

JEFFERSON COUNTY HUMAN SERVICES
Board Minutes
May 11, 2021

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

Board Members Present via Zoom: Russell Kutz, Jim Schultz, Sira Nsibirwa, and Kirk Lund

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, County Administrator Ben Wehmeier, 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 MAY 11, 2021 AGENDA

No Changes

5. PUBLIC COMMENTS

No Comments

6. APPROVAL OF THE APRIL 13, 2021 BOARD MINUTES

Mr. Wineke made a motion to approve the April 13, 2021 board minutes.

Mr. Schultz seconded.

Motion passed unanimously.

7. COMMUNICATIONS

Ms. Cauley shared a letter from Representative Vruwink thanking her for her support of Suicide Prevention funding and for sharing the information with his staff on April 13 via Zoom.

8. REVIEW OF MARCH 2021 FINANCIAL STATEMENT

Mr. Bellford reviewed the March 2021 financial statement (attached) and reported that we are projecting a positive year-end fund balance of \$1,056,004. This balance includes \$650,000 from our reserve carryover but excludes any prepaid adjustments. This early in the year, most projected are still weighted toward the budget, and very volatile.

9. REVIEW AND APPROVE APRIL 2021 VOUCHERS

Mr. Bellford reviewed the summary sheet of vouchers totaling \$439,882.02 (attached).

Mr. Schultz made a motion to approve the April 2021 vouchers totaling \$439,882.02.

Mr. Lund seconded.

Motion passed unanimously.

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

Administration:

Mr. Bellford reported on the following items:

- **Capital projects**
 - We are currently working on getting bids out for two projects, which are the gutters and roof at the Workforce Center and the waterline.
 - We are currently working with the vendor for replacing the flooring in the preschool room. This should be completed at the end of May, early June.
 - We have contacted several vendors for the water fillers that were added to our carryover projects, and we are currently receiving estimates.
 - Several exterior doors need to be replaced and we have received several estimates that we need to review.

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 332 applications in April.
 - The Consortium Call Center must answer calls timely within 95% of the time. The Call Center was 99.72%.
- We are currently making some adjustments with the H.O.P.E Program. It has been changed that once someone comes in and is requesting services that we have them meet with a case manager the same day to avoid any communication issues.
- Food Share Emergency Benefit is continuing to give everyone a minimum of \$95 each month.
- Currently, we are mentoring the two new supervisors who will be replacing Jill Johnson and Sandy Torgerson when they retire. Jessica Schultze will be replacing Jill as the Economic Support Division Manager and Kathy Busler will be replacing Sandy as the Economic Support Supervisor.

ADRC:

Ms. Schmidt reported on the following item:

- The Aging and ADRC Division is meeting all of their Key Outcome Indicators at this time.
- Interviews are being conducted for the Administrative Assistant position
- Recruiting part-time paid van drivers for the transportation program.
- Leadership from the ADRC and Aging programs met with legislators for Aging Advocacy Day to discuss:
 - Reinvesting in ADRCs
 - Promoting Elderly Benefit Specialists
 - Caregiver Programs
 - Affordable health care
- ADRC is working with the Public Health Department to provide COVID-19 vaccines to homebound individuals.
 - This is being done through vaccinations in homes and free transportation provided to and from vaccination sites.

Child & Family Division:

Mr. Ruehlow reported on the following items:

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

- April was a busy month for Child Protective Services. There were 34 screened-in cases, of which 10 of those were the same day. These were the biggest numbers we've seen in two years. We continue to stay 100% in compliance with the face-to-face assessments.
- Two weeks ago we presented at the Youth Conference on our dual status youth and were able to bring awareness to juveniles who come into contact with both the child welfare and juvenile justice system. We received a great deal of positive feedback and outreach from counties who would like to explore this path.
- Through our Parents Supporting Parents program, we have created a Child Protective Services Guide to the Courts. At the time of intake, the worker will go through this guide with the families to explain what they can expect from the court system.

Behavioral Health:

Ms. Cauley reported on the following items:

- Key Outcome Indicators are all being met
 - Through April there were 5944 emergency contacts compared to 5104 for last year at this time. In 2011 we had a total of 5636 for the entire year.
 - Increase in suicide calls. This year we have had 98 compared to 77 last year.
 - Starting last fall we started having a difficult time recruiting and hiring staff with our CCS Program and now with our School Mental Health Psychotherapist positions.

