

JEFFERSON COUNTY HUMAN SERVICES
Board Minutes
November 10, 2020

Board Members Present in Person: Richard Jones and Michael Wineke

Board Members Present via Zoom: Russell Kutz, Cynthia Crouse, Jim Schultz, and 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 NOVEMBER 10, 2020 AGENDA

5. PUBLIC COMMENTS

No Comments

6. APPROVAL OF THE OCTOBER 13, 2020 BOARD MINUTES

Mr. Wineke made a motion to approve the October 13, 2020 board minutes.

Mr. Kutz seconded.

Motion passed unanimously.

7. COMMUNICATIONS

No communications

8. REVIEW OF SEPTEMBER 2020 FINANCIAL STATEMENT

Mr. Bellford reviewed the September 2020 financial statement (attached) and reported that there is a projected positive year-end fund balance of \$2,079,936. This continues to trend upward because of increased MA revenue; reduced alternate care, hospitalization, and payroll costs; and the use of CARES funding. 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 OCTOBER 2020 VOUCHERS

Mr. Bellford reviewed the summary sheet of vouchers totaling \$500,051.88 (attached).

Mr. Schultz made a motion to approve the October 2020 vouchers totaling \$500,051.88.

Mr. Wineke seconded.

Motion passed unanimously.

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

Behavioral Health:

Ms. Cauley reported on the following items:

- **Key Outcome Indicators** for all teams are being met
- Our outpatient clinic will be contracting with Eric Diamond who provides state-of-the-art treatment for depression through an evidence-based model. We are hopeful that we will see some great results.

- Last year we started Open Access which eliminated the wait time and allowed for someone to be seen the same day to start treatment. Once CoVid hit, we had to, unfortunately, stop Open Access due to social distancing. As of September 14, we were able to virtually restart Open Access and it has since been successful.
- Through October, we've had 14,383 emergency contacts, compared to 5,509 in 2012 and 11,803 in 2019.
- We have had 106 emergency detentions for the year, and 6 emergency detentions for last month. Our diversion rate is 75%.
- We have seen a decrease in youth in emergency detention. This year we have had zero youth at Winnebago, compared to 4 in 2019 and 9 in 2018.
- We would like more mental health services in Jefferson County. We have reached out to Children's Hospitals over the years, but now due to Telehealth, we can offer that to families. In the next year, Children's Hospital plans to open up mental health services in their Delafield office.
- Ms. Cauley shared a success story regarding our CCS team.

Administration:

Mr. Bellford reported on the following items:

- We are currently hiring to replace both of our front desk staff who have accepted other positions within the agency. We are hoping to have those positions filled soon.
- Our Clearinghouse is revamping the way they operate, so we may have to find a new company to go with.
- We will be sending out our 2021 contracts to get signed if the County Board approves the resolution.
- We received news that we will be receiving the Opioid Funding for 2021, but the amount has yet to be determined.
- We have heard from the Department of Transportation and received notification that we will receive funding regarding the Mobility Manager Grant and the Vehicle Grant. The amount is still to be determined.

Economic Support:

Ms. Johnson reported on the following items:

- Our **Key Outcome Indicators** are being met and are as follows:
 - We received 510 applications and did 509 timely. The percentage rate of 99.80%.
 - The Consortium Call Center must answer calls timely within 95% of the time. The Call Center was 99.25% and the state is at 94%.
- Thursday all the consortium staff will be participating in the Virtual Racial Justice Conference to eliminate racism.
- We have \$600 to use for our emergency food pantry. We will be purchasing more food by the end of the month.
- DHS is working on our recruitment video for Economic Support Staff. This provides information on what it looks like to be an Economic Support worker and what the position involves.

ADRC:

Ms. Olson reported on the following items:

- Our Key Outcome Indicators are being met. Updates:
 - October 2020, the KOI was met. 21 out of 21 customers were enrolled in an LTC.
 - 20 new Home Delivered Meal Consumers started in October. No one has been denied.
 - Second Interview for new APS Staff person. Meals for October - 2,818 = 128 average is meals per day.
 - 615 1- way trips completed for the Driver Escort Program in October. 46 wheelchair van/16 was transported through C&W or LaVigne. 39 were canceled.
 - For the VA van, 26 1-way trips given

- With November being National Caregiver Month, Heather our DCS, and Kim our Family Caregiver Specialist have been promoting awareness and programs to help caregivers

Child & Family Resources:

Mr. Ruehlow reported on the following items:

