

JEFFERSON COUNTY HUMAN SERVICES
Board Minutes
September 10, 2019

Board Members Present: Jim Mode, Richard Jones, Russell Kutz, Augie Tietz, Cynthia Crouse, and Jim 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 8:31 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 10, 2019 AGENDA

Item 12 and item 13 will be moved up to follow item 7.

5. PUBLIC COMMENTS

No Comments

6. APPROVAL OF THE AUGUST 13, 2019 BOARD MINUTES

Mr. Jones made a motion to approve the August 13, 2019 board minutes.

Mr. Schultz seconded.

Motion passed unanimously.

7. COMMUNICATIONS

No communications

8. DISCUSSION AND POSSIBLE ACTION ON ELECTING NEW SECRETARY

Mr. Mode asked for nominations for Secretary.

Mr. Jones nominated Cynthia Crouse.

Mr. Tietz seconded the nomination.

No other nominations were made.

Mr. Mode made a motion to close nominations and elect Cynthia Crouse as Secretary.

Mr. Kutz seconded the motion.

Motion passed unanimously.

9. REVIEW OF JULY 2019 FINANCIAL STATEMENT

Mr. Bellford reviewed the July 2019 financial statement (attached) and reported that there is a projected positive year-end fund balance of \$862,495. This balance includes \$650,000 from our reserve carryover, but excludes any prepaid adjustments, leaving \$212,495 of unreserved fund balance. 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).

10. REVIEW AND APPROVE AUGUST, 2019 VOUCHERS

Mr. Bellford reviewed the summary sheet of vouchers totaling \$523,440.84 (attached).

Mr. Jones made a motion to approve the August 2019 vouchers totaling \$523,440.84.

Mr. Schultz seconded.

Motion passed unanimously.

11. **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
- There is a little decrease in our percentage for our same-day face-to-face contacts. We are currently at 91%. The reason for the decrease is because we couldn't make contact for a number of the same day contacts within 24 hours due to families not returning calls or answering the door.
- This month there was a slight increase in our Alternate Care spending. We did have one youth go from residential treatment center to a foster home and another child went from a group home to their grandmother's home, which is a fiscal benefit and great for the youth.
- Currently, we already have 55 children out-of-home that have been placed out of home year to date. Compared to 34 in 2018, 40 in 2017 and 29 in 2016.
- On September 1, we moved all of our Chapter 48 Child Protective cases from our District Attorney's office to Corporation Counsel. Attorney Kristen James was hired to handle those cases.
- On August 22, we held two different community events. The first event was our third annual kickball event. Bringing together Law Enforcement, Youth Justice Workers and families. The second event was with our Wraparound team and eight youth who took a day and decorated and then planted flowers in those pots. Afterward, youth then got to decide where they wanted to donate those pots locally.

Behavioral Health:

Ms. Cauley reported on the following items:

- **Key Outcome Indicators** for all teams are being met
- Crisis calls continue to increase. Through August there were 9160 emergency mental health contacts compared to 7881 for last year at this time.
- We had 14 emergency detentions in August. Our diversion rate is 80%.
- As previously discussed we received the Crisis Innovation Grant. This grant allowed us to hire an Emergency Mental Health Outreach Worker. Tonya Runyard was hired for that position and she is currently working with supervisor Kim Propp to contact the 142 licensed facilities in Jefferson County. Those facilities are home to over 300 people placed in Jefferson County through public long term care.
- Our CCS Supervisor, Tiffany Congdon was asked to present on CCS and compliance at the state meeting and received a large amount of praise for her presentation and was asked to come back.
- CRS costs are down because we were able to successfully help two people move to their own apartments and out of high-cost placement.
- We have used Bayside CBRF for crisis stabilization services when we are unable to use the Lueder House. Yesterday we learned that we will be able to bill Medicaid for those services.

