

JEFFERSON COUNTY HUMAN SERVICES
Board Minutes
August 10, 2021

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

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

Others Present: Director Kathi Cauley; Deputy Director Brent Ruehlow; Administrative Services Division Manager Brian Bellford; Economic Support Division Manager; Jessica Schultze; Aging & Disability Resource Division Manager ReBecca Schmidt; County Administrator Ben Wehmeier and Officer 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 AUGUST 10, 2021, AGENDA

No changes

5. PUBLIC COMMENTS

No comments

6. APPROVAL OF THE JULY 13, 2021, BOARD MINUTES

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

Mr. Lund seconded.

Motion passed unanimously.

7. COMMUNICATIONS

No communications

8. REVIEW OF JUNE 2021 FINANCIAL STATEMENT

Mr. Bellford reviewed the June 2021 financial statement (attached) and reported that there is a projected positive year-end fund balance of \$1,622,017. This balance includes \$650,000 from our reserve carryover, but excludes any prepaid adjustments, leaving \$972,017 in unreserved fund balance.

9. REVIEW AND APPROVE JULY 2021 VOUCHERS

Mr. Bellford reviewed the July 2021 summary sheet of vouchers totaling \$457,487.81 (attached).

Mr. Lund made a motion to approve the July 2021 vouchers totaling \$457,487.81.

Mr. Nsibirwa seconded.

Motion passed unanimously.

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

Child & Family:

Mr. Ruehlow reported on the following items:

- **Key Outcome Indicators** for most teams are being met. One key outcome indicator is in the Youth Justice area. We try to keep our children with relatives or like-kin. We have had around 70% of children in relative or like-kin placements. We are currently below that percentage due to the increase in youth going to residential treatment and Group homes level.
- We received notification from DHS that as of August 1st we will no longer have a CLTS waitlist. If a child is eligible for services in the CLTS program they must be enrolled in the program within 30 days. DHS will be holding a teleconference on August 19th regarding more information on this.
- We applied and received the Department of Justice Governor's Commission Grant. The grant allowed us to implement Restorative Circles to decrease the referrals of youth to the Youth Justice System. Three of our largest school districts which include Watertown, Fort Atkinson, and Jefferson have gone through the training and have expressed what a valuable training it was. Additionally, Watertown School district and Watertown Police Department are doing some innovative outreach with our diversion staff, such as basketball every week with our at risk youth and staff from both entities.
- Our Intake Department received a letter from the Department of Children and Families indicating that Jefferson County is 1 of 5 counties in the state of Wisconsin that is continuously hitting the 95% or above mark in making timely face-to-face contacts. Additionally, we are hitting over 95% on the timeliness of our completed initial assessments. We are 1 of 20 counties that hit this percentage regularly. We were able to spend some time with DCF and provide them with the materials to show our culture here in Jefferson County as they want to replicat this across the state.

Behavioral Health:

Ms. Cauley reported on the following items:

- Our key outcome indicators are being met.
- Last year at this time we had 9,826 EMH services. We are at 9,904 contacts through July. For the entire year in 2017, we had 9,804.
- We have had 21 emergency detentions in July. For the year we have had 92. We continue to divert people to voluntary services. Our diversion rate is 76%.
- DHS has created workgroups and contacted us to ask about our procedures on how we manage to divert people and the training that we provide to our staff.
- Open Access is growing from 1-3 people per day to now, at times, 7-8 people a day. We have met with Directions who have two in-house prescribers along with Family Resources to help people access the most local services.
- The Clinic is in the process of setting up seven branch offices in the school districts of Jefferson County. The Mental Health School Psychotherapists will be helping to implement the DBT-Steps A curriculum in the schools to help train staff on those skills.
- Comprehensive Community Program is currently recruiting for their vacant positions.

- Our Community Support Program has been chosen to be a training site for Assertive Community Treatment. This treatment provides multidisciplinary, flexible treatment and support to people with mental illness.
- In the fall we will be holding another Crisis Intervention Training for Law Enforcement.
- Our Community Recovery Services had an outstanding review.

