

**JEFFERSON COUNTY HUMAN SERVICES**  
**Board Minutes**  
**July 13, 2021**

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

**Board Members Present via Zoom:** Kirk Lund Sira Nsibirwa

**Others Present:** Director Kathi Cauley; Deputy Director Brent Ruehlow; Administrative Services Division Manager Brian Belford; Economic Support Division Manager Jessica Schultze, 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**

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 JULY 13, 2021, AGENDA**

No changes

**5. PUBLIC COMMENTS**

No comments

**6. APPROVAL OF THE JUNE 8, 2021, BOARD MINUTES**

Mr. Jones made a motion to approve the June 8, 2021, board minutes, with a change to the Public Hearing section. New Beginnings requested \$20,000 in support for 2022.

Mr. Kutz seconded.

Motion passed unanimously.

**7. COMMUNICATIONS**

Ms. Cauley said that we do have another potential Board member. He was unable to make it to this meeting. Mr. Jones said that the County Board would vote on him tonight, and he is expected to be part of the Board in August.

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

Mr. Belford reviewed the May 2021 financial statement (attached) and reported that there is a projected positive year-end fund balance of \$1,247,275. This balance includes \$650,000 from our reserve carryover, but excludes any prepaid adjustments, leaving \$597,275 in unreserved fund balance.

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

Mr. Belford reviewed the June 2021 summary sheet of vouchers totaling \$526,797.57 (attached).

Mr. Schultz made a motion to approve the June 2021 vouchers totaling \$526.797.57.

Mr. Kutz seconded.

Motion passed unanimously.

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

**ADRC:**

Ms. Cauley reported on the following items:

- Instead of a volunteer recognition banquet this year, the ADRC is doing a volunteer recognition packet and mailing items to the volunteers. Mr. Jones said he received a packet and said he appreciated it very much.
- We are soliciting feedback on the various Aging Programs. For example, we had surveys out at the vaccination clinics.
- The nutrition program is trying to open the meal sites. They have been closed since the end of March 2020. We are also looking at doing a restaurant voucher program. Several other counties are doing this. Ms. Cauley said we would like to do a presentation at the meeting in September. Two of the sites are getting new dishwashers installed.
- The Family Caregiver program has a waiting list. We are hopeful that we may be able to serve more people with an increase in Federal funds.
- The Transportation Program is reviewing its policy on rides. We had some requests for longer trips.

**Child & Family:**

Mr. Ruehlow reported on the following items:

- Our key outcome indicators are being met.
- The CLTS program has undergone a lot of changes. The program supervisor, Barb Gang, has retired. We are currently serving 266 consumers and taking another 18 off the waitlist this month. Finally, the County is now managing all of the program's referrals. These used to be managed by a company the DHS contracted with called Compass. DHS also contracts with MetaStar to do reviews of the program. We scored a 91% on the latest review.
- The Birth to 3 program is conducting "child find" activities. These are outreach activities to bring awareness of the program to the community and identify children in need of programming. One activity they participated in is "lights and sirens" in Watertown, where they handed out teddy bears to children and families.
- We did receive another year of Foster Care Incentive funding from DCF. This is our third year of funding. It runs from July 2021 to June 2022.

**Behavioral Health:**

Ms. Cauley reported on the following items:

- Our key outcome indicators are being met.
- Emergency contacts are up. We are at 8,539 contacts through June. That is up over 300 contacts at the same point last year. It was approximately what we used to see in an entire year.
- We have had 70 emergency detentions, which is up from 60 at this point last year. That is down from years prior to that, though. We continue to divert people to voluntary services. Our diversion rate is 79%.
- We did have 143 callers so far this year considering suicide.

- CCS has an open therapist position without any applicants and an open family therapist position with minimal applicants.
- The Clinic has two open positions with three applicants.
- CSP is in the process of hiring one more case manager.
- CSP contracts for nursing time from the Health Dept. We may have to look at contracting with an outside entity for more nursing time.
- The Clinic has an Opioid grant to provide services to people with opioid use disorders. We are looking at contracting with some entities for recovery coaches.
- We've seen placements come down over the course of the year. They are about to go up because we have two people at Winnebago that will need to go into placement.
- Congress passed the "988 National Suicide Prevention Lifeline" law. It has to give live by July 16, 2022. States are tasked with planning for this. We have to do some planning with how 911 dispatch will interface with these 988 call centers. The State will probably be setting up the center with a vendor. The center will have to have call options, text options, and interface with local crisis centers.
- DHS has received additional federal funds for the Mental Health and Substance Use Block grants.
- The Clinic has successfully increased the number of people being discharged.

