

JEFFERSON COUNTY HUMAN SERVICES
Board Minutes
March 9, 2021

Board Members Present in Person: Richard Jones and Michael Wineke

Board Members Present via Zoom: 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

All present/Quorum established.

3. CERTIFICATION OF COMPLIANCE WITH THE OPEN MEETINGS LAW

Ms. Cauley certified that we are in compliance.

4. REVIEW OF THE MARCH 9, 2021 AGENDA

No Changes

5. PUBLIC COMMENTS

No Comments

6. APPROVAL OF THE FEBRUARY 9, 2021 BOARD MINUTES

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

Mr. Schultz seconded.

Motion passed unanimously.

7. COMMUNICATIONS

No communications

8. REVIEW OF FINAL 2020 FINANCIAL STATEMENT

Mr. Bellford reviewed the December 2020 financial statement (attached) and reported that we ended 2020 with a positive year-end fund balance of \$4,177,286. This figure includes \$324,888 of non-spendable prepaid items, and \$3,852,398 in other fund balance (some of which we will lapse to the general fund).

9. REVIEW AND APPROVE FEBRUARY, 2021 VOUCHERS

Mr. Bellford reviewed the summary sheet of vouchers totaling \$498,730.33 (attached).

Mr. Kutz made a motion to approve the February 2021 vouchers totaling \$498,730.33.

Mr. Nsibirwa seconded.

Motion passed unanimously.

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

Child & Family Resources:

Mr. Ruehlow reported on the following items:

- **Key Outcome Indicators** are all being met

- Barb Gang, who is our Children's Long Term Support Supervisor is retiring on June 1. Her dedication to the job will be missed as she has given 23 years to JCHSD.
- Mr. Ruehlow shared a success story regarding our Youth Justice team.
- We have seen an increase in truancies with virtual learning. We are working with the school districts to have them notify us earlier in hopes of preventing the student from being placed on a Truancy order.

Behavioral Health:

Ms. Cauley reported on the following items:

- Key Outcome Indicators are all being met
 - In February we had 2,984 EMH services, compared to February 2020 we had 2,406. In 2009 we had 3,582 for the entire year.
 - We had 79 assessments, with a diversion rate of 78%.
- The Crisis Innovation Grant funded a position that is currently working with the licensed facilities in Jefferson County. Currently Monday thru Friday this worker will be responding with law enforcement to these calls. We have seen a decrease in the calls to law enforcement.
- CCS is currently struggling with filling vacancies. We recently were able to fill the Adult Team Supervisor position that has been open for 5 months. We are now working to fill the Masters's and Bachelors's positions.
- Tonya Runyard from our EMH team will send out sunshine cards to anyone who has had a mental health crisis letting them know that we are here for them and that they can call if they need anything. We received eight thank you cards from clients who have received these sunshine cards.

Administration:

Mr. Bellford reported on the following items:

- Our Financial Intake worker recently took a position with Human Resources. Holly Broedlow accepted that position, which creates a vacancy in our Protective Payee Program.
- Lynnell Austin, our Account Specialist retired on March 3 and Dawn Shilts filled that position, which created a vacancy for our CCS Administrative Assistant.
- We created a new position for a CCS Account Specialist in our Fiscal Department. Mary Klein who is our Medical Records Clerk has accepted that position, but we will now have a vacancy for a Medical Records Clerk.
- We have closed our books for 2020, which means the Financial auditors will be coming soon.
- GWAAR reports were sent in last week.
- ADRC's final report was due February 28 and that has been completed and sent in.
- Final DCF & DHS reports are done, but we are waiting to send those in to make sure that nothing else comes in.
- Maintenance
 - The large projects for 2021 have been included in our carryover request.

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 100% of them timely. We received 334 applications in February and did 334 timely.
- The Consortium Call Center must answer calls timely within 95% of the time. The Call Center was 99.83% and the state is at 99.63%.
- The Call Center is starting to pick up.
- If you were eligible for Medicaid on March 18, 2020, you will remain eligible for Medicaid until the end of the pandemic or possibly the end of the year.
- Food share reviews stopped last April but will be restarting soon.
- Brittany is the new CAC staff member. She will be working with the youth program for ages 14-21. She has an office that is located in WDC.
- Due to the decrease in numbers staff have been volunteering in HR and at the clinic.

