

JEFFERSON COUNTY HUMAN SERVICES
Board Minutes
March 12, 2019

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

Board Members Excused: Richard Jones

Others Present: Director Kathi Cauley; 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, County Administrator Ben Wehmeier, and Corporation Counsel Blair Ward.

1. CALL TO ORDER

Mr. Mode called the meeting to order at 8:30 a.m.

2. ROLL CALL/ESTABLISHMENT OF QUORUM

Jones Absent/Quorum established.

3. CERTIFICATION OF COMPLIANCE WITH THE OPEN MEETINGS LAW

Ms. Cauley certified that we are in compliance.

4. REVIEW OF THE MARCH 12, 2019 AGENDA

Item 15 will be moved up to follow item 6.
Item 13 will be moved up to follow item 15.

5. PUBLIC COMMENTS

No Comments

6. APPROVAL OF THE FEBRUARY 12, 2019 BOARD MINUTES

Ms. Crouse made a motion to approve the February 12, 2019 board minutes.

Mr. Kutz seconded.

Motion passed unanimously.

7. COMMUNICATIONS

Ms. Cauley reported that the Children's Long Term Waiver team is at full capacity and has requested for emergency help. They are looking to get temporary help with getting kids off the waitlist.

8. REVIEW OF JANUARY 2019 FINANCIAL STATEMENTS

Mr. Bellford reviewed the January 2019 financial statement (attached) and reported that there is a projected positive year-end fund balance of \$2,177,198. This figures includes \$196,626 of non-spendable prepaid items and \$1,981,571 in other fund balance to carry over (some of

which we will lapse to the general fund). This compares to a spendable year-end balance of \$961,568 last year and a projected balance of \$1,952,562 at last month's meeting.

9. DISCUSS AND APPROVE FEBRUARY, 2019 VOUCHERS

Mr. Bellford reviewed the summary sheet of vouchers totaling \$488,584.07 (attached).

Mr. Tietz made a motion to approve the February 2019 vouchers totaling \$488,584.07.

Mr. Schultz seconded.

Motion passed unanimously.

10. DIVISION UPDATES: CHILD & FAMILY RESOURCES, BEHAVIORAL HEALTH, ADMINISTRATION, ECONOMIC SUPPORT, AND AGING & DISABILITY RESOURCE CENTER

Child & Family Resources:

Ms. Cauley reported on the following items:

- We wanted to provide with an update on our use of detention for youth. As you know missing youth in with youth who have higher criminogenic needs can lead to negative outcomes. In 2013, we spent \$72,000 on detentions, \$87,000 in 2015 and \$18,750 in 2018. Through a NiaTx project that we recently completed, we feel that surrounding kids with resources and needed treatment for them, that it really works for keeping them out of placement.
- We utilized In-home Safety Services for 6 families and 12 children in February to keep them safely in their homes rather than having to remove the children.
 - Intake 31 screened-in cases in February and 6 same day responses
- Aggression Replacement Training was brought to Human Services through the Youth Justice Innovation Grant. Aggression Replacement is an evidence based skill building curriculum that teaches kids self-control skills.
- Birth to Three held a Family Engagement and Outreach Night at the Watertown Theatre where families were able to watch How to Train Your Dragon 3. It was to help teach families how to support children with special needs.

Behavioral Health:

Ms. Cauley reported on the following items for February:

- In 2018, we had 1,942 EMH crisis contacts and 2,134 in 2019.
- In 2018, we had 63 suicide calls and 60 in 2019.
- Emergency Detentions have gone down. In 2018, we had 34 and 13 in 2019.
- Our diversion rate in 2018 was 72% and in 2019, the diversion rate was 86%.
- Last night Zero Suicide held a QPR Training. We had close to 40 people attend. They learned practical skills on what to do if they were to encounter someone who was suicidal.
- Currently we have a few students that are helping to design a Zero Suicide website.
- The week of June 24 we will be offering Crisis Intervention Training for Law Enforcement. It will focus more on youth and youth trafficking.
- NAMI Waukesha has a Peer Support Line. The line is where someone with like experience takes calls from someone who is on the brink of a crisis or currently in a crisis. This has been very successful for them and has helped their crisis services. With the approval of our carry

over requests, NAMI Waukesha has agreed to add extra hours for Jefferson County. We are hoping to launch April 1.