11. DISCUSSION AND POSSIBLE ACTION ON THE NEW 2021 PROFESSIONAL SERVICE CONTRACTS (CCS REGIONAL SERVICE ARRAY, AODA RESIDENTIAL SERVICE, THERAPEUTIC SERVICES, CCS REGION, CONSUMER EDUCATION AND TRAINING, AND RESTORATIVE JUSTICE TRAINING)

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

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

Mr. Kutz seconded.

Motion passed unanimously.

12. DISCUSSION AND POSSIBLE ACTION ON DHS COVID-19 VACCINATION GRANT ACCEPTANCE

Ms. Cauley reported that this grant is for the ADRC staff to assist in reaching out to residents who are homebound to help them access vaccinations through home visits or provide transportation to the vaccination sites.

Mr. Wineke made a motion to approve this resolution for the DHS COVID-19 Vaccination Grant Acceptance.

Mr. Lund seconded.

Motion passed

13. PRESENTATION ON DISCUSSION ON POPULATION TRENDS

Ms. Schmidt discussed the current growth of the population, ages 65 and older, driven largely by the baby boom generation, as being unprecedented in U.S. history. As this group of people ages, it will bring both challenges and opportunities to the economy, infrastructure, and institutions of our country. With the swelling number of older adults, our country will see greater demands for programs and services focusing on healthcare, nutrition, transportation, in-home caregiving, and long-term care services and supports. The ADRC and Aging programs were designed to assist this very population. We are currently witnessing this growing demand for our services, and are anticipating the need to continue growing significantly for the next 20-40 years.

14. PRESENTATION ON DISCUSSION ON TRANSPORTATION PROGRAM

Mobility Manager Mike Hansen presented to the board the current status of our transportation program, future needs, and accommodations needed to meet the growing need in our county. Mike also discussed plans being implemented to increase transportation to and from places other than medical appointments to increase socialization and decrease isolation, as well as a new software system being trialed to bring increased efficiencies to the program operations.

15. DISCUSSION AND POSSIBLE ACTION ON THE ADRC REINVESTMENT RESOLUTION

Ms. Cauley reported that she wanted to revisit the ADRC reinvestment resolution from the January 2021 meeting. At the time, the Human Services Board supported the resolution, but determined not to send it to the County Board. The Governor's proposed budget does include additional money for ADRC's. The Wisconsin County Association chose not to do a lot of advocacy around this.

Mr. Kutz reiterated that WCA did not do a lot of advocacy, but he said that the ADRC Committee and members are taking up advocacy for these same issues with various parties, including State Senators. He also said that the Human Services Board does not usually send resolutions to the County Board for other "Day at the Capitol" advocacy items or WCA platform papers. Finally, Mr. Kutz said that if the funding formula is changed for the ADRC's, we do not know what the ultimate result will be for Jefferson County.

Mr. Wehmeier also said that most WCA position papers are taken up by the Executive Committee but do not go to the County Board.

It was decided no further action would be taken at this time in terms of resolution.

16. REVIEW THE HUMAN SERVICES 2020 ANNUAL REPORT

Ms. Cauley presented our 2020 annual report. Each Manager spoke about his/her Division.

17. DISCUSS POTENTIAL AGENDA ITEMS FOR THE JUNE BOARD MEETING AND PUBLIC HEARING

- The Public Hearing will be held on June 8th at 5:00 p.m. The board meeting will start at 4:00 p.m.

18. DIRECTOR'S REPORT

Ms. Cauley reported on the following items:

- Virtual Staff Appreciation will be on May 19th.
- For a future meeting, we could present on our Diversity Committee and the strategic plan for that.
- We received a notification regarding a 980 placement.
- Discuss transforming our Nutrition Program.
- Within the next 6 weeks, we will have 6 retirements.

19. ADJOURN

Mr. Schultz made a motion to adjourn the meeting.

Mr. Lund seconded.

Motion passed unanimously.

Meeting adjourned at 10:35 a.m.

Minutes prepared by:

Kelly Witucki
Office Manager
Human Services

NEXT BOARD MEETING

Tuesday, June 8, 2021, at 4:00 p.m.
Jefferson County Courthouse County Board Room 205
311 S Center Ave, Jefferson, WI 53549