

**JEFFERSON COUNTY HUMAN SERVICES**  
**Board Minutes**  
**August 11, 2020**

**Board Members Present in Person:** Richard Jones and Michael Wineke

**Board Members Present via Zoom:** Russell Kutz, Cynthia Crouse, Jim Schultz, and Leslie Golden

**Absent:** Augie Tietz

**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. Jones called the meeting to order at 8:30 a.m.

**2. ROLL CALL/ESTABLISHMENT OF QUORUM**

Tietz absent/Quorum was established.

**3. CERTIFICATION OF COMPLIANCE WITH THE OPEN MEETINGS LAW**

Ms. Cauley certified that we are in compliance.

**4. REVIEW OF THE AUGUST 11, 2020 AGENDA**

**5. PUBLIC COMMENTS**

No Comments

**6. APPROVAL OF THE JULY 14, 2020 BOARD MINUTES**

Mr. Wineke made a motion to approve the July 14, 2020 board minutes.

Mr. Schultz seconded.

Motion passed unanimously.

**7. COMMUNICATIONS**

No communications

**8. REVIEW OF JUNE 2020 FINANCIAL STATEMENT**

Mr. Bellford reviewed the June 2020 financial statement (attached) and reported that there is a projected positive year-end fund balance of \$1,259,487. This balance includes \$650,000 from our reserve carryover but excludes any prepaid adjustments. Projections this early in the year are very volatile and subject to change.

**9. REVIEW AND APPROVE JULY, 2020 VOUCHERS**

Mr. Bellford reviewed the July 2020 summary sheet of vouchers totaling \$391,625.00 (attached).

Mr. Schultz made a motion to approve the July 2020 vouchers totaling \$391,625.00.

Mr. Wineke seconded.

Motion passed unanimously.

10. **DIVISION UPDATES: CHILD & FAMILY DIVISION, 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
- The Alternate Care budget has stayed low as we currently do not have any youth placed Out-of-State or at a Residential Care Facility. We only have 3 at the Group Home level as of today.
- For the JET Program (Judicial Engagement Team) we have 21 families and 38 children that have been identified who have quarterly reviews in front of the Judge and the alternate care reviews will be held Judicially as well. Additionally, the parental representation funding has reached 5 parents so far to assist in quality representation to aid in reunification.

**Behavioral Health:**

Ms. Cauley reported on the following items:

- **Key Outcome Indicators** are all being met
  - Through July we've had 9,826 emergency contacts, which is up 1,922 from last year. In 2014 there were 5,700 for the year.
  - Our diversion rate for emergency detention is at 72%.
  - Suicide calls are down.
- The Crisis Innovation Grant is providing a new program called The Skills System that will soon be starting. This program is designed to help people of various ages and abilities to manage emotions.
- Ms. Cauley shared a success story of a former client who received Behavioral Health services from the Department.

**Administration:**

Mr. Bellford reported on the following items:

- Jessica Tucker who is currently our Billing Specialist accepted the Financial Intake position. We have since posted her position and hope to start interviews this week.
- WIMCR report for 2019 was submitted at the end of July as the deadline was pushed back due to COVID.
- Capital projects:
  - Work on bonded capital projects has begun. These projects include roofing, HVAC, mechanical, among other things.
  - We have ordered many new cars and vans with the Highway Department. The Highway Department will provide internal fleet management. This will help us expand our fleet and replace older squads and vans.

**Economic Support:**

Ms. Johnson reported on the following items:

- Our **Key Outcome Indicators** were as follows:
  - The application processing rate was 99.55%.
  - The Consortium Call center must answer calls timely within 10 minutes 95% of the time. The Call Center was at 98.66%.
- Due to COVID, the Ready Kids for School event was unable to be held this year. Instead, all supplies were boxed up at the warehouse where someone from each school district came

and picked up the supplies. They will then distribute those supplies to the students in that district that are in need.

