

JEFFERSON COUNTY HUMAN SERVICES
Board Minutes
February 12, 2019

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

Others Present: Director Kathi Cauley; Deputy Director Brent Ruehlow; Administrative Services Division Manager Brian Bellford (via phone); Economic Support Manager Jill Johnson; Aging & Disability Resource Division Manager Sharon Olson; Office Manager Kelly Witucki and County Administrator Ben Wehmeier

1. CALL TO ORDER

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

2. ROLL CALL/ESTABLISHMENT OF QUORUM

James Schultz, Augie Tietz and Richard 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 FEBRUARY 12, 2019 AGENDA

No Changes

5. PUBLIC COMMENTS

No Comments

6. APPROVAL OF THE JANUARY 8, 2019 BOARD MINUTES

Mr. McKenzie made a motion to approve the January 8, 2019 board minutes.

Ms. Crouse seconded.

Motion passed unanimously.

7. COMMUNICATIONS

No communications

8. REVIEW OF DECEMBER 2018 FINANCIAL STATEMENT

Ms. Cauley reviewed the December 2018 financial statement (attached) and reported that there is a projected positive year-end fund balance of \$1,952,562. This compares to a projected year-end balance of \$1,677,384 at the end of November. Ms. Cauley 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. She also presented reports showing Detox and Alternate Care statistics (attached). Mr. Bellford reviewed the mileage reimbursements paid to staff during 2018.

9. REVIEW AND APPROVE JANUARY, 2019 VOUCHERS

Ms. Cauley reviewed the summary sheet of vouchers totaling \$582,348.00 (attached).

Mr. Kutz made a motion to approve the January 2019 vouchers totaling \$582,348.00.

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:

- Our **Key Outcome Indicators** are being met and are as follows:
 - Ongoing CPS area has altered the KOI to reflect and be a part of the Judicial Engagement Team project. We will identify and set a formal staffing to take place when any child has been in placement for nine consecutive months.
- One of our youth that was placed at our Residential Treatment Center was reunified with their father. In the next two weeks we will have another youth leaving our Residential Treatment Center.
- Our Alternate Care budget in 2018 was \$2,045,065, which is down from \$2,380,469 from 2017.
- In the last budget, Governor Walker called for counties to eliminate the waitlist for the Children's Long Term Waiver services. We have submitted our waitlist elimination plan timely each month, but in doing so we then add families that request services. This is a very fluid process and we are exploring ways to deal with the additions on a monthly basis. This Thursday we will submit another plan on how we will eliminate the waitlist by June 30. We currently have 15 kids on the waitlist.
- We held another Judicial Engagement Team (JET) meeting and all areas were well represented. The focus of this meeting was to provide updates, and conduct a large workgroup on the status hearing expectations and procedures. Judge Brantmeier has assisted to get the family legal representation as soon as the child is taken into custody, which has shown to levy expedited permanency timelines in other counties. We will meet again in the near future.

Behavioral Health:

Ms. Cauley reported on the following items for January:

- Key Outcome Indicators are all being met
 - In January we had 1,067 Emergency Mental Health Services compared to 953 in January 2018.
 - We had 8 emergency detentions.
 - We had 40 assessments, compared to 41 last year. We had a diversion rate of 90%.
 - Suicide calls were at 29, compared to 28 in 2018.
- In 2018 there were two high cost placements. One high cost placement has moved to Clearview and doing much better. The other high cost placement has now qualified for Family Care.
- Currently we do have a high cost placement who does not qualify for medical assistance.
- We received Opioid funding which will be used for:
 - Covering the costs for MTM – National Consultation Firm that will set us up to do same day access scheduling.
 - Paying for two part time clinicians for the outpatient clinic.
- We received a complimentary letter regarding Sara Zwieg from Jonathan Cloud who is a National Trainer for CCS.

Administration:

Mr. Bellford reported on the following items:

- Last month we focused on closing the year-end. Final 2018 adjustments are due to the Finance Dept. by February 14th. Final CARS reports are due to DHS that same day. Mr. Kutz asked if vendors were timely in submitting their final 2018 invoices. Mr. Bellford explained that, for the most part, they were submitted timely and accounted for in 2018.
- 2018 Billing has been completed.
- Capital Projects update
 - Boiler at the WFDC bids are due next week.
 - Lueder Haus wall – The contract agreed to write up a report, detailing what reparations still need to be completed before the project is finalized.

