Cauley reported on the fall conference. Elections were held this year. Ray Heitzinger from Portage County is now the President, and Diane Cable from Eau Claire County is the Vice President. Ms. Cauley was the secretary, but they decided not to fill that position at this time.

**16. DIRECTOR'S REPORT**

Ms. Cauley reported on the following items:

- Life expectancy in the U.S. has dropped again this year due to substance abuse and suicides.
- Tomorrow in Watertown from 8:00 a.m. – 9:30 a.m. Every Child Thrives will be organizing an event pertaining to the impact of trauma on children.
  - Kelly North and Lisa Dunham are focusing more on Trauma 201. They are currently planning a training for Watertown Hospital and Watertown Police Department.
  - Currently planning a Film Festival in April at the Johnson Creek theatre.
- Ms. Cauley thanked Mr. Schultz for coming and bringing coffee and gift baskets for the Human Services staff.
- Ms. Cauley thanked Mr. Wehmeier and the rest of the board for the 2 ½% cost of living raise that went into effect and thanked them for their commitment to the Department's work.

**17. ADJOURN**

Mr. Jones made a motion to adjourn the meeting.

Mr. McKenzie seconded.

Motion passed unanimously.

Meeting adjourned at 9:57 a.m.

Minutes prepared by:

Kelly Witucki  
Office Manager  
Human Services

**NEXT BOARD MEETING**

Tuesday, January 8, 2019 at 8:30 a.m.

Workforce Development Center, Room 103

874 Collins Road, Jefferson, WI 53549