

**JEFFERSON COUNTY HUMAN SERVICES**  
**Board Minutes**  
**February 9, 2021**

**Board Members Present in Person:** Michael Wineke

**Board Members Present via Zoom:** Richard Jones, Russell Kutz, Jim Schultz, and Sira Nsibirwa

**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 ReBecca Schmidt, and Office Manager Kelly Witucki

**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 established.

**3. CERTIFICATION OF COMPLIANCE WITH THE OPEN MEETINGS LAW**

Ms. Cauley certified that we are in compliance.

**4. REVIEW OF THE FEBRUARY 9, 2021 AGENDA**

No Changes

**5. PUBLIC COMMENTS**

No Comments

**6. APPROVAL OF THE JANUARY 12, 2021 BOARD MINUTES**

Mr. Wineke made a motion to approve the January 12, 2021 board minutes.

Mr. Kutz seconded.

Motion passed unanimously.

**7. COMMUNICATIONS**

Ms. Cauley reported that there was an article in the Daily Union regarding the increase in suicide calls during the pandemic and the services that Human Services offers regarding mental health and substance abuse.

**8. REVIEW OF DECEMBER 2020 FINANCIAL STATEMENT**

Mr. Bellford reviewed the December 2019 financial statement (attached) and reported that there is a projected year-end fund balance of \$3,105,668. We know several adjustments and payments are still pending, so the 2020 numbers are not finalized. This figure is an estimate of our spendable balance, and it includes several prepaid adjustments. Pending adjustments are not expected to materially impact our balance. A draft of our requested carryover has been included.

**9. REVIEW AND APPROVE JANUARY, 2021 VOUCHERS**

Mr. Bellford reviewed the summary sheet of vouchers totaling \$540,332.00 (attached).

Mr. Wineke made a motion to approve the January 2021 vouchers totaling \$540,332.00.

Mr. Schultz seconded.

Motion passed unanimously.

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

**ADRC:**

Ms. Schmidt reported on the following items:

**ADRC**

- There was a change to the ADRC's 2021 Scopes of Services stating that within 5-business days of the ADRC's awareness of confirmed functional and financial eligibility for publicly-funded long-term care (PFLTC), ADRC staff shall provide enrollment counseling. In previous years, the Contract did not have a specific required time frame to provide enrollment counseling.
- To ensure that we are meeting this new requirement we set this as one of our Key Outcome Indicators for the ADRC. In January the KOI was met. The ADRC received 388 calls in January.

**Nutrition**

- The Nutrition Program continued to be busy through January with 2563 meals being delivered and 422 carry-out meals being provided. Congregate sites are still not open due to COVID.

**Transportation**

- The transportation program is doing well, our ADRC Driver / Escort Program provided 546 one-way trips in January with 10 new riders utilized our services already this year.
- Jean Thiede, our transportation Coordinator, will be retiring at the end of March this year. Mike Hanson, our mobility manager, and I have just completed a round of interviews to replace Jean in her position and actively working to achieve filling this position.

**Caregiver Support**

- Our Caregiver Support program is up to 140 participants in January, that's impressive growth for this important program.

**3-year Aging Plan**

- We are beginning the process of creating a new 3-year Aging plan to be effective 2022 – 2024. Our first task will be to develop an effective and meaningful way to gather input from our community on our current programs and potential new programs we can create to best meet their needs.

**Child & Family Resources:**

Mr. Ruehlow reported on the following items:

- **Key Outcome Indicators** are all being met
  - We have seen a slight increase in our use of non-relative homes due to more serious crimes
- For our new Parents Supporting Parents Program, we have hired 3 Family Well-Being Specialists who will all be starting February 22.
- We are currently interviewing for our vacant CPS Ongoing position.
- In 2012 we had 110 kids in protective placement compared to 78 in 2020 and 49 for 2021.
- Hope Program update:
  - Since the program has started we have worked with 35 consumers.
    - 10 consumers have moved into housing on their own.
    - 18 consumers are currently enrolled in services.
    - 2 consumers have moved out of the county.

- 3 consumers have been enrolled into Family Care or SSI.
- 6 consumers have moved on to other employment.
- 3 consumers are working with Opportunities.

**Behavioral Health:**

Ms. Cauley reported on the following items for January:

- Key Outcome Indicators are all being met
  - In January 2020 we had 1,245 EMH services, compared to January 2021 we had 1,501.
  - We had 43 assessments, with a diversion rate of 80%.
- The Crisis Innovation Grant funded a position that is currently working with the licensed facilities in Jefferson County. In 2018 there were 347 law enforcement contacts made with the licensed facilities. In 2020 there were 62 law enforcement contacts made with the licensed facilities. Currently Monday thru Friday this worker will be responding with law enforcement to these calls.
- DHS announced that effective February 1 Wisconsin expands Medicaid coverage of residential substance use disorder treatment for members. Counties will be responsible for room and board.
- There has been an increase in the request for services for mental health and substance abuse. Previously it has been 3 or 4 requests per day, but last week we had 13-14 per day.
- On February 16 at 1:00 p.m. we will be giving out the CIT awards to the recipients.

