

JEFFERSON COUNTY HUMAN SERVICES

Board Minutes

June 11, 2019

Board Members Present: Jim Mode, Richard Jones, Russell Kutz, 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 and Office Manager Kelly Witucki

1. CALL TO ORDER

Mr. Mode called the meeting to order at 4:00 p.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 JUNE 11, 2019 AGENDA

No changes

5. PUBLIC COMMENTS

No comments

6. APPROVAL OF THE MAY 14, 2019 BOARD MINUTES

Mr. Jones made a motion to approve the May 14, 2019 board minutes with the correction.

Mr. Kutz seconded.

Motion passed unanimously.

7. COMMUNICATIONS

No communications

8. REVIEW OF APRIL 2018 FINANCIAL STATEMENT

Mr. Bellford reviewed the April 2019 financial statement (attached) and reported that there is a projected positive year-end fund balance of \$1,099,191. This balance includes \$650,000 from our reserve carryover, but excludes any prepaid adjustments. Projections this early in the year are very volatile and subject to change.

9. REVIEW AND APPROVE MAY, 2019 VOUCHERS

Mr. Bellford reviewed the May 2019 summary sheet of vouchers totaling \$536,238.35 (attached).

Mr. Jones made a motion to approve the May 2019 vouchers totaling \$536,238.35.

Mr. McKenzie 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:

- We received a DCF Foster Parent Grant for \$36,000. This will be used for activities that our foster kids do not get to be a part of, as well as help us build a shed to store many of our items, such as backpacks, suitcases, teddy bears, blankets and more.
- We have eliminated our CLTS waitlist and currently we are serving 196 kids.
- We have filled the vacant CLTS position. We welcomed Lindy Schrader from Waukesha County.
- Two weeks ago, there was an onsite review of our CLTS program and we scored 95%.

Behavioral Health:

Ms. Cauley reported on the following items:

- Emergency contacts are up from last year.
- Suicides calls are down.
- Emergency Detentions are down with a diversion rate of 82%. We are currently at 41 emergency detentions. Last year at this time we were at 75. This has been the lowest number since 2013.
- Outpatient Clinic is going through the change process and this fall we will have Open Access.
- Through the Crisis Innovation Grant, we were able to create a new Intake/Emergency Mental Health position and we have recently filled that position.
- Peer Support Line is open.

Administration:

Mr. Bellford reported on the following items:

- WIMCR report is due the end of June.
- Our Protective Payee position was vacant and we have filled that position with an internal staff member.
- We are currently interviewing for the Medical Office Assistant position.
- DHS has increased our allocations for two block grants, which include the mental health block grant and the substance abuse block grant. Those have increased for 2019 and 2020.
- We would like to get two RFP's out still this year for two capital projects. Those projects include the Hillside mechanical room and expanding the CSP parking lot.
- Currently we are working on making more space for staff throughout the building.

Economic Support:

Ms. Johnson reported on the following items:

- Our **Key Outcome Indicators** were as follows:
 - Processing of applications, we were at 100% for the month of May processing them all timely.
- June 4 was our celebration for being in the Workforce Development Center building for 20 years.
- The state is mandating that we do an RFP for Energy Assistance Program and that was posted on May 20 and is due tomorrow.
- We are sending out save the date cards for Ready Kids for School.

ADRC:

Ms. Olson reported on the following items:

- Our **Key Outcome Indicators** were met as follows:

- Met at 100% compliance as the ADRC staff provided 28 initial home visits within the contract of 10 business days from request.
- Met at 100% for the Senior Dining Program, 13 new Home delivered meals were started, In May, there were 2,549 meals served with an average of 116 meals per day.
- Hit a record in transportation , 701 trips completed out of the 766 that were requested. 64 cancelled, 1 no show and 11 transported by contract. 58 trips were completed in the wheelchair van. VA van had 95 trips.
- Dementia Care Specialist busy with presentation and memory screening event.
- Month highlights
 - ADRC open house had 37 attendees
 - The Farmer Market Voucher program started on June 3rd.
 - We applied and been granted carryover funding for the ADRC and Dementia Care Specialist Programs together that is \$41,887 in additional funding primarily to be used for marketing services.
 - Mobility Manager had first Wednesday walk in May which had a successful attendance and the next will be at Korth Park in Lake Mills on last Wednesday of the month. Mike will also be at the Fort Farmers, marketing transportation.
 - In recognition of World Elder Abuse Awareness Day, on June 15th, we have a banner and pinwheels at the end of Annex road and staff have put posters with purple balloons and flowers in local banks, the hospital and courthouse to promote awareness of Elder Financial Abuse.