- **Key Outcome Indicators** for all teams are being met
- New hires
 - Nancy Mielke started on October 26th as our new Family Development Worker.
 - Leann Cornell will be starting on December 7th as our new Youth Justice Worker.
- Community Response Program data
 - 2018
 - We received 51 referrals.
 - Our acceptance rate was 36%.
 - We had 11 people decline services.
 - In 2020, none of those previous referrals have come back to have contact with CPS.
 - 2019
 - We received 109 referrals.
 - We had 40 of those referrals accept services.
 - Our acceptance rate was 36%.
 - In 2020, none of those previous referrals have come back through with substantiation.
 - 2020
 - We received 112 referrals.
 - We had 46 of those referrals accept services.
 - Our acceptance rate was 41%.
 - Two of those referrals have come back to have contact with CPS, but neither of them was substantiated.
- DCF continues to hold regular calls with all the counties making sure we are getting the reports that we need and we are receiving the calls. We have not seen the decrease as other counties have. This month we saw an increase. We received 68 calls, 32 were screened-in and had to TPC 4 kids.
- New Assistant Corp Counsel, Whitney DeVoe is hitting the ground running and is doing a great job.

11. DISCUSSION AND POSSIBLE ACTION ON NEW 2020 PROFESSIONAL SERVICE CONTRACTS (ADULT ALT CARE, IV-E LEGAL, FOSTER CARE, AND RESPITE)

Ms. Cauley reported that we have five 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 NEW 2021 PROFESSIONAL SERVICE CONTRACTS (ADULT ALT CARE, IV-E LEGAL, FOSTER CARE, AND RESPITE CARE)

Ms. Cauley reported that we have five new service providers for 2021. (attached)

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

Mr. Schultz seconded.

Motion passed unanimously.

13. DISCUSSION ON POSSIBLE ACTIONS ON JEFFERSON COUNTY'S SPECIALIZED TRANSPORTATION ASSISTANCE PROGRAM (WIS.STAT. 85.21) APPLICATION

Ms. Olson reported that no one attended the Public Hearing nor were there any comments or questions submitted on the 2021 Application for the Wisconsin DOT funding of \$222,837. The application will have five projects, continuing with the three on-going projects, Driver /Volunteer Escort

Program, the Senior Dining Program, and The Wheelchair Accessible Transportation and the two new projects - Day Trip and GoJeffCo Shopping Van service.

Ms. Crouse made a motion to approve the Application for 85.21 Specialized Transportation Assistance as presented.

Mr. Schultz seconded

Motion passed unanimously.

Ms. Crouse made a motion to approve the Application for 85.21 Specialized Transportation Assistance as presented.

Mr. Schultz seconded

Motion passed unanimously.

14. DISCUSSION AND POSSIBLE ACTION ON ALZHEIMER'S FAMILY CAREGIVER SUPPORT PROGRAM 2021 BUDGET REPORT

Ms. Olson reported the budget for Alzheimer's Family Caregiver Support Funding. The budget for 2021 will be \$35,502 which is due 11/30/2020.

Mr. Kutz made a motion to approve the Alzheimer's Family Caregiver Support Program 2021 budget report.

Mr. Wineke seconded

Motion passed unanimously.

15. DISCUSSION AND POSSIBLE ACTION ON STIPENDS FOR VOLUNTEER COMMITTEE MEMBERS OF THE NUTRITION COUNCIL PROJECT AND THE ADRC ADVISORY COMMITTEE

Ms. Cauley and Mr. Kutz reported that the volunteer committee members of the Nutrition Council Project and the ADRC Advisory Committee do not currently receive a stipend and only receive mileage reimbursement. After making some phone calls they found out that some other counties do pay out stipends to their volunteer committee members. Ms. Cauley stated that she supports this and recognizes that these meetings sometimes last two to three hours at a time.

Mr. Jones made a motion to approve paying stipends to the Nutrition Council Project and the ADRC Advisory Committee members pending approval by the Executive Committee and County Board.

16. DIRECTOR'S REPORT

Ms. Cauley reported on the following items:

- The CoVid numbers continue to be concerning. Staff is asked to self-screen before coming into the building as well as clients are also screened before meeting with staff.
- Recently we have been able to purchase several items with the CARES funding. These items will help with meeting clients outside while keeping social distancing for safety. These items include a carport for at the Lueder Haus, outside furniture, and heaters.
- We have numerous staff retiring at the end of 2020 and the beginning of 2021.
- Our CCS Supervisor position remains open due to the applicants that we have received not being qualified.
- Ms. Cauley received a success story written by one of our staff members, Kelly Ganster. Ms. Ganster works directly with our consumers in the H.O.P.E. Program and she wanted to share the success of one of our consumers who were a part of that program.

17. ADJOURN

Mr. Kutz made a motion to adjourn the meeting.

Mr. Jones seconded.

Motion passed unanimously.

Meeting adjourned at 9:48 a.m.

Minutes prepared by:

Kelly Witucki
Office Manager
Human Services

NEXT BOARD MEETING

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