

**JEFFERSON COUNTY HUMAN SERVICES**  
**Board Minutes**  
**July 9, 2019**

**Board Members Present:** Jim Mode, Richard Jones, Russell Kutz, Augie Tietz, Cynthia Crouse, and John McKenzie

**Absent:** James 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 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**

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 JULY 9, 2018 AGENDA**

**5. PUBLIC COMMENTS**

No comments

**6. APPROVAL OF THE JUNE 11, 2019 BOARD MINUTES**

Mr. Jones made a motion to approve the June 11, 2019 board minutes.

Mr. Kutz seconded.

Motion passed unanimously.

**7. COMMUNICATIONS**

No communications

**8. REVIEW OF MAY 2019 FINANCIAL STATEMENT**

Mr. Bellford reviewed the May 2019 financial statement (attached) and reported that there is a projected positive year-end fund balance of \$772,559, which includes \$650,000 from our reserve carryover but excludes any prepaid adjustments.

**9. REVIEW AND APPROVE JUNE, 2019 VOUCHERS**

Mr. Bellford reviewed the June 2019 summary sheet of vouchers totaling \$520,613.75 (attached).

Mr. Tietz made a motion to approve the June 2019 vouchers totaling \$520,613.75.

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:

- **All Key Outcome Indicators** are being met
  - 94% of our youth that is currently on a Youth Justice Order is in a family setting.
  - Our Intake Department continues to be at 100% for face-to-face contacts as well as completion of our initial assessments. Department of Children and Family have reached out to get feedback on how we continue to hit that completion rate.
- Since the beginning of the year, we have placed 27 kids into care with Child Protective Services, compared to 34 in 2018 and only 29 in all of 2016.

- We have found permanency for twenty-three youth thus far this year and due to all of the efforts of intake and CPS we are fortunate not to have more children out of the home.
- Last month CPS ongoing was able to send eight kids home.

**Behavioral Health:**

Ms. Cauley reported on the following items:

- **All Key Outcome Indicators** are being met
- Crisis contacts are up to 6815 through June, compared to 5871 in 2018
- We had 52 emergency detentions since the beginning of the year.
- We are seeing a decrease in suicide calls. We have received 154 through June, compared to 176 in 2018.
- Our diversion rate for adults is at 81% and 88% for children.
- We had two high-cost placements at Winnebago Mental Health Institute
- We held a Crisis Intervention Training at the end of June for law enforcement. We received a grant from the Department of Justice for \$8375.00 to cover the costs of that training. Thirteen law enforcement officers attended and completed the training.
- Last month we hired the new intake position funded through the Crisis Innovation Grant.
- We currently have two adults in high cost placements. Through our Community Support Program, there are plans to move both to their own apartment.
- Ms. Cauley read a complimentary email that she received regarding the Oxford House.

**Administration:**

Mr. Bellford reported on the following items:

- Staffing updates:
  - We have filled the Medical Office Assistant position and she will start on July 22.
  - Lead Custodian position is currently vacant but we have a good candidate and are currently checking references.
  - Our Billing Specialist is soon to be on maternity leave. We have divvied up her duties and are hoping to stay on track for billing.
- We are beginning the 2020 budget process.
- This last month we have done a large number of contracts which include:
  - Energy Assistance RFP
  - Advertising contracts for ADRC and Dementia Care.
- We currently lease two 2-bedrooms and one 1-bedroom apartment through Opp. Inc. and then we sub lease them out and starting August 1 we will have another apartment that we will be able to sub lease.

**Economic Support:**

Ms. Johnson reported on the following items:

- Our **Key Outcome Indicators** were as follows:
  - *We have 30 days to get 100% of all applications processed.* We processed 98.97% of them timely.
  - *The Consortium Call Center must answer calls timely within 98% of the time.* The Call Center was at 92.36% and the state rate was at 82.99%.
- We will have Ready Kids for School on August 10, which is to distribute school supplies. The Randy Schopen Foundation gave us a grant for \$1,000 to purchase supplies.
- As of yesterday, we started a second party check that will need to be completed before benefits can be approved. Certain cases need to be sent to the supervisor to review before the can be confirmed.