**Administration:**

Mr. Bellford reported on the following items:

- The fiscal staff has begun to work on the WIMCR report and the 2022 Budget. WIMCR is due at the end of July. The 2020 Budget will be presented at the August meeting.
- Capital update:
  - Bids for the Workforce roofing project and water main replacement went to the Finance Committee earlier this month.
  - The preschool flooring and the 5 door replacements have been completed.
  - Work continues on the drinking fountains.
- We have more staffing changes at the front desk. Becca will be moving to Economic Support and will be replaced by Terrence in July.

**Economic Support:**

Ms. Schultze reported on the following items:

- Our key outcome indicators are being met.
  - We are supposed to process applications timely within 30 days. Of the 306 applications received, we processed 305 timely.
  - The Call Center must answer calls timely 95% of the time. We are at 98% currently. We get about 1,500 calls per month. That number is expected to pick up.
- Some practices will be returning to normal. State wage matches must be processed again. We will have to start asking for income verification. This could have an effect on Food Share. It will not have an effect on Badger Care eligibility.

**11. DISCUSSION AND POSSIBLE ACTION ON NEW 2021 PROFESSIONAL SERVICE CONTRACTS (RESPITE AND HOME MODIFICATION)**

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

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

Mr. Nsibirwa seconded.

Motion passed unanimously.

**12. DISCUSSION AND POSSIBLE ACTION ON REQUESTS FROM THE PUBLIC HEARING**

The only request from the Public Hearing was from New Beginnings for \$20,000 for 2022. A handout of materials from New Beginnings was provided. The Board expressed support for New Beginnings.

Mr. Schultz made a motion to incorporate the request from New Beginnings into the 2022 Budget.

Mr. Lund seconded.

Motion passed unanimously.

**13. UPDATE AND DISCUSSION ON PEOPLE WHO ARE HOMELESS AND HOUSING ISSUES**

Ms. Cauley and Mr. Ruehlow provided an update on homelessness and housing issues facing the County.

Staff is spending a lot of time with consumers preventing evictions and looking for housing. About 50% of the people admitted to the Luder House are homeless and it was 35% in 2018. Local schools are reporting a similar trend.

Department costs for housing are rising. Data from the County also shows that the demand is much greater than the supply.

We have undertaken housing initiatives at the Department.

- We have started the HOPE program, which served 52 consumers over the past 10 months.
- We own a house near the Courthouse where people can live. Of the 10 children that lived in that house, none ended up in care after exiting the house.
- We rent triplexes from Opportunities. We then sublease those to consumers. These help to prevent placements. Opportunities are looking to sell the triplexes.

**14. DIRECTOR'S REPORT**

Ms. Cauley reported on several items. We have begun work on the 2022 Budget. We do have needs for next year, including several new positions, such as a full-time psychiatric nurse prescriber and CLTS positions. The County Board is taking up a resolution on telecommuting. We are analyzing the impact of telecommuting on our Department, and we expect to continue telecommuting in some cases. We have space issues, and we know certain duties can be done remotely. Ms. Cauley and Mr. Ruehlow have been working with WCHSA on issues related to serving youths with complex needs. We are hoping to identify better options than sending youths out of State. We are still concerned about the reduction in the number of applicants for mental health jobs. If we can't solve that, we will see other costs increase.

**15. ADJOURN**

Mr. Schultz made a motion to adjourn the meeting.

Mr. Kutz seconded.

Motion passed unanimously.

Meeting adjourned at 9:46 a.m.

Respectfully submitted by Brian Bellford

**NEXT BOARD MEETING**

Tuesday, August 10, 2021, at 8:30 a.m.  
Jefferson County Courthouse County Board Room 205  
311 S Center Ave, Jefferson, WI 53549