

JEFFERSON COUNTY HUMAN SERVICES
Board Minutes
October 13, 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 OCTOBER 13, 2020 AGENDA

5. PUBLIC COMMENTS

No Comments

6. APPROVAL OF THE SEPTEMBER 8, 2020 BOARD MINUTES

Mr. Schultz made a motion to approve the September 8, 2020 board minutes.

Mr. Wineke seconded.

Motion passed unanimously.

7. COMMUNICATIONS

No communications

8. REVIEW OF AUGUST 2020 FINANCIAL STATEMENT

Mr. Bellford reviewed the August 2020 financial statement (attached) and reported that there is a projected positive year-end fund balance of \$1,973,212. This is up from our projection of \$1,598,887 last month because of increased MA revenue and reduced alternate care costs. 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 SEPTEMBER 2020 VOUCHERS

Mr. Bellford reviewed the summary sheet of vouchers totaling \$1,093,660.32 (attached).

Mr. Wineke made a motion to approve the September 2020 vouchers totaling \$1,093,660,32.

Mr. Kutz 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:

- **Key Outcome Indicators** for all teams are being met
 - Our Youth Delinquency team is at 78% for keeping youth in a family setting.
- Birth to Three
 - They are at 100% compliance with DHS.
 - Jennifer Hoppenrath has been hired as the new Service Coordinator.

- The Busy Bees Preschool sent out a survey to families, and it was decided that they would start a virtual preschool. The staff will be distributing goodie bags to all of the families that will include materials for them to have at home. Through the virtual preschool, our staff will be able to lead them through activities where the children will be able to interact with our teachers from home.
- This year there was a Child Welfare Conference. For the third year in a row, we were asked to do a presentation as a county with the Children Long Term Support, Birth to 3, and Child Protective Services teams.
- A few years ago we received the Youth Innovations Grant which allowed us to train staff in Aggression Replacement Training (A.R.T.) that teaches kids self-control skills. Our Youth Justice Team is now certified in A.R.T.

Behavioral Health:

Ms. Cauley reported on the following items:

- **Key Outcome Indicators** for all teams are being met
 - Through September we've had 12,965 emergency contacts, compared to 5,619 in 2012.
 - Increase in suicide calls.
- We have had 101 emergency detentions for the year. Our diversion rate is 74%.
- Our CCS program is partnering up with our outpatient clinic and is offering groups through Zoom. They are currently serving up to 165 clients.
- Our CSP program has received a Bucket Approach grant to help consumers stop smoking. We have had several consumers successfully quit smoking.
 - CSP staff is currently working on the Collaborative Assessment and Management of Suicidality (CAMS) training, which is an evidence-based practice for people who are suicidal.
- September was Mental Health Awareness month.
- A big thank you to Ben Wehmeier and the Jefferson County Sheriff's Department for a new contract for mental health services which will offer more services in the Jefferson County jail.
- We applied for the Opioid Funding for \$180k.
- The Crisis Innovation Grant is providing a new program called The Skills System by Julie Brown. This program is designed to help people of various ages and abilities to manage emotions. With this grant, we can bring Julie Brown in as a trainer and launch this skills approach.

Administration:

Mr. Bellford reported on the following items:

- Capital projects:
 - Hillside is getting new boilers. Piping, radiators, and VAV's are all being replaced.
 - The first section of the roofing project on the main building is completed, the second section will eventually start. They are currently taking down the exterior insulation and finish system and putting up metal.
 - Radiators, piping, VAV's, and fin tubes are also being replaced in the main building.
 - Automated logic controls are also being installed.
 - The sewer project is currently in progress. That runs from the Human Services back area across Annex Road to Wisconsin Ave.
 - We added several new swipe card doors.
 - We received additional lighting in the Human Services parking lots.
 - Two of the four buildings have had the duct cleaning completed. This will continue into next week.
 - The Highway Department is working on repaving the parking lot at the Workforce.
 - Lueder Haus is receiving a second layer of asphalt and striping.

- We are currently hiring to replace both of our front desk staff who have accepted other positions within the agency. Jennifer Hoppenrath accepted the Service Coordinator position with Birth to Three and Alyson Schmidt accepted the Billing Specialist position with Fiscal.
- The Fiscal Department is working on reorganizing duties to prepare for the new position that will be starting in 2021.