Administration:

Mr. Bellford reported on the following items:

- The WIMCR report for 2020 was submitted at the end of July.
- Capital update:
 - Workforce roofing project and water main replacement is scheduled to be completed.
 - Water filling stations are half done.
 - Other capital projects for 2021 have been completed.
- Mr. Bellford thanked the board for the flexibility offered to allow staff to continue telecommuting due to the lack of space at the agency.
- Mileage costs have decreased. In January of 2020, we were at \$13,900; in February of 2020 we were at \$15,600. For 2021 we have been around \$7,000 each month, and half of that is typically for the volunteer drivers in the Transportation Program.
- The budget will be presented in today's meeting.

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 310 applications received, we processed 309 timely.
 - The Call Center must answer calls timely 95% of the time. We are at 99.4% currently. We have received 1,571 calls in July.
- We recently had our Food Share Management Review. We were told that Jefferson County was the only consortium in the state of Wisconsin to exceed the expectations in every category.

ADRC:

Ms. Schmidt reported on the following items:

- All of the Aging and ADRC Key Outcome Indicators are being met.
 - ADRC will be losing one of the I&A workers at the end of the month.
 - In 2020 the ADRC enrolled 88 people into LTC programs between January and July.
 - In 2021 the ADRC has enrolled 131 people into LTC programs at the same time.
 - Dementia Care Specialist completed 14 memory screens in July, there are book clubs and memory café's happening across the county. Working with local businesses to become trained as Dementia Friendly Businesses.
- Aging Programs
 - The nutrition program served over 3500 meals in July. Working on installing two new dishwashers in two of our meal sites in preparation for congregate meals to resume.
 - The transportation program is finishing a grant for 2 new w/c accessible vans.
 - 3-year Aging plan update: we had 706 responses to the community engagement efforts this year.

- The top 3 areas of need identified were communication about what is happening in the county, transportation, isolation, and loneliness.
- The next step is to develop draft goals for the plan and submit them to GWAAR for feedback. Once goals are approved through GWAAR, public hearings are held for feedback and the final draft is run through the HS board for approval.
- Ms. Schmidt will be presenting the final draft of the plan at the September HS board meeting.

11. DISCUSSION AND POSSIBLE ACTION ON NEW 2021 PROFESSIONAL SERVICE CONTRACTS (INPATIENT SERVICES)

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

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

Mr. Wineke seconded.

Motion passed unanimously.

12. DISCUSSION AND POSSIBLE ACTION ON 2022 BUDGET PRESENTATION

Ms. Cauley reviewed the budget and commended Mr. Bellford on all of his work.

Mr. Wineke made a motion to approve the Human Services budget, as presented with changes to decrease computer costs and increase revenue for the Mental Health Block Grant and the Substance Abuse Block Grant to bring the Human Services budget in line with the target tax levy goal.

Mr. Nsibirwa seconded.

Motion passed unanimously.

13. DISCUSS POTENTIAL AGENDA ITEMS FOR SEPTEMBER BOARD MEETING

- 2022 Aging Plan
- Presentation on the nutrition programs

14. DIRECTOR'S REPORT

Ms. Cauley reported on the following items:

- Ms. Cauley and Mr. Ruehlow have been working with other counties to find ways to help our youth with complex needs who have been going out of state for treatment. They have been having regular meetings with the state department and have been assigned someone from the Governor's office.
- Thanked our County Administrator, Ben Wehmeier, and the board for supporting the purchase of the triplexes to help with the housing issues.
- Thanked everyone for their support with the telecommuting policy.

15. ADJOURN

Mr. Lund made a motion to adjourn the meeting.

Mr. Wineke seconded.

Motion passed unanimously.

Meeting adjourned at 10:17 a.m.

Respectfully submitted by Kelly Witucki

NEXT BOARD MEETING

Tuesday, September 14, 2021, at 8:30 a.m.
Jefferson County Courthouse County Board Room 205
311 S Center Ave, Jefferson, WI 53549