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 98.98% of them timely.
 - *The Consortium Call Center must answer calls timely within 95% of the time.* The Call Center was at 86%.
- February food benefits were issued on January 20 for all ongoing cases. Average food share benefits issued each month in Jefferson County is \$631,031 a month.
- MyAccess Mobile app has gone live to check benefits, get reminders or submit documents.
- Dana Dietschweiler will start on February 25 as our new Administrative Assistant.

ADRC:

Ms. Olson reported on the following items:

- Our Key Outcome Indicators are being met
 - APS KOI met. Mark and Shelly will be offering a Guardianship Presentation on March 19 for a tentative date at the ADRC. This will help guardians to meet the Annual review deadline.
 - Read a Wall of Fame entry on Shelly Theder.
 - ADRC had a total of 40 home visits that were provided by staff in the month of January. Of those staff provided 28 initial home visits with all 28 conducted within the 10 business days of the consumer's request.
 - In January, Dominic Wondolkowski and Alyssa Kulpa made an appearance on the WFAW Morning Magazine radio. Dominic discussed ADRC programs and Alyssa discussed Medicare Updates. The estimated amount of listeners is 12,000.
 - Nutrition had 8 new home delivered meals that started in January. The average daily participants is 118 meals. We had 2,133 meals for the month.
 - Transportation there was 346 one-way trips completed out of 479 requested for the Driver Escort Program in January. 142 were cancelled during the four snow dangerously cold days and nine were transported through a WC provider. For the VA van we had provided 140 trips out of the 194 requested. There were 46 that cancelled and 8 were transported through the driver escort services because it was too difficult to get in/out of van. There was three new OPT drivers that started in January.
 - Interviews have been completed and hoping to make an offer later today for the Mobility Manager.
 - Heather our Dementia Care Specialist had a presentation at the Faith Community Church on Dementia 101, Communications, Faith and Dementia, and the ADRC/DCS services. There were 60 consumers that attended.
 - Senior Care Prescription Drug Assistance Program temporary extension approved until 3/31/2019.
 - Second Power UP scheduled for February 19 at Hawthorne Apartments and March 4 at River View Apartments.

11. DISCUSSION AND POSSIBLE ACTION ON NEW PROFESSIONAL SERVICE CONTRACTS (CCS Regional Services Array, Consulting, Home Modification, Foster Care and Adult Alternate Care)

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

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

Mr. Kutz seconded.

Motion passed unanimously.

12. DISCUSSION AND POSSIBLE ACTION ON BUDGET CARRYOVER REQUESTS

Ms. Cauley reviewed the Carryover of Fund Balances Request for the year ending December 31, 2018. (attached)

Mr. McKenzie made a motion to approve the carryover requests as presented and to send it to the Finance Committee for approval.

Mr. Kutz seconded.

Motion passed unanimously.

13. REVIEW AND APPROVE BILLING/CHARGE RATES FOR 2019

Ms. Cauley reviewed the 2019 Billing/Charge Rates sheet. (attached)
Mr. Kutz made a motion to approve the Billing/Charge Rates for 2019 as presented.
Mr. McKenzie seconded.
Motion passed unanimously.

14. 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 reported that we would like to participate in the National Association of Counties Initiative. Mr. Mode suggested that we have someone rewrite the resolution and bring it back to the March Human Services Board meeting for discussion.

15. DISCUSSION AND POSSIBLE ACTION ON PROCLAMATION RECOGNIZING APRIL AS CHILD ABUSE PREVENTION MONTH

Mr. Mode made a motion to approve the proclamation recognizing April as Child Abuse Prevention Month.
Ms. Crouse seconded.
Motion passed unanimously.

16. DIRECTOR'S REPORT

Ms. Cauley reported on the following items:

- There are four statewide committees going on for response of PIP and implement the new Federal Legislation called Families First. She is co-chairing the Out of Home Care Committee with DCF staff.
- WCHSA continues to work on organizational effectiveness things
- Spring Conference is May 1-3 at the Osthoff Resort.
- Human Service Lobby Day is April 2.
- Brent and Kathi will meet the new secretary the last Wednesday of February.
- Every Child Thrives has asked Kathi and the Dodgeand Superintendent to present at the Public Health Conference in Philadelphia in November.
- WCA shared the Crisis Paper with legislators and the DHS secretary; it will be discussed at the next secretary's meeting.
- A few members of the Children's Long Term Council decided that Children's Long Term Care Waivers would be better served by a privatized MCO model and have already pitched that to DCF, which is very concerning.

17. ADJOURN

Mr. McKenzie made a motion to adjourn the meeting.
Mr. Kutz seconded.
Motion passed unanimously.
Meeting adjourned at 9:40 a.m.

Minutes prepared by:

Kelly Witucki
Office Manager
Human Services

NEXT BOARD MEETING

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