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 97.48% of them timely. We received 381 applications and did 379 timely.
 - The Consortium Call Center must answer calls timely within 95% of the time. The Call Center was 97.68%.
- On October 1st the Workforce Development Center lobby reopened.
- We attended our Regional Enrollment Conference virtually this year.
- In September we had our Foodshare Management Evaluation Review. DHS reviews each consortium to ensure state agencies operate following all state and federal regulations. They pulled 46 cases and only 8 need minor corrections. The completed surveys were all very positive.

ADRC:

Ms. Olson reported on the following items:

- Our **Key Outcome Indicators** are being met and are as follows:
 - ADRC - For September 2020, the KOI was not met. 15 out of 16 customers were enrolled in an LTC.
 - Senior Dining Program - Met. 13 new Home Delivered Meal Consumers started in September. No one has been denied.
 - Transportation - Met. 447 1- way trips completed for the Driver Escort Program in September. We hired our 10th occasional part-time driver.
 - Caregiver Coffee hour continues for a year. Second Powerful Tools for Caregivers Class scheduled for November. Book Club starting in November at full capacity of 50 people.
- Updates:
 - Senior Farmer Market voucher program distribution concluded on 9-30-20. Of the 201 vouchers, 139 were distributed.
 - The Elder Benefits Specialist programs mailed 450 letters to past consumers offering assistance with the Medicare Part D open enrollment period Oct. 15-Dec 7th.
 - The ADRC is involved in two initiatives. the No Wrong Door Return on Investment grant DHS receives to study the benefits of options counseling and to the “pilot” CST examination. Based on the pilot test results, the test may be modified before all other screeners are required to take the test in the spring.

The Dementia Care Specialist has many upcoming events including Dementia Basics Virtual training on October 13th, 9-10 am; Powerful Tools for Caregivers starting Nov. 3rd, 9-11 am; Virtual Book Club--- launching November 2020; Monday Morning Caregiver Coffee Hour extended through December and a monthly Lewy Body Dementia Virtual Support Group beginning Sept 21st, 1-2 pm.

11. DISCUSSION AND POSSIBLE ACTION ON NEW 2020 PROFESSIONAL SERVICE CONTRACTS (ADAPTIVE AIDS, SPECIALIZED MEDICAL & THERAPEUTIC SUPPLIES, CONSUMER EDUCATION AND TRAINING, AND RESPITE CARE)

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

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

Ms. Crouse seconded.

Motion passed unanimously.

12. DISCUSSION AND POSSIBLE ACTION ON AUTHORIZING EXECUTION OF STATE HUMAN SERVICES 2021 CONTRACTS, CONSORTIUM AGREEMENTS, AND PROFESSIONAL SERVICE AND CARE PROVIDER CONTRACTS

Mr. Bellford and Ms. Cauley reported that this authorizes the execution of contracts, agreements, and provider contracts. This resolution will be on the County Board agenda in November. Ms. Cauley discussed the potential State contracts, and Mr. Bellford reviewed the process for provider contracts.

Mr. Wineke made a motion to approve authorizing the execution of State Human Services contracts, consortium agreements, and professional/care provider contracts and to submit it to the County Board for approval.

Mr. Schultz seconded

Motion passed unanimously.

Mr. Wineke made a motion to approve authorizing the execution of State Human Services contracts, consortium agreements, and professional/care provider contracts and to submit it to the County Board for approval.

Mr. Schultz seconded

Motion passed unanimously.

13. DIRECTOR'S REPORT

Ms. Cauley reported on the following items:

- We continue to monitor how DHS is going to determine residency when Family Care is involved.
- We are seeing an increase in the number of people who are homeless. Our H.O.P.E. program will work with these individuals to get them housing, and qualifying state benefits. We also have partnered with Opportunities to assist people with employment.
- Our mission is to serve all people so we are reexamining our practices to find out how we can improve. We are looking at consulting with Harold Gates from the Midwest Center for Cultural Competence and Dr. Cox who offers training on reducing the influence of biases.
- We have numerous staff who are retiring at the end of 2020 and the beginning of 2021.
- Healthy Minds At Work is a year-long program that helps with your mental wellness.

14. ADJOURN

Mr. Kutz made a motion to adjourn the meeting.

Ms. Crouse seconded.

Motion passed unanimously.

Meeting adjourned at 9:45 a.m.

Minutes prepared by:

Kelly Witucki
Office Manager
Human Services

NEXT BOARD MEETING

Tuesday, November 10, 2020, at 8:30 a.m.
Jefferson County Courthouse County Board Room 205
311 S Center Ave, Jefferson, WI 53549