- We are currently filling our new Family Centered Therapy positions.
- MTM Consultants have met with us and we will soon be using Open Access for clinic scheduling. We are hoping that will decrease the wait time to appointments, as well as decrease our no-shows.

Administration:

Mr. Bellford reported on the following items:

- Last month the 2019 billing rates were approved so we have started to bill out for January.
- We are asking teams to have their part of the Annual Report completed and turned into Kelly by the end of March.
- We turned in the 2018 Final Cost Reports to DHS, DCF, GWAAR, and the Income Maintenance Consortium.
- There are several programs that have their final reconciliation/data reports to submit, including: CLTS, Birth to 3, Children's COP, and CST. The Final In-Home Safety Services report for the fourth quarter of 2018 was completed and turned in, but it was a little late.

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 98.58% of them timely. There were 476 applications and we completed 474 timely.
 - *The Consortium Call Center must answer calls timely within 95% of the time.* The Call Center was at 93.50%, State was at 90.43%.
- The Department of Administration is requiring a Request for Proposal (RFP) to be done for the Energy Assistance program for 2019-2020. We will be meeting to create the RFP at the end of the month. We have contracted with Energy Services for many years.
- Income Maintenance now has a mobile application where you can upload documents and check what documents are due.
- Staff currently is receiving new hard drives.
- EBT Edge is the new Food Share app that allows customers to check their balance.
- Economic Support did a NIATX project regarding their lobby coverage. They have developed a formal process where one staff member will be scheduled to cover the lobby during the day and then another staff member will be scheduled to cover their lunch.
 - We have also developed a How Can I Help You form. This form is so customers do not have to explain their situation in the lobby where others may overhear.

ADRC:

Ms. Olson reported on the following items:

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

- APS KOI met - Mark and Shelly will be offering a Guardianship Presentation on March 19th at the ADRC, we have about 10 people signed up. This will help guardians to meet the Annual review deadline.
- ADRC - A total of 26 home visits were provided by staff in the month of February all conducted with the 10 business days of the consumer's request.
- Last week Dominic Wondolkowski and Karen Tyne concluded the six-week workshop "Living Well with Chronic Conditions" at Blackhawk Senior Apartments on 3/7/19.
- Wendy Pettitt and Erika Holmes completed training to become an instructor of "Healthy Living with Chronic Pain" an evidence-based program for people who have on-gong, persistent pain. They will be scheduling a class in the next 3 months.
- Nutrition – six new home delivered meals started in February. Average daily participants is 114 meals, total meals for the months was 2,053. Leigh finished our first Stepping-On Class last week.
- Transportation – 400 1- way trips completed out of 485 requested for the Driver Escort Program in February and 95 were cancelled due to the three snow days and 11 were transported through a WC provider. For the VA van, 96 trips were provided out of the 146 requested, 38 had cancelled, and 12 were transported through the driver escort services, too difficult to get in/out of van. The Veteran Volunteers put in 110 hours in February driving.
- Mike Hanson has accepted and started in the Mobility Manager Position. He worked in Hayward/Rhineland area for three counties. He has reached out to the local providers and has an initial meeting set for March 25.
- Dementia Care Specialist - Heather will be providing Memory Screens at the libraries, also providing the Dementia Live simulation with community providers.

11. DISCUSSION AND POSSIBLE ACTION ON NEW PROFESSIONAL SERVICE CONTRACTS (Foster Care & Consulting)

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

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

Mr. McKenzie seconded.

Motion passed unanimously.

12. DISCUSSION AND POSSIBLE ACTION ON FINANCIAL FINAL CARRY OVER REQUESTS FROM 2018

Ms. Cauley reviewed the final carry over requests from 2018. (attached)

Mr. Tietz made a motion to approve the final financial carry over request as presented.

