

JEFFERSON COUNTY HUMAN SERVICES

Board Minutes

June 9, 2020

Board Members Present in Person: Richard Jones and Michael Wineke

Board Members Present via Zoom: Russell Kutz, Augie Tietz, Cynthia Crouse, and Jim 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 and Office Manager Kelly Witucki

1. CALL TO ORDER

Mr. Jones called the meeting to order at 4:00 p.m.

2. ROLL CALL/ESTABLISHMENT OF QUORUM

Leslie Golden absent /Quorum established.

3. CERTIFICATION OF COMPLIANCE WITH THE OPEN MEETINGS LAW

Ms. Cauley certified that we are in compliance.

4. REVIEW OF THE JUNE 9, 2020 AGENDA

No changes

5. PUBLIC COMMENTS

No comments

6. APPROVAL OF THE MAY 12, 2020 BOARD MINUTES

Mr. Wineke made a motion to approve the May 12, 2020 board minutes.

Mr. Kutz seconded.

Motion passed unanimously.

7. COMMUNICATIONS

No communications

8. REVIEW OF APRIL 2020 FINANCIAL STATEMENT

Mr. Bellford reviewed the April 2020 financial statement (attached) and reported that there is a projected positive year-end fund balance of \$943,360. 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 MAY, 2020 VOUCHERS

Mr. Bellford reviewed the May 2020 summary sheet of vouchers totaling \$400,674.26 (attached).

Mr. Tietz made a motion to approve the May 2020 vouchers totaling \$400,674.26.

Mr. Schultz 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:

- The Key Outcome Indicators are all being met.

- Our Alternate Care costs for April are \$124,500 and our Residential Treatment Center costs will start to go down in the next couple of months, as a couple of our youth will be moved to Group Homes.
- We received the Department of Health Services Coordinated Services Team Grant for \$15,000. The money will help the agency continue to offer services virtually. We will be purchasing iPads and the data for those, along with extending our IY curriculum and buy additional materials. We will also be purchasing materials for families to have at home and additional items such as therapy games and therapy toys.

Behavioral Health:

Ms. Cauley reported on the following items:

- Crisis contacts are up to 6602 through May, compared to 5654 in 2019. For the entire year in 2014, we had 6065.
- We had 7 emergency detentions for May and we are currently at 60 for the year. Our diversion rate is 73%.
- Adult Alternate Care costs have decreased. In May they were approximately \$44,000 and in February they were around \$50,000.
- We are exploring with the Greater Watertown Health Foundation to bring a national consultant firm here to do strategic planning for mental health and substance abuse with private providers across the county.
- The Crisis Innovation Grants funds an EMH position that works with over 167 licensed facilities in Jefferson County. This position has created crisis plans with individuals who have had contact with law enforcement as well as training facility staff in coping techniques. This has helped to reduce the number of calls Law Enforcement receives from these facilities.

Administration:

Mr. Bellford reported on the following items:

- Billing is staying up-to-date as all of the teams are staying up to date on their approvals.
- We are staying up-to-date with collecting revenue.
- Capital Projects
 - The county had posted an RFP for several of the capital projects that are to be completed in 2020. They will soon be reviewing those bids.

Economic Support:

Ms. Johnson reported on the following items:

- Our **Key Outcome Indicators** were as follows:
 - In May we received 373 applications compared to 731 April and 551 in March.
 - The *Consortium Call Center* must answer calls timely within 95% of the time. The Call Center was 99.17%.
- Requests for the food pantry have increased. We received a \$200 donation from the Jefferson American Legion and have some additional funding to come.
- Currently, there is only 4 staff in the building, but we are holding a meeting this week with Workforce Development to start discussing re-opening the center and bringing back some additional staff.

