

JEFFERSON COUNTY HUMAN SERVICES
Board Minutes
December 8, 2020

Board Members Present in Person: Richard Jones and Michael Wineke

Board Members Present via Zoom: Russell Kutz, Cynthia Crouse, and Jim Schultz, Sira Nsibirwa

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 DECEMBER 8, 2020 AGENDA

5. PUBLIC COMMENTS

No Comments

6. APPROVAL OF THE NOVEMBER 10, 2020 BOARD MINUTES

Mr. Wineke made a motion to approve the November 10, 2020 board minutes.

Mr. Kutz seconded.

Motion passed unanimously.

7. COMMUNICATIONS

No communications

8. REVIEW OF OCTOBER 2020 FINANCIAL STATEMENT

Mr. Bellford reviewed the October 2020 financial statement (attached) and reported that we are projecting a positive year-end fund balance of \$2,136,722. This has increased since last month because of enhanced income maintenance revenue. This balance includes \$650,000 from our reserve carryover but excludes any prepaid adjustments.

9. REVIEW AND APPROVE NOVEMBER 2020 VOUCHERS

Mr. Bellford reviewed the summary sheet of vouchers totaling \$485,446.29 (attached).

Ms. Crouse made a motion to approve the November 2020 vouchers totaling \$485,446.29.

Mr. Wineke seconded.

Motion passed unanimously.

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

Administration:

Mr. Bellford reported on the following items:

- We received notification from Medicaid that we received a CRS payment of \$187,000. This would be our WIMCR payment, which is more than we budgeted.
- The front desk positions have both been filled and have officially started.

- In the 2021 budget, there is a new CCS fiscal position. This position will help with billing, note monitoring, as well as other fiscal duties. We will be reorganizing a lot of duties to prepare for this position. We also have two other Accounting Supervisors in the 2021 budget.

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 100% of them timely. We received 498 applications.
 - The Consortium Call Center must answer calls timely within 95% of the time. The Call Center was 99.46% and the state was at 99.25%.
- We have a program called Children First. With this program, we work with the Child Support Agency. They will send over referrals for individuals who are currently not paying their child support. We work with them and help them to find employment so that they can pay for three consecutive months of child support. Due to CoVid, we did not receive any referrals this year, but for 2021-2022 we will have 15 slots available. We receive \$800 per participant.
- Starting in August of 2021, we will have a new call center system, called Genesys.

ADRC:

Ms. Olson reported on the following items:

- Our Key Outcome Indicators are being met. November Updates:
 - ADRC the KOI was met. 17 out of 17 customers were enrolled in an LTC.
 - Senior Dining Program - 14 new Home Delivered Meal Consumers started in November. In November, there were 2,949 meals delivered, in January of this year we were serving 2,444.
 - New APS Staff person Mary Parizek will be starting Monday, Dec 14th.
 - Transportation: Ridership was down just a little bit in November with 527 1- way trips completed for the Driver Escort Program in November. 51 wheelchair van/ and 2 transported through community provider 21 requests were unable to be met or had to reschedule. Additionally, several of our drivers are delivering Home Delivered meals for the Nutrition program, so we are keeping very busy overall.
 - For the VA van, 6 1-way trips given
 - A couple of new projects starting in January:
 - Flu Vaccine Promotion
 - Aging Mastery Program

Child & Family Resources:

Mr. Ruehlow reported on the following items:

- **Key Outcome Indicators** for all teams are being met
 - For the new year, we will be re-evaluating our Key Outcome Indicators.
- Mr. Ruehlow sent out an article from the Jefferson County Daily Union called Breaking Barriers. This article was regarding our Parents Supporting Parents Program. This program is designed to utilize experience from previous families who have been involved with the Child Welfare system to work with families who are currently involved in the Child Welfare system. This article ran in all of the local papers as well as was featured on the Child Welfare Information Gateway published in part by the Childrens Bureau.
- Bridget Bauman, the Director for the Court Improvement Program reached out to both Mr. Ruehlow and Judge Brantmeier to put together a success story that the Chief Justice of Wisconsin could share about the trying times and overcoming adversity in a COVID world at a recent address. Jefferson County Humans Services was excited to share a success story detailing the hard work of the courts and our agency.

- Recently we started our new program called H.O.P.E. This program is designed to help individuals who are homeless. Below are the most up-to-date numbers:
 - Since the program has started we have worked with 22 consumers.
 - 10 consumers have since been closed.
 - 3 consumers have moved out of the county.
 - 9 consumers are still active.
 - 6 individuals have moved into their own housing that is not supported by JCHS.
 - 10 individuals have been referred to Opportunities Inc.
 - 6 are still working at Opportunities.
 - 6 moved on to other employment.
 - 2 have secured disability.
- Our Children’s Long Term Support Waiver currently has 243 children on the Waiver Program. We are working to eliminate the waitlist by January 1 as the state will then be taking over the waitlist. Once the state takes over the waitlist they will start to release all the kids into our staff caseloads. Starting June 1, we will be taking over the assessments which were previously completed through a local company that DHS contracted with. We will be posting a new position to help with taking over these added duties.