- Due to the public health emergency, we will be issuing emergency food benefits up to the maximum amount for July and August.
- Health Care will remain open through December and no premiums will be required.
- We are receiving a large number of calls regarding families in need of child care due to schools being closed. As of recently, we can provide child care assistance for those families due to schools being virtual.
- Ms. Johnson shared a thank you note that she received from someone who received a hotel voucher from Workforce.

**ADRC:**

Ms. Olson reported on the following items:

For July, the Key Outcome Indicators (KOI) are being met.

**ADRC** - Eleven (11) customers were enrolled in an LTC program per KOI guidelines. From Jan.- July, the ADRC completed approximately 88 enrollments into Family Care, Partnership, or IRIS programs. This is slightly below average compared to the three previous years. In July, the ADRC documented 733 contacts. This is a decline compared to May (1,052) and June (1,337) but expected as our contacts had increased each month since COVID-19 due to making the wellbeing calls for the HDM program.

**Senior Driving Program** - 11\_new Home Delivered Meal Consumers started in June. No one has been denied. The Waukesha Quilt club donated 120 beautifully quilted placements for our home-delivered meals participants.

**Transportation** - We had 533 1- way trips completed out of 572 requested for the Driver Escort Program in July. For the VA van, 21 trips give out of the 31 requested due to 10 canceling.

**DCS** - Our Dementia Care Specialist and Caregiver specialist are working on bringing some new programs to our county. More info to come on the Humming Bird Project and Grandpa and Lucy projects.

**11. DISCUSSION AND POSSIBLE ACTION ON NEW PROFESSIONAL SERVICE CONTRACTS (Foster Care and Psychiatric)**

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

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

Ms. Crouse seconded.

Motion passed unanimously.

**12. DISCUSSION AND POSSIBLE ACTION ON 2021 BUDGET PRESENTATION**

Ms. Cauley reviewed the budget and commended Mr. Bellford on all of his work.

Mr. Wineke made a motion to approve the white budget with the 1.5% reduction and forward it on to the Finance Committee.

Mr. Kutz seconded.

Motion passed unanimously.

**13. DISCUSSION AND POSSIBLE ACTION ON THE 2021 MOBILITY MANAGER APPLICATION**

Ms. Olson reported information on the 2021 application for 5310 funding for the Mobility Manager position. The application is due on August 28<sup>th</sup>. Jefferson County is requesting \$85,000 in 5310 funding and will the county will fund the 20% match of \$22,320.

Mr. Kutz made a motion to approve the 2021 Mobility Manager application.

Ms. Crouse seconded.

Motion passed unanimously.

**14. DISCUSSION AND POSSIBLE ACTION ON THE 2021 5310 VEHICLE APPLICATION**

Ms. Olson reported the information on the 2021 application for 5310 funding for a wheelchair-accessible minivan. The application is due on August 28<sup>th</sup>. Jefferson County is requesting funding for a rear entry minivan, the estimated total cost is \$41,000 and the 20% match is \$8,200 which would be from the 85.21 Transportation Trust account.

Mr. Jones made a motion to approve the 2021 5310 vehicle application.

Mr. Schultz seconded.

Motion passed unanimously.

**15. DISCUSSION AND POSSIBLE ACTION ON THE 2021 AGING PLAN GOALS FOR REVIEW**

Ms. Olson reported on the goals that needed to be revised due to the pandemic.

**16. DIRECTOR'S REPORT**

- DHS reported there is a Medicaid surplus, but then Jim Jones the Director of DMS stated the surplus was going to be used by the Department of Revenue.

**17. DISCUSS POTENTIAL AGENDA ITEMS FOR THE SEPTEMBER BOARD MEETING**

- Funding for Dave Gallup and New Beginnings.
- 2021 Budget

**18. ADJOURN**

Ms. Crouse made a motion to adjourn the meeting.

Mr. Schultz seconded.

Motion passed unanimously.

Meeting adjourned at 10:15 a.m.

Respectfully submitted by Kelly Witucki

**NEXT BOARD MEETING**

Tuesday, September 8, 2020, at 8:30 a.m.

Jefferson County Courthouse County Board Room 205

311 S Center Ave, Jefferson, WI 53549