- Medical Needy Income limit has always been \$591.67. Starting September 1, they are raising it to 100% of poverty, which will be \$1,040.83. This will allow more people to be eligible for medical assistance.
- We are now going to contract with 4C's for childcare certification. 4C's contracts with several counties to manage their program. They work with several organizations that have more available resources and knowledge in this area.

**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 27 initial home visits within the contract of 10 business days from the request.
  - Met at 100% for the Senior Dining Program, 6 new Home delivered meals were started. In June, there were 2,356 meals served with an average of 118 meals per day. GWAAR will be coming for their three-year assessment review of our Nutrition Program on July 16.
  - Transportation - 567 one-way trips completed out of the 581 rides requested. 55 canceled, and 4 transported by contract. 37 trips were completed in the wheelchair van. VA van had 66 trips. 6 people had been denied as we had no driver or vehicle available and 2 people for the wheelchair. We also are reapplying for Mobility Manager Funding as well as to request another vehicle.
  - Dementia Care Specialist provided training at the CIT training for Law Enforcement and had a poetry party at the Watertown Memory Café with 20 participants.

Couple other updates: We are working with 12 other counties to provide a Veterans Conference and Resource Fair for November 19, at the Alliant Energy Center in Madison. We applied with Dane, Rock, and ADRC of the SW for one-time ADRC funds for this event and those were approved.

The ADRC will be at the Farm Tech Days on July 23 – 25 in Johnson Creek.

**11. DISCUSSION AND POSSIBLE ACTION ON NEW PROFESSIONAL SERVICE CONTRACTS (Respite Care, Child Care Certification, Foster Care, CCS, Regional Service Array, ADRC advertising, Recreational/Alternative Activity)**

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

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

Mr. Tietz seconded.

Motion passed unanimously.

**12. DISCUSSION AND POSSIBLE ACTION ON REQUESTS FROM PUBLIC HEARING**

1. Watertown Area Cares Clinic - \$10,000
2. PAVE - \$12,000
3. Community Dental Clinic - \$7,500
4. New Beginnings - \$12,000

Mr. Tietz made a motion to approve the funding requests of Watertown Area Cares Clinic in the amount of \$10,000 and the Community Dental Clinic for \$7,500.00.

Mr. Jones seconded.

Motion passed unanimously.

Ms. Cauley reported that the County Board received a letter from the Executive Director from PADA, Lisa Berndsen. PADA is requesting \$60,000 for 2020. Funding for PADA in recent years was \$45,000 from 2010-12, \$50,000 in 2013, \$60,000 in 2014-2017, \$50,000 in 2018, and \$0 in 2019.

It was decided to wait until we go over the budget to see if there will be funds to take action on the requests from PAVE, New Beginnings, and PADA.

**13. DISCUSSION AND POSSIBLE ACTION ON BIDS FOR THE WISCONSIN HOME ENERGY ASSISTANCE PROGRAM (WHEAP)**

Mr. Belford presented the request for proposal from the State of Wisconsin Department of Administration who contracts with Energy Services for the WHEAP Program.

Mr. Jones made a motion to approve this resolution and send to the County Board.

Mr. McKenzie seconded.

Motion passed unanimously.

**14. DIRECTOR'S REPORT**

- Ms. Cauley discussed several items from the State and the Governor's budget.
- Ms. Cauley, Jim Schroeder and Ben Wehmeier went to Gainesville, Florida to visit the Family Resource Center model for Every Child Thrives. Stakeholders are considering developing a similar model in Watertown within the new library. On July 24 at 8 am there will be a community event to start the discussion with stakeholders.
- On July 29 there will be a lunch and learn webinar for myStrength.
- Ms. Cauley has been asked to co-present on a workshop at the Wisconsin Counties Association Conference in September on Innovations and mental health.

**15. ADJOURN**

Mr. Jones made a motion to adjourn the meeting.

Mr. Tietz seconded.

Motion passed unanimously.

Meeting adjourned at 9:44 a.m.

Respectfully submitted by Kelly Witucki

**NEXT BOARD MEETING**

Tuesday, August 13, 2019, at 8:30 a.m.  
Workforce Development Center, Room 103  
874 Collins Road, Jefferson, WI 53549