11. DISCUSSION AND POSSIBLE ACTION ON NEW PROFESSIONAL SERVICE CONTRACTS (CCS Regional Service Array, Respite Care, Child Alt. Care and Texting Software)

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

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

Ms. Crouse seconded.

Motion passed unanimously.

12. DISCUSSION AND POSSIBLE ACTION ON REAPPOINT RUSSELL KUTZ, JEFFERSON, ELLEN SAWYER, JEFFERSON, AND MARCIA BARE, JEFFERSON TO ADRC ADVISORY COMMITTEE FOR A SECOND TERM. APPOINTMENT RUTH FIEGE, FORT ATKINSON, AND JANET SAYRE-HOEFT, JEFFERSON, FOR A FIRST TERM. APPOINT CAROL ELLINGSON, JEFFERSON TO THE NUTRITION PROJECT COUNCIL FOR A SECOND TERM.

Mr. McKenzie made a motion to approve the appointments as presented.

Mr. Jones seconded.

Motion passed unanimously.

13. DISCUSSION AND POSSIBLE ACTION ON FOSTER PARENT INCENTIVE GRANT

Ms. Cauley reported that the Foster Parent Incentive Grant would support four major events during the year. The overall outcome is to reduce stress on families and to ensure that children have any needed items when placed in emergencies. The grant will also cover the costs of adding on to the maintenance shed to create storage space for all of the foster care items that the agency currently has on hand.

Mr. Jones motioned to support in accepting the Foster Parent Incentive Grant for \$36,000.

Ms. Crouse seconded.
Motion passed unanimously.

14. DISCUSS POTENTIAL AGENDA ITEMS FOR JULY BOARD MEETING

- Budget/Funding Requests
- Energy Services RFPs

15. DISCUSS THE PUBLIC HEARING & REVIEW BOARD POLICIES

Ms. Cauley referred to guidelines on the Policy Statement for Funding Requests for the upcoming public hearing.

16. PUBLIC HEARING – HUMAN SERVICES DEPARTMENT 2020 BUDGET

17. ADJOURN

Mr. McKenzie made a motion to adjourn the meeting.

Mr. Kutz seconded.

Motion passed unanimously.

Meeting adjourned at 5:27 p.m.

Respectfully submitted by Kelly Witucki

NEXT BOARD MEETING

Tuesday, July 9, 2019 at 8:30 a.m.
Workforce Development Center, Room 103
874 Collins Road, Jefferson, WI 53549

Public Hearing

The following people registered to speak and did so at the public hearing.

Watertown Area Cares Clinic

Jeunetta Westenberg, Fund Development

Sheila Geib,

2019 Donation - \$10,000

2020 Request - \$10,000

Ms. Westenberg presented their annual report (attached). The Clinic serves individuals who do not have insurance and have an income less than 200% of the federal poverty guideline. Ms. Westenberg discussed their services and are requesting a donation of \$10,000.

PAVE (Protect, Advocate, Validate and Educate)

Jessica Tiffany

2020 Request - \$12,000

Ms. Tiffany thanked the board for taking the time to listen to her. Ms. Tiffany discussed the programs and services that PAVE offers to Dodge and Jefferson County residents and is requesting a donation of \$12,000.

Community Dental Clinic

Barb Gudgeon, Director

2019 Donation - \$7,500

2020 Request - \$7,500

Ms. Gudgeon presented their annual report (attached). She reported that the clinic started in May 2007 and that they serve patients with Medicaid or patients without insurance who are 200% or less above the poverty level. She talked about the services they provide and the costs of the clinic. Their goal is to serve the same number of patients each year, if not more. They are requesting a donation of \$7,500.

New Beginnings

Heidi Lloyd, Executive Director

2020 Request - \$12,000

Ms. Lloyd reported that New Beginnings has recently opened an office in downtown Whitewater to help more Jefferson County residents. She discussed their programs and services. Ms. Lloyd reported that from October to December 2018, they have served 950 clients in their Whitewater office and 20% were from Jefferson County and that number has continued to grow. New Beginnings is requesting a donation of \$12,000.