

JEFFERSON COUNTY HUMAN SERVICES
Board Minutes
October 8, 2019

Board Members Present: Jim, Mode, 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, and Office Manager Kelly Witucki.

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 OCTOBER 8, 2019 AGENDA

Item 13 will be moved up to follow item 7.

5. PUBLIC COMMENTS

No Comments

6. APPROVAL OF THE SEPTEMBER 10, 2019 BOARD MINUTES

Mr. Tietz made a motion to approve the September 10, 2019 board minutes.

Mr. Kutz seconded.

Motion passed unanimously.

7. COMMUNICATIONS

No communications

8. REVIEW OF AUGUST 2019 FINANCIAL STATEMENT

Mr. Bellford reviewed the August 2019 financial statement (attached) and reported that there is a projected positive year-end fund balance of \$943,946; however, \$650,000 is from our reserve carryover, but excludes any prepaid adjustments, leaving \$293,947 of unreserved fund balance (attached).

9. REVIEW AND APPROVE SEPTEMBER, 2019 VOUCHERS

Mr. Bellford reviewed the summary sheet of vouchers totaling \$1,231,518.11 (attached).

Mr. Schultz made a motion to approve the September 2019 vouchers totaling \$1,231,518.11.

Mr. Kutz 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.
- For Youth Justice our youth are placed in a family setting at the rate of 96 percent.

- Twelve more kids were placed out of the home with Child Protective Services. That brings us to forty-nine through September compared to thirty-four in 2018, forty in 2017 and twenty-nine in 2016.
- Thirty-four cases were screened-in for September
 - Seven of the twelve cases were placed in a home with a relative or kinship. The amount of kids placed with a relative or kinship statewide is 32%, nationwide is at 35% and Jefferson County is over 40%.
- Mr. Ruehlow shared a story from a situation that happened two weeks ago where staff from several different departments all came together and were able to get a family into a home due to all the local hotels being full for the local car show.
- Last month Mr. Ruehlow applied for the Parents Supporting Parents grant. Our Peer Support Specialist, Cynthia Crouse assisted by writing a letter of support for this grant.
- Two weeks ago Mr. Ruehlow attended the Child Welfare in the Courts conference where Judge Brantmeier and Crystal James also attended. They were able to make more plans to expand our JET program.

Behavioral Health:

Ms. Cauley reported on the following items:

- **Key Outcome Indicators** for all teams are being met.
- Emergency contacts in 2010 were at 5114. We are currently at 10,566 for 2019.
- Emergency Detentions are down and our diversion rate is 79%.
- Our Community Support Program is at large capacity. In the 2020 Budget, we will be changing a Case Manager position to a Clinical Supervisor position to assist with the required supervision and administrative tasks.
- The Outpatient Clinic is close to finishing its NIATx project with MTM. We are looking to change several aspects of the clinic, which includes how we schedule appointments, texting appointment reminders and using Billing Management for our clinic billing to help with revenue.
- Every Child Thrives is giving us a grant to do additional training for Trauma Informed Care.

Administration:

Mr. Bellford reported on the following items:

- Most programs are up to date for billing. We be caught up with CCS, CSP, and CRS soon.
- GWAAR has been asking for reports by the 10th of the following month, which is not realistic, but GWAAR has been okay with that. It is most important that we meet the year-end reporting deadline of January 30.
- Currently working with Sharon Olson and Michael Hansen and looking at our transportation funding and our cost per mile.
- Capital projects:
 - Additional conference rooms
 - The Lueder House and CSP parking lot project will be starting on October 14.
 - We are waiting to hear from the engineer on the final analysis regarding the Lueder House wall.

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 99.12% of them timely. We received 450 applications in September and did 450 timely.
- The Consortium Call Center must answer calls timely within 95% of the time within 10 minutes. Southern call center answered within 93.94% of the time and was the first in the state in response time for September. The State Call Center average was at 82.13%.
- There were 12,814 calls in September.
- Emma Borck started on October 1 as our new Economic Support Specialist.
- The Office of Inspector General contacted us and wants to build relationships with the counties so one day a week on Mondays they will have a staff member working in our office from 7:00 a.m. to 4:45 p.m. They handle all of the Economic Support fraud programs.
- We had five cases pulled for Child Care Target Case Review and all five were correct.
- Ms. Johnson attended the Enrollment Conference. We will have a staff person from Covering Wisconsin in our office during open enrollment for ACA. Schedule to be determined.
- Ms. Johnson gave a handout regarding the benefits for immigrants and due to new public charge changes how the benefits may affect their immigration status.