Behavioral Health:

Ms. Cauley reported on the following items:

- **Key Outcome Indicators** for all teams are being met
 - Last year we had 13,860 crisis contacts compared to 5,707 in 2012. As of November of this year, we are at 15,817.
- We have had 101 emergency detentions for the year. Our diversion rate is 74%.
- Ms. Cauley introduced John Morrell, Department of Corrections psychologist, who joined the board meeting. John will be working with our Outpatient Clinic and will be consulting with individuals who have complex needs.
- Cynthia Crouse was hired as our Financial Assistant with CSP. She will start on December 14. Due to being hired, she will be resigning from her position on the Human Services board.
- Since September we continue to have open positions in the Behavioral Health Division. We currently do not have any candidates.
- We collaborated with the Department of Corrections for an Intensive Outpatient Program. It has been very successful and the first round of IOP has been completed and they have all graduated.
- There is an increasing need for mental health services in the schools. We would like to create a position for a mental health consultant to be on staff. The Greater Watertown Health Foundation is very invested in this and Ms. Cauley is working with Tina Crave regarding them possibly funding this position.
- Ms. Cauley shared a success story regarding a consumer who was enrolled in our CSP program.

11. DISCUSSION AND POSSIBLE ACTION ON NEW 2020 PROFESSIONAL SERVICE CONTRACTS (HOME MODIFICATIONS AND AODA RESIDENTIAL)

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

Mr. Kutz made the motion to approve the contracts as listed.

Mr. Schultz seconded.

Motion passed unanimously.

12. DISCUSSION AND POSSIBLE ACTION ON NEW 2021 PROFESSIONAL SERVICE CONTRACTS (HOME MODIFICATIONS AND AODA RESIDENTIAL)

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

Mr. Wineke made the motion to approve the contracts as listed.

Ms. Crouse seconded.

Motion passed unanimously.

13. DISCUSSION AND POSSIBLE ACTION ON THE 2021 AGING BUDGET

Mr. Bellford reviewed the Aging Plan for Jefferson County. The plan includes our 2021 allocations from GWAAR. Because several Aging Programs received CARES and FFCRA funding in 2020, we will have Title III carryover from 2020 into 2021. This is reflected in our 2021 budget. Our budget does call for a transfer of 40% of the Congregate Meals allocation to the Home Delivered Meals allocation.

Mr. Wineke made a motion to approve the 2021 Aging Budget.

Mr. Kutz seconded.

Motion passed unanimously.

14. PREPARE FOR NOMINATIONS FOR THE CIT OFFICER OF THE YEAR

Ms. Cauley reported that she received two nominations for the Crisis Intervention Training Officer of the Year award. The first nomination is for Deputy Bill Dandoy, with the Jefferson County Sheriff's Department and the second nomination is for Deputy Amy Heggie, with the Jefferson County Sheriff's Department.

Mr. Jones made a motion to approve both nominations of Deputy Bill Dandoy and Deputy Amy Heggie for the CIT award.

Ms. Crouse Seconded.

Motion passed unanimously.

15. DIRECTOR'S REPORT

Ms. Cauley reported on the following items:

- The Human Services Lobby Day at the capitol is April 13, 2021.
- Our H.O.P.E. Program continues to see a huge increase in individuals who are homeless
- Project Recovery through the Community Action Coalition has hired mental health workers to take phone calls. They are currently referring to that line as a crisis line. They are not prepared to help or deal with someone who may be dealing with suicide ideation. We are working with them to establish protocols .
- We have staff retiring at the end of 2020 and the beginning of 2021.
- The State received additional FMAP payments to support services. In the past, these payments always went to providers. In November, DHS announced that not only would providers (including Counties) not be getting these additional FMAP payments, payments from earlier in the year would be taken back. After a lengthy discussion with DHS and the Counties, DHS reversed their decision. Counties get to keep these payments.

16. ADJOURN

Ms. Crouse made a motion to adjourn the meeting.

Mr. Nsibirwa seconded.

Motion passed unanimously.

Meeting adjourned at 9:48 a.m.

Minutes prepared by:

Kelly Witucki
Office Manager
Human Services

NEXT BOARD MEETING

Tuesday, January 12, 2021, at 8:30 a.m.
Jefferson County Courthouse County Board Room 205
311 S Center Ave, Jefferson, WI 53549