ADRC:

Ms. Schmidt reported on the following items:

- The ADRC Annual Report is completed in 1st Draft form.
- All Aging and ADRC programs have developed and are working on meeting Key Outcome Indicators.
- Workign to put together a Volunteer Recognition event for this summer. At this time we have almost 300 volunteers that we will be reaching out to in appreciation.
- The Nutrition program is looking at a Restaurant Model to replace congregat meal settings. At this time we are interviewing counties already utilizing this model and working with GWAAR to get a solid plan established.
- Ms. Schmidt is going to be working with the Public Health Department to talk about ways to get vaccines to our homebound community members, one thought is to offer vaccines to our Home Delivered Meal participants with nurses from the Health Department
- APS has goals to establish a hoarding taskforce with local stakeholders to quickly and effectively address hoarding safety situations in Jefferson County.
- APS is also working to streamline efforts to address cases of financial exploitation against out elderly community members.
- The transportation department has hired a new Transportation Coordinator, Cliff Fleishmann, to replace Jean Thiede when she retires on the 2nd of April.
- The transportation department is looking at sfinding a more efficient and effective software system for dispatch and tracking of rides, riders, drivers, and vehicles. We are currently meeting with counties with similar populations to Jefferson to learn about systems they are using and what is working for them. We are also exploring other systems available to the public to find a system that will work best for our county.
- The Transportation completed a satisfaction survey last year and one of the most common requests was for more non-medical type rides to be available. With this in mind, we are going to be piloting 2 new programs to meet this need while maintaining the high quality of service around medical rides we are providing. We will be piloting a route up and down the Hwy 26 corridore as well as day trips to local attractions.
- Our 3-year Aging Plan is due this year. We are working now on gathering public input for our goals for the future. Surveys have been created and are being shared out to the public at this time.

11. DISCUSSION AND POSSIBLE ACTION ON THE NEW 2021 PROFESSIONAL SERVICE CONTRACTS (CCS REGIONAL SERVICE ARRAY)

Ms. Cauley reported that we have one new service provider. (attached)
Mr. Jones made a motion to approve the contracts as listed.
Mr. Schultz seconded.
Motion passed unanimously.

12. DISCUSSION AND POSSIBLE ACTION ON FINAL 2020 CARRY OVER REQUESTS

Mr. Bellford reviewed the final 2020 carryover requests. (attached)
Mr. Wineke made a motion to approve the final 2020 carryover requests as presented and to send them to the Finance Committee for approval.
Mr. Kutz seconded.
Motion passed unanimously.

13. DISCUSSION AND POSSIBLE ACTION ON CREATING SCHOOL MENTAL HEALTH POSITIONS

Ms. Cauley explained the need for School Mental Health positions. We are concerned about the increased need for mental health and substance treatment for youth. We would like to further support our youth and school districts by offering more on-site and preventative services by having therapists in the schools. The Greater Watertown Mental Health Foundation has agreed to provide \$100,000 per year for 2021 and 2022 for two new school mental health positions. In addition to the Watertown Foundation contribution, these positions will be funded by billing insurance.
Mr. Schultz made a motion to approve the School Mental Health positions and send it to the HR Committee in two weeks and then to the County Board in April for approval.
Mr. Nsibirwa seconded.
Motion passed unanimously.

14. DISCUSSION AND POSSIBLE ACTION ON UPDATE ADRC ADVISORY COMMITTEE BYLAWS

Ms. Schmidt reported the By Laws for the ADRC Advisory Committee were updated. The changes to the By Laws consisted of; addition of per diems and mileage payments made available to committee members and updated required composition of committee members to 50% over age 60.
Mr. Jones made a motion to approve the changes in the ADRC Advisory Committee By Laws.
Mr. Wineke seconded.
Motion passed unanimously.

15. DIRECTOR'S REPORT

Ms. Cauley reported on the following items:

- Human Services Lobby Day at the Capitol will be held virtually on April 13.
- It is a state budget year and we will be monitoring it closely as there will be several items being added and removed.
- Virtual Staff Appreciation will be on May 19th.
- We launched our year-long Leadership training in mid-February for the Human Services Managers and Supervisors and then another cohort for aspiring leaders.
- Ms. Cauley has been working with WCAA and WCHSA regarding crisis services. Some of the things Jefferson County is doing are being proposed in the state budget. Ms. Cauley stated she was asked by the Attorney General to join his press conference to say a few words regarding this.

16. ADJOURN

Mr. Wineke made a motion to adjourn the meeting.

Mr. Kutz seconded.
Motion passed unanimously.
Meeting adjourned at 9:59 a.m.

Minutes prepared by:

Kelly Witucki
Office Manager
Human Services

NEXT BOARD MEETING

Tuesday, April 13, 2021, at 8:30 a.m.
Jefferson County Courthouse County Board Room 205
311 S Center Ave, Jefferson, WI 53549