

JEFFERSON COUNTY HUMAN SERVICES
Board Minutes
January 14, 2020

Board Members Present: Jim Mode, Richard Jones, Russell Kutz, Jim Schultz, and Cynthia Crouse

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

Tietz Absent/Quorum established.

3. CERTIFICATION OF COMPLIANCE WITH THE OPEN MEETINGS LAW

Ms. Cauley certified that we are in compliance.

4. REVIEW OF THE JANUARY 14, 2020 AGENDA

No Changes

5. PUBLIC COMMENTS

No Comments

6. APPROVAL OF THE DECEMBER 10, 2019 BOARD MINUTES

Mr. Jones made a motion to approve the December 10, 2019 board minutes.

Mr. Kutz seconded.

Motion passed unanimously.

7. COMMUNICATIONS

Ms. Cauley reported that the Daily Union had a very nice article in the paper regarding myStrength.

8. REVIEW OF THE 2019 FINANCIAL STATEMENT

Mr. Bellford reviewed the November 2019 financial statement (attached) and reported that there is a projected positive year-end fund balance of \$1,486,241, which is up from the \$1,209,931 projected last month, because of increased WIMCR, CLTS, and CSP revenue. This balance includes \$650,000 from our reserve carryover, and excludes any prepaid adjustments, leaving \$836,241 of unreserved fund balance. This does include \$270,000 of capital projects that did not happen 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, 2019 VOUCHERS

Mr. Bellford reviewed the summary sheet of vouchers totaling \$538,361.69 (attached).

Mr. Jones made a motion to approve the December 2019 vouchers totaling \$538,361.69.

Mr. Schultz seconded.

Motion passed unanimously.

10. **DIVISION UPDATES: ECONOMIC SUPPORT, AGING & DISABILITY RESOURCE CENTER
BEHAVIORAL HEALTH, ADMINISTRATION, CHILD & FAMILY RESOURCES**

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 98.95% of them timely. We received 669 applications in December and did 662 timely.
 - *The Consortium Call Center must answer calls timely within 95% of the time.* The Call Center was at 95.17% and the State was at 83.45%.
- Cheryl Streich retired after 38 years of service.
- We hired Dana Dietchweiler who was our Administrative Assistant for the Economic Specialist position. We will now be hiring for her replacement.
- Currently, we are accepting 10 participants for our Children First Program.
- Emergency Food and Shelter program each year provides us with money to purchase food. This year we received \$1,400 where we will purchase more food to keep on hand for anyone in need.
- Department of Workforce Development will be coming in today to review our building and services.
- Department of Health Services will be here at the end of the month to do the Food Share Employment Training review with Forward Services.

ADRC:

Ms. Olson reported on the following items:

- Our **Key Outcome Indicators** are being met and are as follows:
 - ADRC Staff provided 18 initial home visits with all 18 home visits (100.0%) conducted within 10-business days of the consumer's request or later as preferred by the consumer. Staff provided 25 home visits for the month of November.
 - For Transportation, broke our record as there were 740 1- way trips completed out of 808 requested for the Driver Escort/Wheelchair Transp. Program. Cancellations were at 68, 44 were for the Wheelchair van. Seven transported by contract. For the VA van 76 of the 110 requested 1-way trips completed, 28 cancellations. Overall there were 21, 5 denials as there was too short of notice or no driver available.
 - For Senior Dining, there were 2,282 meals with an average of 129 meals per day. Our Nutrition Program supervisor resigned so we are in the process of interviews.
 - A presentation through the Jefferson County Care Transition Coalition will be on April 29 at the Fort Hospital to update providers and the community on the International Dysphagia Diet Pyramid.

Behavioral Health:

Ms. Cauley reported on the following items for December:

- Key Outcome Indicators for all teams are being met.
 - In January 2019 for Alternate Care, we started with \$62,000. By the end of the year, we were at \$48,000.

- We had 13,860 crisis contacts in 2019 compared to 11,786 in 2018. In 2009, there were 3,582.
- Emergency detentions have decreased. In 2019, there were 114, which is the lowest amount since 2010. Our diversion rate is 80%.
- Last year we had four youth in Winnebago and in 2018, there were nine.
- We had nine emergency detentions for clients enrolled in Family Care.
- Crisis Regional Option is available and we are preparing to collaborate with Rock County.
- Outpatient and AODA Clinic, we are having some turnover and are currently hiring.
- Ms. Cauley shared the information with the board regarding myStrength in hopes of getting the information out to the community.

