

# JEFFERSON COUNTY HUMAN SERVICES

## Board Minutes

June 8, 2021

**Board Members Present in Person:** Richard Jones, Russell Kutz, and Michael Wineke

**Board Members Present via Zoom:** Jim Schultz, and Kirk Lund

**Others Present:** Director Kathi Cauley; Deputy Director Brent Ruehlow; Administrative Services Division Manager Brian Bellford; Economic Support Division Manager Jill Johnson, Economic Support Division Manager Jessica Schultze; Aging & Disability Resource Division Manager ReBecca Schmidt, County Administrator Ben Wehmeier, and Office Manager Kelly Witucki

**1. CALL TO ORDER**

Mr. Jones called the meeting to order at 4:00 p.m.

**2. ROLL CALL/ESTABLISHMENT OF QUORUM**

Sira Nsibirwa absent /Quorum established.

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

Ms. Cauley certified that we are in compliance.

**4. REVIEW OF THE JUNE 8, 2021, AGENDA**

No changes

**5. PUBLIC COMMENTS**

No comments

**6. APPROVAL OF THE MAY 11, 2021, BOARD MINUTES**

Mr. Wineke made a motion to approve the May 11, 2021, board minutes.

Mr. Schultz seconded.

Motion passed unanimously.

**7. COMMUNICATIONS**

No communications

**8. REVIEW OF APRIL 2021 FINANCIAL STATEMENT**

Mr. Bellford reviewed the April 2021 financial statement (attached) and reported that there is a projected positive year-end fund balance of \$1,182,442. This balance includes \$650,000 from our reserve carryover, but excludes any prepaid adjustments, leaving \$532,442 in unreserved fund balance.

**9. REVIEW AND APPROVE MAY 2021 VOUCHERS**

Mr. Bellford reviewed the May 2021 summary sheet of vouchers totaling \$472,212.94 (attached).

Mr. Lund made a motion to approve the May 2021 vouchers totaling \$472,212.94.

Mr. Schultz seconded.

Motion passed unanimously.

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

**Economic Support:**

Ms. Johnson reported on the following items:

- Ms. Johnson introduced Jessica Schultze who will be taking over her position in July.
- Our **Key Outcome Indicators** were as follows:
  - We have 30 days to get 100% of all applications processed. We processed 100% of them timely.
  - The *Consortium Call Center* must answer calls timely within 95% of the time. The Call Center was at 99.76%.
- There are currently four openings within the Economic Support Division.
- They recently had their Child Care review and there were no error findings.

**ADRC:**

Ms. Schmidt reported on the following items:

- All Key Outcome Indicators are being met
- Waiting on a few additional items to send out Volunteer Appreciation Mailings
- At the last ADRC Advisory Committee meeting, I reviewed the Annual Report for 2020.
- Transportation Program utilizing new software, working well
- Working on re-opening Congregate Meal Sites
- Interviewing for open Resource Specialist Position in ADRC – good candidates.

**Child & Family Resources:**

Mr. Ruehlow reported on the following items:

- The Key Outcome Indicators are all being met.
- Brianna Wright started on June 1, as our new CLTS Support and Services Coordinator. She comes from another county as a CLTS staff and is fully trained in the functional screen.
- Currently, we are checking references on another potential hire for the other vacant CLTS Support and Services position.
- Barb Gang, who is our Children's Long Term Support Supervisor, is retiring on June 30. Mary Behm-Spiegler, who was previously one of our CLTS Support and Services Coordinator accepted the position and started May 1.
- Currently, we have 43 youth who are in placement in Child Protective Services, compared to 77 in 2020.

**Behavioral Health:**

Ms. Cauley reported on the following items:

- The Key Outcome Indicators are all being met.
- There is a decrease in our Adult Alternate Care costs. This is due to our CSP program.
- Hospitalizations have increased. This is due to the number of emergency contacts. Through May there were 7,315 emergency contacts compared to 2014 when we had 6,065 for the whole year.
- The Psychiatric hospital in Middleton has opened. We are hopeful to have a more seamless process with Law Enforcement as they do not require medical clearance.
- We currently have one person who will require housing for Chapter 980. The committee will be meeting next week to discuss this further.

- We were recently notified that we will be receiving additional funding through the Mental Health Block grant.

**Administration:**

Mr. Bellford reported on the following items:

- The financial auditors are currently finishing up on their yearly audit.
- We are beginning the 2022 budget process.
- We will soon be working on the WIMCR reporting.

**11. DISCUSSION AND POSSIBLE ACTION ON NEW 2021 PROFESSIONAL SERVICE CONTRACTS (AODA RESIDENTIAL SERVICES)**

Ms. Cauley reported that we have one new service provider. (attached)

Mr. Schultz made a motion to approve the contracts as listed.

Mr. Lund seconded.

Motion passed unanimously.

**12. DISCUSSION AND POSSIBLE ACTION ON APPOINTING FRANKIE FULLER TO THE NUTRITION PROJECT COUNCIL FOR A FIRST 3-YEAR TERM**

Mr. Jones made a motion to approve the appointments as presented.

Mr. Lund seconded.

Motion passed unanimously.

**13. DISCUSSION AND POSSIBLE ACTION ON APPOINTING KATIE DIXON TO THE ADRC ADVISORY COMMITTEE**

Mr. Kutz made a motion to approve the appointments as presented.

Mr. Jones seconded.

Motion passed unanimously.

**14. DISCUSS POTENTIAL AGENDA ITEMS FOR THE JULY BOARD MEETING**

- Ms. Cauley will speak with our Diversity Committee and request that they present at our next board meeting.

**15. DISCUSS THE PUBLIC HEARING & REVIEW BOARD POLICIES**

Ms. Cauley referred to guidelines on the Policy Statement for Funding Requests for the upcoming public hearing.

**16. PUBLIC HEARING – HUMAN SERVICES DEPARTMENT 2022 BUDGET**

**17. ADJOURN**

Mr. Schultz made a motion to adjourn the meeting.

Mr. Wineke seconded.

Motion passed unanimously.

Meeting adjourned at 5:14 p.m.

Respectfully submitted by Kelly Witucki

**NEXT BOARD MEETING**

Tuesday, July 13, 2021, at 8:30 a.m.

Jefferson County Courthouse County Board Room 205

311 S Center Ave, Jefferson, WI 53549

## **Public Hearing**

**The following people registered to speak and did so at the public hearing.**

### **New Beginnings**

**Suzi Schoenhof, Executive Director**

**2022 Request - \$20,000**

Ms. Schoenhof reported that New Beginnings currently serves Walworth and Southern Jefferson County. She discussed their programs and services offered. These services are free and confidential. New Beginnings is requesting a donation of \$20,000.