

**JEFFERSON COUNTY HUMAN SERVICES**  
**Board Minutes**  
**July 14, 2020**

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

**Board Members Present via Zoom:** Cynthia Crouse, Russell Kutz, Augie Tietz, and Jim Schultz

**Absent:** Leslie Golden

**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**

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

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

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 JULY 14, 2020 AGENDA**

**5. PUBLIC COMMENTS**

No comments

**6. APPROVAL OF THE JUNE 9, 2020 BOARD MINUTES**

Mr. Schultz made a motion to approve the June 9, 2020 board minutes with the corrections.

Mr. Kutz seconded.

Motion passed unanimously.

**7. COMMUNICATIONS**

A group of members from the larger surrounding counties meets regularly with the State Secretary at the Governor's office. One of our colleagues informed Ms. Cauley that at the previous meeting they were discussing foster care and children being removed from homes and one of the judges mentioned what a great job Jefferson County is doing.

**8. REVIEW OF MAY 2019 FINANCIAL STATEMENT**

Mr. Bellford reviewed the May 2020 financial statement (attached) and reported that there is a projected positive year-end fund balance of \$1,199,715. 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 JUNE, 2020 VOUCHERS**

Mr. Bellford reviewed the June 2020 summary sheet of vouchers totaling \$443,709.46 (attached).

Mr. Wineke made a motion to approve the June 2020 vouchers totaling \$443,709.46.

Mr. Tietz seconded.

Motion passed unanimously.

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

**Economic Support:**

Ms. Johnson reported on the following items:

- Our **Key Outcome Indicators** were as follows:

- *We have 30 days to get 100% of all applications processed. We processed 99.61% of them timely.*
- *The Consortium Call Center must answer calls timely within 98% of the time. The Call Center was at 98.86% and the state rate was at 98.84%.*
- Ready Kids this year will be working directly with the school district offices to get the necessary materials to all children in need.
- We received \$1,200 from the Emergency Food & Shelter Program that we have until next May to use for our food pantry.
- Food Share error rates for Wisconsin was 5.40% for the last fiscal year. The National rate was at 7.36% and the Southern rate was at 3.27%.
- Ms. Johnson read a letter from a resident expressing their appreciation for the additional food share they received during this pandemic.

**Administration:**

Mr. Belford reported on the following items:

- Billing is currently up-to-date.
- We are beginning the 2021 budget process.
- The 2019 WIMCR report needs to be certified by the end of July.
- Mary Ostrander, our Financial Intake Worker is retiring.
- Maintenance continues to perform additional cleaning duties daily.

**ADRC:**

Ms. Olson reported on the following items:

- **APS**
  - Kassie Kluge started June 1<sup>st</sup> as our new Adult Protective Services worker.
- **ADRC**
  - The new ADRC Key Outcome Indicator is within 10 business days from the date the customer is determined functionally and financially eligible for publicly funded long term care. ADRC staff shall provide enrollment counseling to assist the customer in the selection of a Family Care, Partnership, or IRIS program and have the enrollment or referral submitted to the designated Managed Care Organization or Iris Consultant Agency (unless the customer request a date greater than 10-business days or enrollment/referral is delayed for reasons outside the control of ADRC staff). For June, the Key Outcome Indicator was met. Eleven customers were enrolled in an LTC program per the above KOI guidelines.
  - In June, ADRC staff (6 total) documented 1,299 calls with 444 unduplicated callers in comparison to 1,096 calls in May. This increase of 203 calls from the previous month and includes 5 home visits (for special circumstances) and 3 walk-in office visits. Recognizing the vulnerability of many of our Home Delivered Meal recipients, staff provided approx. 622 wellbeing phone calls in June. The Elder Benefit Specialist Program hosted its second virtual “Welcome to Medicare” workshop on 7-13-20 from 1-3 pm. The June virtual workshop had 15 participates. ADRC staff has also distributed approx. 116 of the 201 Farmer Market vouchers provided to Jefferson County. Most Farmers’ Markets in the county (except Jefferson) are operational with restrictions due to COVID-19.
- **Senior Dining**
  - KOI met. 15 new Home Delivered Meal Consumers started in June. No one has been denied. Meals for June = 2,167 average is 99 meals per day. Caterer Cost at \$4.89/meal = \$10,596.63 contactless curbside Meals starting on July 20th at Watertown, Jefferson, Lake Mills, and Palmyra sites. Weekend home-delivered meals, delivered on Friday consisting of 2 frozen meals and cold accompaniments + 2 milk. 13 Participants signed up