Administration:

Mr. Bellford reported on the following items:

- One of our maintenance workers, Karl Hein retired last week. We were able to start interviews for his replacement and hope to have that position filled soon.
- Our Billing Specialist is still currently out on maternity leave for another month.
- Billing Management will be taking over our outpatient clinic billing.
- Our new Protective Payee, Holly Broedlow is officially up to speed with training. We have received several staff compliments regarding her hard work and what a great job she is doing.

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 99.48% of them timely.
- The Consortium Call Center must answer calls timely within 95% of the time. The Call Center was at 93%.
- For the month of August, there were 12,898 calls.
- We had one of staff member leave and are currently doing interviews with some good candidates and hope to fill this position soon.
- Ready Kids for School was held on August 10 and approximately 600 kids attended.

ADRC:

Ms. Olson reported on the following items:

- Our Key Outcome Indicators are being met for August and are as follows:
- ADRC, A total of 32 home visits were provided by staff, all were conducted within the 10 business days of the consumer's request. A total of 40 home visits were provided.
- Senior Dining –8 new home-delivered meals started. Average daily participants are 123 meals, total meals for the month was 2,703.
- Transportation – 657 1- way trips completed out of 701 requested for the Driver Escort Program. 44 were canceled, 46 trips from wheelchair van, and 8 were transported through a WC provider. For the VA van, 76 trips were provided out of the 102 requested. 20 canceled, and 6 were transported through the driver escort services. Denials 6 for no driver or vehicle available, 2 no wheelchair vehicle available and 4 short notice, could not fill
- Dementia Care Specialist - Heather will be provided Dementia Live at the Fort Library and 12 individuals attended.
- The Benefit Specialists from Jefferson and Dodge Counties hosted an ABC's of Medicare workshop on August 28th at the Watertown Hospital. Twenty-eight attended the Watertown Daily Times did a nice article for the paper. On Sept 12th, there is another workshop scheduled for the Fort Hospital.
- The ADRC has two quality improvement projects they are working on for 2019. One to increase the redemption rate for the Farmer's Market vouchers as the rate has declined for the past couple of years, postcard with reminders and a recipe will be mailed the 5th of August, September, and October. The second project with a start date of August 23rd is to improve the ADRC website with the goal of increasing new ADRC customers. Baseline data is that in Feb of 2018, ADRC had 460 page views and 123 users, 46 were new users, in August of this year, in August of 2019 we had 1273 page views and 535 uses of which 319 were new users.

12. DISCUSSION AND POSSIBLE ACTION ON APPROVING BID FOR LUEDER HAUS PARKING LOT PROJECT

Mr. Mundt presented two bids to the Board for approval (attached).

Mr. Tietz made a motion to approve the bid of PLM at \$40,695.00.

Mr. Jones seconded.

Motion passed unanimously.

13. PRESENTATION ON TRAUMA INFORMED CARE PRINCIPLES

Lisa Dunham from Jefferson County Human Services presented on Trauma-Informed Care Principles.

14. DIRECTOR'S REPORT

Ms. Cauley reported on the following items:

- We are continuing with the niatx change project with helping consumers to apply for health insurance.
- WCHSA Fall Conference is December 5 & 6 in Stevens Point.
- WCA conference is September 24.
- All of our departments are extremely busy. We are adding more programs, which adds more staff. Our financial status is tighter than it's ever been.

15. DISCUSS POTENTIAL AGENDA ITEMS FOR THE OCTOBER BOARD MEETING

- Review and Discuss a County Board Resolution for asking DHS to explore a Medicaid benefit for IMD's.
- Ask DHS to give us an update on Winnebago Mental Health Institute.
- Our Mobility Manager, Michael Hansen will attend our October meeting to discuss what he's currently working on.

16. ADJOURN

Mr. Tietz made a motion to adjourn the meeting.

Mr. Kutz seconded.

Motion passed unanimously.

Meeting adjourned at 10:24 a.m.

Minutes prepared by:

Kelly Witucki
Office Manager
Human Services

NEXT BOARD MEETING

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