

JEFFERSON COUNTY HUMAN SERVICES
Board Minutes
May 12, 2020

Board Members Present via Zoom: Richard Jones, Russell Kutz, Jim Schultz, Augie Tietz, Cynthia Crouse, Leslie Golden, Michael Wineke

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, County Administrator Ben Wehmeier, and Board Supervisor Anita Martin.

1. CALL TO ORDER

Ms. Crouse 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. ELECTION OF OFFICERS: CHAIR, VICE CHAIR, SECRETARY

Ms. Crouse asked for nominations for Chair.

Mr. Tietz nominated Richard Jones.

Mr. Schultz seconded the nomination.

No other nominations were made.

Mr. Tietz made a motion to close the ballot and elect Richard Jones as Chair.

Mr. Kutz seconded the motion.

Motion passed unanimously.

Mr. Jones asked for nominations for Vice Chair.

Mr. Schultz nominated Russell Kutz.

Ms. Crouse seconded the nomination.

No other nominations were made.

Motion passed unanimously.

5. REVIEW OF THE MAY 12, 2020 AGENDA

No Changes

6. PUBLIC COMMENTS

No Comments

7. APPROVAL OF THE APRIL 14, 2020 BOARD MINUTES

Mr. Schultz made a motion to approve the April 14, 2020 board minutes.

Mr. Tietz seconded.

Motion passed unanimously.

8. COMMUNICATIONS

9. REVIEW OF THE MARCH 2020 FINANCIAL STATEMENT

10. DISCUSS AND APPROVE APRIL 2020 VOUCHERS

Mr. Bellford reviewed the summary sheet of vouchers totaling \$444,657.45. (attached). Mr. Bellford mention that DCF increased our kinship care contract, so we are able to provide more kinship funding to families. That is why our kinship payments have increased. They are offset with increased DCF funding.

Mr. Kutz made a motion to approve the April 2020 vouchers totaling \$444,657.45.

Mr. Tietz seconded.

Motion passed unanimously.

11. DIVISION UPDATES: BEHAVIORAL HEALTH, ADMINISTRATION, ECONOMIC SUPPORT, AGING & DISABILITY RESOURCE CENTER, AND CHILD AND FAMILY DIVISION

Behavioral Health:

Ms. Cauley reported on the following items:

- Through April there were 5114 emergency mental health contacts compared to 4417 for last year at this time. In 2009 there were 3582 and in 2008 there were 995.
- We currently have had 164 emergency detentions. Our diversion rate is 71%. In April we had 13, and in April of 2019, we had 3.
- In April of 2019, we had 47 requests for new services. In April of 2020 we had 62 requests.
- In our Outpatient Clinic therapists are providing services through Telehealth. The therapists have stated it is more convenient and they have seen a decrease in no shows due to fewer barriers for the consumers. Our Psychiatrist is also reporting that it is very effective and that the consumers appreciate having this option to continue treatment.
- Our Adult Out-of-Home Placement costs are down as we were able to move two consumers into their own homes.
- Youth Crisis Grant received \$5,000 to purchase supplies for youth. We will be able to purchase new licenses for Coping Cat which is an evidence based therapy for youth with anxiety.
- As previously discussed we received the Crisis Innovation Grant. The grant allowed us to hire an Emergency Mental Health Outreach Worker. This position works with the 142 licensed facilities in Jefferson County to help educate, provide resources, and create crisis plans. With the day services being closed this has put more stress on the facilities. With the support offered by the Greater Watertown Health Foundation we were able to work with the facilities and offer Bingo through Zoom twice a week.
- Our Outpatient Clinic has eleven therapists and one substance abuse counselor who provides outpatient therapy for people who are experiencing family violence. We work closely with both PAVE and New Beginnings who also assist with support and advocacy. We also offer Evidence-Based Practices through our Family-Centered Therapy program.

Administration:

Mr. Bellford reported on the following items:

- The County's financial auditors are currently on-site.
- Billing through February/March for most of our programs has been completed.
- Updates on Capital Projects
 - We are performing additional cleaning duties daily, such as wiping down all door handles, bubblers, and common work areas for staff.
 - Carpets are being shampooed along with walls and ceilings being wiped down.

- We have obtained 36 more duress buttons, along with new radios and a remote receiver for the Workforce Development building. We previously did not have buttons or a receiver at Workforce.

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 99.73% of them timely.
 - *The Consortium Call Center must answer calls timely within 95% of the time.* The Call Center was at 98.38%.
- Application numbers are going up, but the call center is going down. We received 1,655 fewer calls in April than we had received in March due to the changes that the Department of Children and Family has made.
- Anyone who receives free or reduced lunches at school will receive additional funds on their Food Share card. If they don't receive Food Share than the school district will be reaching out to those families.
- Currently 19 staff are working from home and 4 staff are physically at the Workforce Development Center.
- Staff is currently working on overpayments that they haven't been able to in the past.