- A \$500 donation for dairy for HDM participants, so K Contacted Crystal Farms Dairy Company, as the Donor was from LM. Crystal Farm wanted to donate 38 cases of cheese nibbler snacks. Now we are back to figuring out how to purchase \$500 of dairy products.
- **Transportation**
  - KOI met. 538 1- way trips completed out of 568 requested for the Driver Escort Program in June. 51 wheelchair van/5 was transported through C&W or LaVigne. 104 were canceled. For the VA van, 32 requested 1-way trips and 20 canceled – Leaving 12 trips given of the VA. Ridership for the ADRC of Jefferson County Driver / Escort Service peaked during the 1st Quarter of FY20. A new monthly ridership record was set in February 2020 with 865 one way rides provided for the month. However, due to the COVID-19 pandemic, ridership decreased dramatically (by roughly 50%) in the 2nd Quarter of FY20, but ridership has begun to increase again as clinics and other services have reopened. The ADRC’s Driver/Escort Service are following the CDC COVID-19 Transportation Guidelines and the WI Covid-19 Transportation Task Force Best Practices recommendations including single rider trips, sanitizing surfaces between rides, use of hand sanitizer, physical distancing when possible, encouraging customers to wear masks, drivers required to use provided masks, and installing physical barriers where possible. ADRC’s Driver/Escort Service has now installed inexpensive sneeze barriers in all their agency vehicles.
- **Dementia Care Specialist**
  - The program has extended the Monday Morning Caregiver Coffee Hour virtual meeting until the end of July due to current demand. A Virtual Powerful Tools for Caregivers class is scheduled to start August 7<sup>th</sup> thru September 11<sup>th</sup>, with Rock County. This has been pushed back a couple of times already due to COVID-19.

**Behavioral Health:**

Ms. Cauley reported on the following items:

- **All Key Outcome Indicators** are being met
  - Crisis contacts are up to 8216 through June, compared to 6815 in 2019.
- Emergency detentions have increased, even though our assessments have decreased, due to more serious suicide attempts. Our diversion rate is 73%.
- Early into 2021, Madison and Milwaukee will have new psychiatric hospitals.
- Ms. Cauley read an email that she received regarding the Family Centered Therapy program.
- In June we were able to negotiate a contract with the Department of Corrections to provide intensive outpatient group therapy for participants. This will be starting in July.
- Updates with Telehealth:
  - No show rate has decreased.
  - Adolescents are more engaged.

**Child & Family Resources:**

Mr. Ruehlow reported on the following items:

- **All Key Outcome Indicators** are being met
  - 75% of our youth that is placed outside the home are placed with a relative or lik-kin provider.
  - Our Intake Department is currently at 95% for face-to-face contacts as well as completion of our initial assessments. It is worthy of note that during COVID-19 times that they were still required to meet with families in person to assess safety. All of the precautions were used to support them in this difficult time.
- CLTS continues to work on removing children from the waitlist. At this time we are serving 225 kids with 6 kids on the waitlist, down from 120 at one time.
- Mr. Ruehlow read a complimentary letter that he received from a foster family recognizing Kayla DuBois for her hard work.