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 25 initial home visits were provided by staff, all were conducted within the 10 business days of the consumer's request. A total of 35 home visits were provided.
 - Senior Dining –4 new home delivered meals started . Average daily participants is 123 meals, total meals for the month was 2,325
 - Transportation – 576 1- way trips completed out of 634 requested for the Driver Escort Program . 49 were cancelled, 63 trips of wheelchair van, and 13 were transported through a WC provider. For the VA van, 97 trips were provided out of the 105 requested. 6 cancelled, and 2 were transported through the driver escort services. Denials 7 for no driver or vehicle available and short notice, could not fill
 - Dementia Care Specialist - Heather will be providing Dementia Live at the Lake Mills Library and 6 individuals attended. Powerful Tools for Caregivers has started.
- Other updates:
 - The Southern Wisconsin Vet Con 2019 is November 19th at the Alliant Energy Center in Madison.
 - Elder Ben Specs sent our 591 letters for Med D consumers. The Benefit Specialists are now accepting appointments for the Medicare Part D Open Enrollment October 15th-December 7th.
 - ADRC staff presented at Yost (Young & Old Stick Together) at the Waterloo H.S. Sept. 13th 33 students participated and all were to be a Dementia Friend.

11. DISCUSSION AND POSSIBLE ACTION ON ENTERING INTO NEW PROFESSIONAL SERVICE CONTRACTS (Supportive Home Care & Crisis Response Respite, Drug Testing, Childcare, Psychological, SHC, PC, Respite, Transportation, and Parent Coach)

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

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

Mr. Schultz seconded.

Motion passed unanimously.

12. DISCUSSION AND POSSIBLE ACTION ON AUTHORIZING EXECUTION OF STATE HUMAN SERVICES 2020 CONTRACTS, CONSORTIUM AGREEMENTS, AND PROFESSIONAL/CARE PROVIDER CONTRACTS

Mr. Belford reported that this authorizes the execution of contracts, agreements, and provider contracts. This resolution will be on the County Board agenda in November.

Mr. Kutz made a motion to approve authorizing the execution of State Human Services contracts, consortium agreements, and professional/care provider contracts and to submit it to the County Board for approval.

Mr. Tietz seconded

Motion passed unanimously.

13. PRESENTATION FROM MOBILITY MANAGER REGARDING TRANSPORTATION NEEDS AND PLANS

Michael Hansen, our Mobility Manager at Jefferson County Human Services presented on what Mobility Management is and what he does as the Mobility Manager regarding transportation needs and plans.

14. REQUESTED: UPDATE ON WINNEBAGO MENTAL HEALTH INSTITUTE OF DISEASE FROM WISCONSIN DEPARTMENT OF HEALTH SERVICES

Ms. Cauley presented the letter WCHSA sent to Secretary-Designee Palm requesting additional information. Ms. Cauley requested a DHS representative provide an update to the Board on the increased costs for the State's Mental Health Institutes. There has been no response. Mr. Kutz suggested looking at audit reports for the State's Institutes and possibly making an open records request. (attached)

15. DIRECTOR'S REPORT

Ms. Cauley reported on the following items:

- Ms. Cauley handed out pens to the board members that when you click the pen it states the warning signs to be aware of for sex trafficking.
- This Thursday is a planning retreat for Every Child Thrives.
- The Finance Committee meeting tonight has a Human Services item on the agenda. Our Child and Family allocation is higher than we expected. We would like to take \$25,000 and dedicate it to attorney fees for parents so they can have representation at their first hearing; this has been shown to shorten out of home placements.
- PADA will officially be closing. They want to give their building to an entity that will assure there is an office for a domestic violence support and advocacy agency in Jefferson.
- Watertown Daily Times did an article on the Peer Support Line.
- State Legislatures passed Act 184, which made counties responsible for finding housing for sex offenders committed under Chapter 980 upon completion of their treatment. We were notified that there is a person for whom we will have to find such housing for.

16. ADJOURN

Mr. Tietz made a motion to adjourn the meeting.

Ms. Crouse seconded.

Motion passed unanimously.

Meeting adjourned at 10:11 a.m.

Minutes prepared by:

Kelly Witucki
Office Manager
Human Services

NEXT BOARD MEETING

Tuesday, November 12, 2019, at 8:30 a.m.
Workforce Development Center, Room 103
874 Collins Road, Jefferson, WI 53549