ADRC:

Ms. Olson reported on the following items:

APS

- Mark Nevins retired on May 1 and our new staff, Kassie Kluge will be starting on June 1st.

ADRC

- Recognizing the vulnerability of many of our Home Delivered Meal Recipients (who may experience social isolation, food shortages or have other concerns) seven ADRC staff including the supervisor, have provided welfare checks phone calls every Tuesdays and Thursdays (days meals are not delivered) since 3-26-20. In March, ADRC staff completed a total of 218 welfare check calls. In April, HDM welfare checks were provided on 9 dates = approx. 717 calls.
- Volume of regular contacts (minus welfare check calls) has decreased since COVID-19. In March, per SAMS Profiler Report, there was 578 other calls/contacts, which is only slightly less than the number of total contacts for Jan (617) and Feb. (601). In April, there is 1, 126 total contacts – 717 HDM Welfare Check calls = 409 calls/contact.

Senior Dining

- KOI met. 23 new home delivered meals started in April. Average 99 meals per day. Meals for april 2,079.

Transportation

- KOI met. 347 1- way trips completed out of 516 requested for the Driver Escort Program in April . 21 wheelchair van/ 16 was transported through C&W or LaVigne. 206 were cancelled.
- For the VA van, 40 requested 1-way trips and 38 cancelled – Leaving 2 trips given of the VA

Dementia Care Specialist

- Offering Monday Morning Caregiver Coffee Hour, well received with 8 – 12 participants. Brain Health presentations will be offered May 19th and May 29th.

Child & Family Resources:

Mr. Ruehlow reported on the following items:

- All **Key Outcome Indicators** are all being met.
- Lynette Holman who was our Birth to Three Service Coordinator retired on May 8th after 23 years of service. We are currently looking at making some changes to that position before officially posting it.
- Our Access Worker, Carly King who was previously on maternity leave, has decided to stay home with her twins.
- We hired two of our past student interns, Adrianna Zickert and Autumn Risch to fill the two positions that we had vacant.
- Department of Children and Family has seen a 20% decrease in calls, but Jefferson County has not only seen an increase in calls, but also an increase in the intensity of the calls that continue to come in.
- Youth Justice referrals from Law Enforcement are down about 50%.
- As previously discussed we were awarded the Parents Supporting Parents Grant. The grant allowed us to hire a Coordinator, which was offered and accepted by Andrea Szwec. Andrea has worked many years for Human Services in several different positions and we are excited to have her move into this position.
- We applied and are awaiting for reimbursement for a client who is eligible for Sex trafficking State funding. We are expecting a reimbursement of \$23k.

12. DISCUSSION AND POSSIBLE ACTION ON NEW PROFESSIONAL SERVICE CONTRACTS (Supportive Home Care)

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

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

Mr. Schultz seconded.

Motion passed unanimously.

13. DISCUSS AND POSSIBLE ACTION ON REAPPOINTMENTS FOR ADRC ADVISORY COMMITTEE MEMBERS – JEANNE TYLER REAPPOINTMENT FOR THREE YEAR, SECOND TERM ENDING JULY 1, 2023.

Mr. Schultz made a motion to approve the appointments as presented.

Mr. Kutz seconded.

Motion passed unanimously.

14. DISCUSS AND POSSIBLE ACTION ON REAPPOINTMENTS FOR NUTRITION PROJECT COUNCIL MEMBERS – CAROL O'NEIL REAPPOINTMENT FOR THREE YEAR, SECOND TERM ENDING JULY 1, 2023.

Mr. Tietz made a motion to approve the appointments as presented.

Mr. Kutz seconded.

Motion passed unanimously.

15. REVIEW THE HUMAN SERVICES 2019 ANNUAL REPORT

Ms. Cauley presented our 2019 annual report. Each Manager spoke about his/her Division.

16. DISCUSS POTENTIAL AGENDA ITEMS FOR JUNE BOARD MEETING AND PUBLIC HEARING.

- The location has not yet been decided, but more information will be released closer to the date.

17. DIRECTOR'S REPORT

Ms. Cauley reported on the following items:

- We are currently facing a lot of transitions on how services will be delivered. We continue to make changes to maintain the safety of employees and consumers while receiving services.
- Mike Hansen, our Mobility Manager has created resources for how to order food online along with a resource with a list of pharmacies who offer delivery and curbside pick-up. Mike has also worked with the Food Pantries and Taxi services to get food delivered.
- We are looking at ways to reach out to our agriculture community.
- Referrals are down with children and we are looking into why that is. Is it because there are fewer eyes and ears for children?

18. ADJOURN

Ms. Crouse made a motion to adjourn the meeting.

Mr. Schultz seconded.

Motion passed unanimously.

Meeting adjourned at 10:18 a.m.

Minutes prepared by:

Kelly Witucki
Office Manager
Human Services

NEXT BOARD MEETING

Tuesday, June 9, 2020, at 4:00 p.m.

Courthouse, Room 112

311 South Center Ave, Jefferson, WI 53549