**Administration:**

Mr. Bellford reported on the following items:

- We are working on finalizing the year-end reports for DCF, DHS, GWAAR, and Income Maintenance. DOT reports for 85.21 Transportation and Mobility Manager have been finalized.
- We still have several adjustments and accruals to finalize the 2020 ledger
- We will soon be completing the billing for 2020. We need MIS to complete work on the new clearinghouse.
- Interviews are starting this week for the vacant CCS Billing Specialist position.
- The Accounting Specialist II position that handles our payroll has been posted and we are currently reviewing applicants.

**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 99.76% of them timely. We received 409 applications in January and did 408 timely.
  - The Consortium Call Center must answer calls timely within 95% of the time. The Call Center was 99.64%.
- Marketplace will be reopening from February 15 thru May 15 for enrollment in 2021.
- For February participants received extra food benefits.
- Tuesdays and Thursdays from 9:00 a.m. to 12:00 p.m. the Job Center Resource room will be opening by appointment for anyone who is receiving unemployment benefits and needs to search for employment.
- Ms. Johnson read a complimentary letter that she received from a gentleman recognizing Dana Dietschweiler for her hard work.

- 11. DISCUSSION AND POSSIBLE ACTION APPOINTMENTS TO THE ADRC ADVISORY COMMITTEE – SIRA NSIBIRWA AND MICHAEL WINEKE**  
Mr. Jones made a motion to approve the appointments as presented.  
Mr. Kutz seconded.  
Motion passed unanimously.
- 12. DISCUSSION AND POSSIBLE ACTION ON NEW 2021 PROFESSIONAL SERVICE CONTRACTS (WDC RENT, AODA RESIDENTIAL SERVICE, AND INTERVENTION)**  
Ms. Cauley reported that we have four new service providers. (attached)  
Mr. Wineke made a motion to approve the contracts as listed.  
Mr. Jones seconded.  
Motion passed unanimously.
- 13. DISCUSSION AND POSSIBLE ACTION ON BUDGET CARRYOVER REQUESTS**  
Ms. Cauley reviewed the “Final Non-Lapsing and Carryover of Fund Balances Request for the year ending December 31, 2020.” (attached)  
Mr. Schultz made a motion to approve the carryover requests as presented and to send them to the Finance Committee for approval.  
Mr. Kutz seconded.  
Motion passed unanimously.
- 14. DISCUSSION AND POSSIBLE ACTION ON PROCLAMATION RECOGNIZING APRIL AS CHILD ABUSE PREVENTION MONTH**  
Mr. Jones made a motion to approve the proclamation recognizing April as Child Abuse Prevention Month.  
Mr. Schultz seconded.  
Motion passed unanimously.
- 15. DISCUSSION AND POSSIBLE ACTION ON 2021 BILLING RATES**  
Mr. Bellford reviewed the 2021 service rates. (attached)  
Mr. Kutz made a motion to approve the rates as listed.  
Mr. Wineke seconded.  
Motion passed unanimously.
- 16. DIRECTOR’S REPORT**  
Ms. Cauley reported on the following items:
- It is a state budget year and one of the items that will be on it will be the ADRC like concept for children. This goal is to have one go-to place for all resources for children with disabilities.
  - Ms. Cauley has been working with Wisconsin County Association to make recommendations about the Emergency Detention process; this included more access to community treatment for suicide ideation and increasing Medicaid rates.
  - Human Services Lobby Day at the Capitol will be held virtually on April 13.
  - We have many key retirements coming up.
  - February 17 we will be holding an Implicit Bias training that will be given by Dr. Cox.
  - The CIT award will be given out to the recipients on February 16 at the courthouse.
  - Next week we will be launching a year-long training for Human Services Managers and Supervisors and then another cohort for aspiring leaders.

- In October staff was able to join our Healthy Minds at Work Initiative. For the participants that completed the 30-day challenge, their stress went down 13%.

**17. ADJOURN**

Mr. Kutz made a motion to adjourn the meeting.

Mr. Schultz seconded.

Motion passed unanimously.

Meeting adjourned at 9:33 a.m.

Minutes prepared by:

Kelly Witucki  
Office Manager  
Human Services

**NEXT BOARD MEETING**

Tuesday, March 9, 2021, at 8:30 a.m.

Jefferson County Courthouse County Board Room 205

311 S Center Ave, Jefferson, WI 53549