- 11. DISCUSSION AND POSSIBLE ACTION ON NEW PROFESSIONAL SERVICE CONTRACTS (Psychiatric Evaluations, CCS Regional Service Array, Child Alt Care, and Foster Care)**  
Ms. Cauley reported that we have four new service providers. (attached)  
Mr. Tietz made a motion to approve the contracts as listed.  
Mr. Schultz seconded.  
Motion passed unanimously.
- 12. DISCUSSION AND POSSIBLE ACTION ON REQUESTS FROM PUBLIC HEARING**
1. New Beginnings - \$20,000
  2. Dave Gallup Foundation - \$20,000
- The Board expressed support for these organizations. Mr. Kutz asked if the Board could get a Balance Sheet showing unreserved net assets from the Dave Gallup Foundation. Ms. Cauley agreed to follow up on that. It was ultimately decided to wait until we go over the budget to see if there will be funds to take action on the requests from New Beginnings and the Dave Gallup Foundation.
- 13. DISCUSSION AND POSSIBLE ACTION ON BONDING PROJECTS**  
Mr. Weinheimer presented an update on all of the general bonding projects across Jefferson County.  
Mr. Jones made a motion to approve this resolution and send it to the County Board.  
Mr. Wineke seconded.  
Motion passed unanimously.
- 14. DISCUSSION AND POSSIBLE ACTION ON PARENTS AS TEACHERS GRANT**  
Ms. Cauley reported we received a grant for \$8,945 from the Greater Watertown Community Health Foundation to fund the purchase of the Parents as Teachers online curriculum.  
Ms. Crouse made a motion to approve this resolution and send it to the County Board.  
Mr. Schultz seconded.  
Motion passed unanimously.
- 15. DISCUSSION ON BUSINESS PLAN GIVEN THE COVID CHANGES**  
Ms. Cauley presented the business plan regarding the CoVid changes. Human Services has tried to be as adaptable as possible to the pandemic. We've increased electronic and telehealth services. The use of telehealth and technology has been critical to the Behavioral Health teams. We've expanded our cleaning throughout the buildings. The need for space and vehicles has decreased. We've worked with other County Departments to make sure staff have the necessary PPE. We build barriers and shields in the Transportation vehicles. We've expanded our meal program. Many teams have seen an increase in requests for services, including Crisis, CPS, and CLTS. We have seen more homelessness and had rental assistance costs increase.
- 16. MARSH COUNTRY HEALTH ALLIANCE UPDATE**  
Ms. Cauley presented information on the Marsh County Health Alliance (MCHA). The MCHA started among several counties years ago to be able to use the nursing home that Dodge County runs. Mr. Bellford and Mr. Kutz listened to the recent MCHA meeting. Mr. Bellford explained that our assessment for 2021 is budgeted to be \$1,188. This is down significantly from prior years, because of positive financial results at MCHA. Mr. Kutz explained that the total census days at the MCHA are down because of the pandemic. This could impact future assessments.
- 17. DIRECTOR'S REPORT**
- Due to CoVid Ms. Cauley was unable to hold her yearly Listening Session but received several emails from staff.
  - For the state budget, Ms. Cauley stated they are looking into the institution rates that have increased, as it is projected the State will have an MA surplus.
  - We need to advance and incentivize Evidence-Based Practices for Behavioral Health. WCHSA is looking at some options.

- Ms. Cauley and Mr. Ruehlow are keeping a close eye on changes in the CLTS program. Currently, DHS contracts with Compass to do assessments. DHS wants the Counties to take this function back. The dollars associated with the contract should also go back to the Counties which is not the State's plan at this point.
- Ms. Cauley is initiating a Diversity Committee at Human Services. African American staff members have experienced racism in the community.

**18. ADJOURN**

Mr. Wineke made a motion to adjourn the meeting.

Mr. Tietz seconded.

Motion passed unanimously.

Meeting adjourned at 10:12 a.m.

Respectfully submitted by Kelly Witucki

**NEXT BOARD MEETING**

Tuesday, August 11, 2020, at 8:30 a.m.

Jefferson County Courthouse County Board Room 205

311 S Center St, Jefferson, WI 53549