

JEFFERSON COUNTY HUMAN SERVICES
Board Minutes
September 8, 2020

Board Members Present in Person: Richard Jones and Michael Wineke

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

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 SEPTEMBER 8, 2020 AGENDA

5. PUBLIC COMMENTS

No Comments

6. APPROVAL OF THE AUGUST 11, 2020 BOARD MINUTES

Mr. Wineke made a motion to approve the August 11, 2020 board minutes.

Mr. Kutz seconded.

Motion passed unanimously.

7. COMMUNICATIONS

No communications

8. REVIEW OF JULY 2020 FINANCIAL STATEMENT

Mr. Bellford reviewed the July 2020 financial statement (attached) and reported that there is a projected positive year-end fund balance of \$1,598,887. 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 AUGUST, 2020 VOUCHERS

Mr. Bellford reviewed the summary sheet of vouchers totaling \$347,851.57 (attached).

Mr. Kutz made a motion to approve the August 2020 vouchers totaling \$347,851.57.

Ms. Crouse seconded.

Motion passed unanimously.

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

ADRC:

Ms. Olson reported on the following items:

- For August, the Key Outcome Indicator (KOI) is met. In the ADRC, thirteen (13) customers were enrolled in an LTC program per KOI guidelines. For August, the ADRC documented 484 calls with 272 unduplicated callers. This is a decline in documented calls compared to July (733) and June (1337), however the nature of the calls is more complex and requires more time per call. Still working on distributing the Farmer Market vouchers, 127 out of the 201 have been distributed.

- In Nutrition, the congregate sites are still closed, but the contactless curbside meals that started on July 20, are going well in the four locations: Jefferson, Lake Mills, Palmyra, and Watertown. Fort Atkinson curbside coming soon, new staff, Keven Purcell started on 8/31.
- In transportation, Ridership was a little lower during August with 437 rides compared with 533 rides in July. This drop was primarily due to the lack of available drivers. However, we recently hired another part-time driver and added another volunteer driver, so rides should increase going forward if demand continues to stay strong. We recently received the 6 electronic tablets that were purchased for our part-time drivers. Drivers will be using tablets for passenger assignments, route mapping, fare collections, mileage tracking, hours, and pre & post-trip vehicle inspections.
- Our second of four Wednesday Walk events was held on August 19th at Korth Park. Some of the group walked the majority of the park path network logging over 4 miles.
- Jefferson County and Rock County are collaborating to offer Armchair Tours and Joyful Moments through the Hummingbird Project. The sessions start on September 16th and are one hour long for a total of 12 sessions (6 Armchair Tours and 6 Joyful Moments).
- Dementia Care Specialist – has Powerful Tool Class going on now with 8-9 caregivers. She was on the Morning Magazine this morning to discuss a couple of new programs we are going to try out. The Hummingbird Project and another is a book club.

Child & Family Resources:

Mr. Ruehlow reported on the following items:

- **Key Outcome Indicators** for all teams are being met
 - We are 1 of 6 counties in the state who are currently at 95% for meeting the timelines for face-to-face contacts.
- CLTS had its MediStar onsite review and received 91.3%.
- Mr. Belford stated in the Financial Statement that the Alternate Care budget looks stunning as we currently do not have any youth placed in out-of-state or in-state residential facilities. At this time there is only three youth who have been placed in group homes.
- Our Parents Supporting Parents Coordinator, Andrea Szwec will be holding a Lunch and Learn on Monday, September 14th. We will also be starting our hiring process in early 2021 for our Family Well-being Specialist.
- Last September we hired Attorney Kristen James to handle our Chapter 48 Child Protective cases from our District Attorney's office to Corporation Counsel. Her last day is September 11th, and we have started the interviewing process to hire her replacement.

Behavioral Health:

Ms. Cauley reported on the following items:

- **Key Outcome Indicators** for all teams are being met
 - Through August we've had 11,456 emergency contacts, compared to 9,160 last year.
 - Suicide calls are down.
- We had 9 emergency detentions in August and 96 for the year. Our diversion rate is 72%.
- Early into 2021, Madison and Milwaukee will have new psychiatric hospitals.
- 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. Our CLTS clients will also be involved with this program.

Administration:

Mr. Belford reported on the following items:

- Last week we held second interviews for the Billing Specialist position and hope to make a decision this week.
- The reclassifications for some of the fiscal staff that were approved for 2021 were involved in the 2021 budget.
- Capital projects:

- The current roofing, insulation, and AC projects in the main building are continuing.
- The projects have started for the Hillside building, which includes mechanical, boilers, and radiators.
- The sewer project will soon be starting.
- We have received four new vans and the remainder of the new vehicles will be coming soon.

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 99.23% of them timely. We received 519 applications and did 514 timely.
 - The Consortium Call Center must answer calls timely within 95% of the time. The Call Center was 97.69%.
- We received a \$200 donation from the Auxiliary for our food pantry.
- We had 136 pairs of men’s socks donated for the homeless.
- Due to the public health emergency, we will be issuing emergency food benefits up to the maximum amount for July, August, and September.

11. DISCUSSION AND POSSIBLE ACTION ON NEW PROFESSIONAL SERVICE CONTRACTS (RESPITE CARE, CCS REGIONAL SERVICE ARRAY, AND PARED EDUCATION)

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

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

Mr. Wineke seconded.

Motion passed unanimously.

12. DISCUSSION AND POSSIBLE APPROVAL OF THE BUDGET UPDATES

Ms. Cauley reported that there were changes made in the budget that was presented last month. These changes have reduced the tax levy by \$142,538.40. In addition to these changes, we are proposing to add a CLTS position to help assist with the growing caseloads and due to the state returning duties they previously handled to now be the responsibility of the county to handle.

13. MARSH HEALTH COMMISSION UPDATES

Mr. Kutz reported that Marsh Health Commission held a phone conference that both he and Mr. Bellford were able to join. During this phone call, Marsh Health Commission reviewed their financial standings and expressed they are in a good position for 2021.

14. DIRECTOR’S REPORT

Ms. Cauley reported on the following items:

- H.O.P.E. is a new program we started that works with the homeless. Mr. Ruehlow and Ms. Johnson have helped to get this program off the ground. Two of our staff, Terry Bolger and Kelly Ganster will work with these individuals to get them housing, and qualifying state benefits. We also have partnered up with Opportunities to help these individuals get employment.
- DHS is to share their strategic planning regarding the CCS Medicaid refund with WCHSA.
- Ms. Cauley has requested WCHSA to take a look at the residence requirements for Family Care clients.
- Chapter 980 now requires counties to find residency for people released from treatment for sexually violent crimes. Jefferson County currently has two people as of right now where we need to locate housing for.
- Greater Watertown Health Foundation has agreed to provide funds to cover the Healthy Minds at Work Program. This program will be launch on October 5th.

15. DISCUSS POTENTIAL AGENDA ITEMS FOR THE OCTOBER BOARD MEETING

16. ADJOURN

Mr. Schultz made a motion to adjourn the meeting.

Ms. Crouse seconded.

Motion passed unanimously.

Meeting adjourned at 9:31 a.m.

Minutes prepared by:

Kelly Witucki

Office Manager

Human Services

NEXT BOARD MEETING

Tuesday, October 13, 2020, at 8:30 a.m.

Jefferson County Courthouse County Board Room 205

311 S Center Ave, Jefferson, WI 53549