Mr. McKenzie seconded.

Motion passed unanimously.

13. DISCUSSION AND POSSIBLE ACTION ON CORPORATION COUNSEL PROSECUTING CASES INVOLVING CHILDREN IN NEED OF PROTECTION AND SERVICES, TERMINATION OF PARENTAL RIGHTS AND JUVENILE GUARDIANSHIPS

Ms. Cauley reported on the transferring of cases involving Children in Need of Protection and Services, Termination of Parental Rights and Juvenile Guardianships from the District Attorney's Office to the Corporation Counsel Office. Corporation Counsel Blair Ward provided a handout

at the meeting of the draft resolution. (attached) Ms. Cauley reported that a number of counties do this, and feels it would help Corporation Counsel's office along with the District Attorney's office and Human Services.

Mr. McKenzie made a motion to approve this resolution transferring cases involving children in need of protection services, terminating of parental rights and juvenile guardianships from the Districts Attorney's office and Corporation Counsel.

Ms. Crouse seconded.

14. DISCUSSION AND POSSIBLE ACTION ON HUMAN SERVICES RESERVE FUND

Ms. Cauley reported that we are requesting for a Human Services Reserve Fund. This would cover any costs beyond regular operating costs. The proposed policy is attached.

Mr. McKenzie made a motion to create the Human Services Reserve Fund.

Mr. Kutz seconded.

Motion passed unanimously.

15. DISCUSSION AND POSSIBLE ACTION ON CAPITAL IMPROVEMENT OF THE WORKFORCE DEVELOPMENT BOILER

Mr. Mundt presented five bids to the Board for approval (attached). Mr. Mundt reported that we are looking to replace the two boilers at Workforce Development Center along with all pumps, valves, controls and electrical that will need replacement. We had them bid out a direct replacement of what we currently have as well as a high efficiency upgrade. Mr. Mundt is recommending that we move forward with the high efficiency upgrade.

Mr. Tietz made a motion to approve the resolution and send it to the County Board.

Mr. Kutz seconded.

Motion passed unanimously.

16. DISCUSSION AND POSSIBLE ACTION ON NATIONAL COLLABORATIVE FOR INFANTS AND TODDLERS RESOLUTION TO PROMOTE INVESTMENTS IN YOUNG CHILDREN AND FAMILIES FROM PRENATAL TO THREE

Ms. Cauley reviewed the National Collaborative for Infants and Toddlers Resolution. (attached) Ms. Cauley reported that the attached resolution would need to be corrected, as it was not review and discussed at the Human Services Board meeting until April 12.

Mr. Tietz made a motion to approve the Resolution, as amended to indicate that the Human Services Board approved the resolution at the March 12, 2019 meeting, and to send to the County Board for their May meeting.

Mr. Schultz seconded.

Motion passes unanimously.

17. DISCUSSION ON 2019 HUMAN SERVICES DAY AT THE CAPITOL ON APRIL 2, 2019

Ms. Cauley reported that both she and Brent Ruehlow would be attending. If anyone else would like to attend, she asked that they let either her or Kelly Witucki know to get their reservation in.

18. DIRECTOR'S REPORT

Ms. Cauley reported on the following items:

- The Governor's budget is out and lists several items that could potentially help Human Services.
- On a team-by-team basis, we will be sharing a Staff Resilience Toolkit, as we are concerned about our employees well-being.
- Every Child Thrives presented on Talk Read Play. We are encouraging people to explore it and share it.

19. ADJOURN

Mr. McKenzie made a motion to adjourn the meeting.

Mr. Kutz seconded.

Motion passed unanimously.

Meeting adjourned at 9:45 a.m.

Minutes prepared by:

Kelly Witucki
Office Manager
Human Services

NEXT BOARD MEETING

Tuesday, April 9, 2019 at 8:30 a.m.

Workforce Development Center, Room 103

874 Collins Road, Jefferson, WI 53549