ADRC:

Ms. Olson reported on the following items:

- Our Key Outcome Indicators are met.
- June 15th is International Elder Abuse Awareness Day. This day is marked with the idea that people from every nation will come together to lend their voice against the abuse and suffering that is inflicted on the older generation. It is a global social issue that affects the health and rights of millions of older people, and a problem that deserves the attention of the international community. Our awareness banner is displayed on the turnoff for Annex Road.
- APS- We welcomed Kassie Kluge to our team on June 1st
- ADRC - staff continues to telecommute as part of current ADRC operations. Staff continues to provide wellbeing phone calls to HDM recipients recognizing their vulnerability. There were 1096 contacts in May (includes the wellbeing contacts).
- Beginning in June, the ADRC Key Outcome Indicator (KOI) will measure the timeliness in which staff provides enrollment counseling to assist the customer with the selection of a Family Care, Partnership, and IRIS program and have the enrollment or referral submitted to the MCO or IRIS agency.
- The Senior Farmer Nutrition Program vouchers are available. Due to COVID-19, the ADRC has decided to process applications over the phone, staff will mail out the application for signature, and then when returned the vouchers will be mailed to the recipients.
- Nutrition- Key Outcome Indicators are being met. Meals are up from the same period in 2019 but the number of participants, in particular congregate meal participants, is down. The program added ten new participants for HDM in May. Starting June 17, HDM participants signed up to receive weekend meals delivered with their Friday meal. Also in June, we are working to expand the number of delivery days for HDM participants on the Johnson Creek route. Our future plan is to offer curbside delivery at select locations.
- Transportation and Mobility Manager- In April, the ADRC Driver / Escort Program began limiting rides to only "critical" rides, which has included trips to Dialysis and Cancer Treatments. Additionally, a few trips were made for grocery shopping for people who no other means to get food. Ridership increased in May (402 one-way trips) as clinics have been opening up again and some elective procedures are again taking place. At present, we have implemented all the CDC recommended safety precautions for Rideshare, Taxi, Limo, and other Passenger Drivers that pertain to COVID-19. Additionally, we are in the process of installing sneeze shields (vinyl barriers) between the front and rear vehicle seats as added protection for our drivers and patrons.

11. DISCUSSION AND POSSIBLE ACTION ON NEW PROFESSIONAL SERVICE CONTRACTS (AODA Residential and Daycare)

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

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

Mr. Tietz seconded.

Motion passed unanimously.

12. DISCUSSION AND POSSIBLE ACTION ON INNOVATION IN SOCIAL EMOTIONAL DEVELOPMENT GRANT

We received the Social Emotional Development Grant through the Department of Health Services. The grant is for \$54,005.50 and will run from December 2020 to December 2021.

Mr. Wineke made a motion to approve the Innovation in Social Emotional Development Grant.

Ms. Crouse seconded.

Motion passed unanimously.

13. DISCUSS POTENTIAL AGENDA ITEMS FOR THE JULY BOARD MEETING

- Budget/Funding Requests

- Update on Telehealth and staff working remotely

14. DISCUSS THE PUBLIC HEARING & REVIEW BOARD POLICIES

Mr. Jones referred to guidelines on the Policy Statement for Funding Requests for the upcoming public hearing.

15. PUBLIC HEARING – HUMAN SERVICES DEPARTMENT 2021 BUDGET

16. ADJOURN

Mr. Tietz made a motion to adjourn the meeting.

Mr. Schultz seconded.

Motion passed unanimously.

Meeting adjourned at 5:19 p.m.

Respectfully submitted by Kelly Witucki

NEXT BOARD MEETING

Tuesday, July 14, 2020, at 8:30 a.m.

Workforce Development Center, Room 103

874 Collins Road, Jefferson, WI 53549

Public Hearing

The following people registered to speak and did so at the public hearing.

John Anhalt, God Touch Ministry

Mr. Anhalt was not requesting a donation but wanted to let the board know of the services that his ministry offers.

Kenny Strege, Citizen

Mr. Strege was not requesting a donation but wanted to thank the board for all their time and support with helping the community.