Administration:

Mr. Bellford reported on the following items:

- 2020 Capital projects
 - We are looking at purchasing several new vehicles for staff to replace the older vehicles that are high in miles. The idea is to turn our vehicles over more frequently, so we can save maintenance costs and always have newer, safer vehicles for staff. We will work with the Highway Dept. to help manage this.
 - We received a proposal from Maas Brothers regarding the construction manager on numerous projects for the year. This proposal will go to the County Board tonight.
- Currently have two staff out on medical leave.
- We have until the end of January to finalize our payments so we can get accurate reports out to DHS.
- A front desk staff, Lori Zick is retiring in two weeks. We have started interviewing for her replacement.

Child & Family Resources:

Mr. Ruehlow reported on the following items:

- The Key Outcome Indicators for all teams are meeting their goals.
 - Youth Justice Program currently has 17 youth in care and only 4 of them are not in a family setting.
- Mr. Ruehlow thanked both Laura Wagner and Brian Bellford for their help with applying for In-Home Safety Services again this year. After some recent changes, it is now called Targeted Support and Safety Funds. We were accepted to receive \$87,000 for 2020.
- Our Intake Department is extremely busy and is having an increase in calls. In 2019 the department took 59 children into physical custody with 48 of those children being placed outside of the home. Compared to 2018 where 33 children were taken into physical custody and 22 were placed outside of the home.
- Alternate Care costs are down for our ongoing unit.
- Mr. Ruehlow read a complimentary email that he received from a parent who has a child enrolled in the Children's Long Term Support program. The parent was thanking case manager Lindy Schrader for her hard work with getting her son a bike that would fit his physical needs.

11. DISCUSSION AND POSSIBLE ACTION ON NEW PROFESSIONAL SERVICE CONTRACTS (Fiscal Agent)

Ms. Cauley reported that we have one new service provider. (attached)

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

Mr. Kutz seconded.

Motion passed unanimously.

12. DISCUSSION AND POSSIBLE ACTION ELIMINATING A FULL-TIME COMMUNITY SUPPORT PROGRAM PROFESSIONAL I/II/III POSITION AND CREATING A FULL-TIME COMMUNITY SUPPORT PROGRAM CLINICAL COORDINATOR POSITION.

Ms. Cauley reported that after additional research they discovered that it would be more beneficial to the agency to eliminate a full-time CSP Professional I/II/III and create another full-time CSP Clinical Coordinator position. This will be taken to the Human Resources Committee tonight and then County Board after. (attached)

Ms. Crouse made a motion to approve eliminating a full-time Community Support Program Professional I/II/III position and create another full-time Community Support Program Clinical Coordinator position.

Mr. Kutz seconded.

Motion passed unanimously.

13. DISCUSSION AND POSSIBLE ACTION ON 2020 RATES

Mr. Bellford discussed the billing/charge rates for 2020. (attached)

Mr. Jones made a motion to approve the billing/charge rates for 2020.

Mr. Kutz seconded.

Motion passed unanimously.

14. DISCUSSION WISCONSIN COUNTIES HUMAN SERVICES ASSOCIATION

Ms. Cauley discussed the four policy advisory committees with WCHSA and discussed how much work those committees do and the positive changes they have created. Ms. Cauley also expressed that both she and Mr. Ruehlow are extremely involved with those committees and are the appointed Co-Chairs.

15. DIRECTOR'S REPORT

Ms. Cauley reported on the following items:

- Every Child Thrives continues to do work on community resilience. They have given the agency a grant totaling \$20,000, which would help in covering the costs for Lisa Dunham and Kelly North to perform additional Trauma Informed Care Training, as well as the costs for Ms. Cauley to provide consulting services.
 - ECT would like to give us some money to remodel the play area down by the Health Department.
 - January 28 the first lady Mrs. Evers will be coming along with others to visit and learn about Every Child Thrives and what projects we are currently working on.
- Ms. Cauley has been reaching out to several people regarding the position that is currently open on the Human Services Board to replace John McKenzie. She stated that we have someone who is currently interested and we are working on the additional details.
- There are two retirements in 2020 that we know of and at least seven retirements coming in 2021.

16. ADJOURN

Mr. Jones made a motion to adjourn the meeting.

Mr. Schultz seconded.

Motion passed unanimously.

Meeting adjourned at 9:33 a.m.

Minutes prepared by:

Kelly Witucki
Office Manager
Human Services

NEXT BOARD MEETING

Tuesday, February 11, 2020, at 8:30 a.m.
Workforce Development Center, Room 103
874 Collins Road, Jefferson, WI 53549