

JEFFERSON COUNTY HUMAN SERVICES
Board Minutes
January 8, 2019

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; 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

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 JANUARY 8, 2019 AGENDA

No Changes

5. PUBLIC COMMENTS

No Comments

6. APPROVAL OF THE DECEMBER 11, 2018 BOARD MINUTES

Mr. Tietz made a motion to approve the December 11, 2018 board minutes.

Mr. Jones seconded.

Motion passed unanimously.

7. COMMUNICATIONS

No communications

8. REVIEW OF NOVEMBER 2018 FINANCIAL STATEMENT

Mr. Bellford reviewed the November 2018 financial statement (attached) and reported that there is a projected positive year-end fund balance of \$1,677,384; however, \$226,990 is related to capital projects that will not be completed in 2018 and carried over in 2019. 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 DECEMBER, 2018 VOUCHERS

Mr. Bellford reviewed the summary sheet of vouchers totaling \$427,817.47 (attached).

Mr. Jones made a motion to approve the December 2018 vouchers totaling \$427,817.47.

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 for all teams are meeting their goals.
 - Youth Justice Program stated a goal of 90% for kids in supervision to reside in a family setting and they have hit 92%.
- We received notification that all counties will go to electronic filing for all court forms via Wisconsin Court portal.
- Our monthly Alternate Care payment was \$150,000. In December of last year, it was \$190,000.
- Emilie Amundson who previously was the Chief of Staff for Governor Evers was named the DCF Secretary.
- There has been a lot of staff movement recently:
 - Darci Wubben accepted the Juvenile Justice position and started January 7. She was previously our Community Outreach Worker.
 - Brittany Thompson, our current CHIPS worker accepted the Community Outreach Worker position yesterday, which then leaves her position open.
- Over the holidays, we held two holiday parties. Katie Schickowski our Foster Care Coordinator held a holiday party for our foster families, Birth to Three held a party for their families, and they both were a great success.

Behavioral Health:

Ms. Cauley reported on the following items for December:

- Key Outcome Indicators for all teams are being met.
 - In 2017, we had 10,524 EMH crisis contacts and in 2018, we had 11,786. Of those, 384 were suicide calls.
 - We had 592 emergency assessments this year, with a diversion rate of 77%. In 2017, we had 577 assessments, with a diversion rate of 73%.
- Outpatient Clinic saw over 100 new clients in 2018.
- We were approved for additional Opioid money to use through April 2019. What we would like to use it for:
 - Contract with two therapists - work 19 hours a week.
 - Residential Treatment and medication assisted therapy.
 - MTM to help with Outpatient Clinic scheduling.
- We received a grant from the Department of Justice "Dose of Reality". Sam our Vista Volunteer will be putting together an Opioid Tool Kit which he will present to Law Enforcement.

- We have applied for a SAMSHA Grant. We are asking to use it for Intensive Outpatient Program for people with alcohol and substance abuse. It would be for \$400,000 over multiple years to add those positions.

Administration:

Mr. Bellford reported on the following items:

- We are working on finalizing and closing the books for 2018.
- DHS has changed their year-end reporting process from March to now February.
- We are working on the 2019 capital projects: new flooring throughout the building, new roof at the main building, new cars and then a new boiler at Workforce.
- Capital projects we hope to carry over from 2018 include snow removal tractor, building windows, and the Hillside mechanical room. Additionally, we will request to carry over unspent funds for the Lueder Haus retaining wall. Work has been completed but we are discussing the soundness of the wall and possible remedies with the engineer and contractor.

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 99.28% of them timely. We received 553 applications in December and did 549 timely.
 - *The Consortium Call Center must answer calls timely within 95% of the time.* The Call Center was at 90.64% and State was at 85.76%. We took 12,238 calls in December.
- We hired Lisa Degrandt who was our Administrative Assistant for the Economic Specialist position. She started 1/7/19. We will now be hiring for her position.
- Emergency Food and Shelter program each year provides us with money to purchase food. This year we received \$1,000 where we will purchase more food to keep on hand for anyone in need.
- Every year we receive money for fraud, which relates to investigations on our cases in Jefferson County. In 2018, we referred 28 cases to Central States Investigation who is our Fraud Provider.

ADRC:

Ms. Olson reported on the following items:

- Our **Key Outcome Indicators** are being met and are as follows:
 - APS KOI met - Working with area managers in a collaborative workgroup on tools for staff and process improvement. We are meeting every two – three weeks on this project.
 - ADRC, staff referred 1 NFCSP and the goal is 35 for the year, at this time we are at 26.
 - Nutrition – 6 new home delivered meals started in December. Average daily participants is 130 meals, total meals for the months was 2,478. Dodge County

Nutrition notified us that in January, they will take over their residents for home delivered meals as they are changing sites.

- Transportation - 409 1- way trips completed out of 451 requested for the Driver Escort Program in December. For the VA van, 82 trips were provided out of the 98 requested. 12 cancelled, and 4 were transported through the driver escort services and too difficult to get in/out of van. Two new opt drivers will be starting in January.
- Dementia Care Specialist - Heather Janes started in November and has scheduled her first memory clinic at the Dwight Foster Library in Fort Atkinson on Feb 5 from 9:30 a.m. to 3 p.m.

11. REVIEW NOMINATIONS AND CHOOSE CRISIS INTERVENTION TRAINING (CIT) OFFICER OF THE YEAR

One nomination for Officer Ryan Walters was submitted. (attached) A plaque will be presented to the recipient at the Law Enforcement Dinner on January 23.

Mr. Jones made a motion to choose Ryan Walters as the Crisis Intervention Training Officer of the Year.

Mr. McKenzie seconded.

Motion passed unanimously.

12. DISCUSS WISCONSIN COUNTIES HUMAN SERVICES ASSOCIATION

- Our Lobby Day at the Capital has been scheduled for April 2.
- The May Conference will be at the Osthoff Resort.
- A representative from Winnebago Mental Health Institute discussed with WCHSA recent problems that Winnebago had. Winnebago inappropriately denied services and was reported to and investigated by CMS. Resolution and solutions are ongoing.
- Andrea Palm was appointed the DHS Secretary.

13. DIRECTOR'S REPORT

Ms. Cauley reported on the following items:

- The County has purchased new software to move to Priority Budgeting so Brian is working on entering everything.
- The "Every Child Thrives" committee is planning a film festival in April at the Johnson Creek movie theatre.
- The staff appreciation luncheon is scheduled for May 22 at the Fair Park.

14. ADJOURN

Mr. Schultz made a motion to adjourn the meeting.

Mr. Jones seconded.

Motion passed unanimously.

Meeting adjourned at 9:35 a.m.

Minutes prepared by:

Kelly Witucki
Office Manager
Human Services

NEXT BOARD MEETING

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