

**JEFFERSON COUNTY HUMAN SERVICES**  
**Board Minutes**  
**October 12, 2021**

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

**Board Members Present via Zoom:** Gino Racanelli, Kirk Lund, and Alice Mirk

**Absent:** Sira Nsibirwa

**Others Present:** Director Kathi Cauley; Deputy Director Brent Ruehlow; Administrative Services Division Manager Brian Bellford; Economic Support Manager Jessica Schultze; Aging & Disability Resource Division Manager ReBecca Schmidt; Office Manager Kelly Witucki; 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**

Nsibirwa Absent/Quorum was established.

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

Ms. Cauley certified that we are in compliance.

**4. REVIEW OF THE OCTOBER 12, 2021 AGENDA**

**5. PUBLIC COMMENTS**

No Comments

**6. APPROVAL OF THE SEPTEMBER 14, 2021 BOARD MINUTES**

Mr. Wineke made a motion to approve the September 14, 2021 board minutes.

Mr. Lund seconded.

Motion passed unanimously.

**7. COMMUNICATIONS**

No communications

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

Mr. Bellford reviewed the August 2021 financial statement (attached) and reported that there is a projected positive year-end fund balance of \$1,870,285. This balance includes \$650,000 from our reserve carryover but excludes any prepaid adjustments, leaving \$1,220,285 in unreserved fund balance.

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

Mr. Bellford reviewed the summary sheet of vouchers totaling \$685,731.62 (attached).

Mr. Kutz made a motion to approve the September 2021 vouchers totaling \$685,731.62.

Ms. Mirk 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:
  - The water main project should be finishing up this week. This project originally was coming out of the budget, but now will be coming out of the ARPA funding.
  - Parking lot and Annex Road expansion will starting next week and will be adding 20-25 new parking stalls. The Highway Department will be completing the work.

- We are currently working on improvements and repairs for the triplexes along with the home located across from the courthouse.
- Currently, the home located on Dodge Street as well as the 7 units are fully occupied.
- Mr. Wehmeier mentioned that we started the National Guard testing site again at Human Services and wanted to thank Brian and Paul for their support with this.

### **Economic Support:**

Ms. Schultze reported on the following items:

- Our **Key Outcome Indicators** are being met and are as follows:
  - The Consortium Call Center must answer calls timely within 95% of the time. The Call Center was 98.06%. We had 9,793 calls. The consortium answered 9,603 of those calls. Pre-pandemic, we were at about 12,000 or 13,000 calls per month.
- For individuals who are currently receiving Badgercare benefits will be continued through 2021, but in 2022 we anticipate that if the public health emergency ends, they plan to have the healthcare coverage ending at renewal time.
- Foodshare is starting to return to normal practices and holding interviews again.
- In November the Call Center will start using a new program, called Genesys. They are currently using Call Center Anywhere.

### **ADRC:**

Ms. Schmidt reported on the following items:

- **Key Outcome Indicators** are all being met.
- The ADRC documented 657 calls in September.
- The distribution of Senior Farmer's Market vouchers has ended as of 9/30. This year we only distributed 123 vouchers out of a total of 228.
- One of our KOI's for the ADRC is to provide one or more community outreach events focused on the Latino population. On October 2<sup>nd</sup>, Karla Nava (DBS/EBS) and Heather Janes (DCS) set up an ADRC tent and handed out several resources.
- The Nutrition Program served almost 3600 meals in September and is looking at reopenings congregate meal sites in at least 2 locations before the end of the year.

### **Child & Family Resources:**

Mr. Ruehlow reported on the following items:

- **Key Outcome Indicators** for all teams are being met
- For about a year our Busy Bees Preschool was closed to in-person learning. We are now on week four of being reopened and back to normal with in-person learning.
  - On the first day of reopening, we had a surprise visit from our state reviewer. The Onsite visit went very well.
- Currently, we have 39 youth who are in placement in Child Protective Services, compared to January 2011 when we had 110. In our Youth Justice Department, we currently have 14 youth in care.
- We continue to educate our partners on the Families First Preservation Act (FFPSA) that is upon us. This is the single largest and most significant change to the Child Welfare system in my career as it relates to funding and philosophy. Child Welfare and the Courts Conference was held last month and Judge Brantmeier, our Juvenile Judge, along with Whitney DeVoe and Yelena Zarwell from Corp Counsel, were in attendance with our CW leadership team as we examined our practice together and learned of changes in CW.
- We are currently re-submitting our IV-E legal contracts to DCF for renewal for calendar year 2022.

### **Behavioral Health:**

Ms. Cauley reported on the following items:

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

- Through September we've had 12,368 emergency contacts, compared to 12,965 in 2020.
- Increase in suicide calls. We have had 190 calls compared to 174 in 2020.
- We have assessed 395 individuals for emergency detentions for the year. Our diversion rate is 77%.
- We have new contracts with Miramont Behavioral Health in Middleton as well as additional hospitals in southeast Wisconsin. We are also currently pursuing a contract with a transportation provider for emergencies.
- We have applied for additional funding from DHS for assisting people with housing.
- Our CSP program has received a Bucket Approach grant to help consumers stop smoking. We have had several consumers successfully quit smoking. They were asked to create a video that went statewide for training purposes.

**11. DISCUSSION AND POSSIBLE ACTION ON NEW 2021 PROFESSIONAL SERVICE CONTRACTS (CHILD ALTERNATE CARE, FOSTER CARE, REFLECTIVE SUPERVISION CONSULTING, AND INFANT, EARLY CHILDHOOD, MENTAL HEALTH CONSULTATION)**

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

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

Mr. Lund seconded.

Motion passed unanimously.

**12. DISCUSSION AND POSSIBLE ACTION ON AUTHORIZING EXECUTION OF STATE HUMAN SERVICES 2022 CONTRACTS, CONSORTIUM AGREEMENTS, AND PROFESSIONAL SERVICE AND CARE PROVIDER CONTRACTS**

Mr. Bellford and Ms. Cauley reported that this authorizes the execution of contracts, agreements, and provider contracts. This resolution will be on the County Board agenda in November. Mr. Bellford discussed the potential State contracts, and reviewed the process for provider contracts.

Mr. Kutz made a motion to approve the Human Services contracts for the 2022 budget as presented.

Mr. Wineke seconded

Motion passed unanimously.

**13. DISCUSSION AND REVIEW ON CRISIS INTERVENTION TRAINING**

Ms. Propp from Jefferson County Human Services presented on the Crisis Intervention Training.

**14. DISCUSSION AND POSSIBLE ACTION ON 2022-2024 AGING PLAN**

Ms. Schmidt reported that no one attended the Public Hearing nor were there any comments or questions submitted on the 2022-2024 Aging Plan.

Mr. Wineke made a motion to approve the 2022-2024 Aging Plan presented.

Mr. Racanelli seconded

Motion passed unanimously.

**15. DISCUSSION AND POSSIBLE ACTIONS ON JEFFERSON COUNTY'S SPECIALIZED TRANSPORTATION ASSISTANCE PROGRAM (Wis.Stat. 85.21) APPLICATION**

Ms. Schmidt reported that no one attended the Public Hearing nor were there any comments or questions submitted on the 2022 Application for the Wisconsin DOT funding of \$226,609.

The application will have five projects, continuing with the two ongoing projects, the Driver/Volunteer Escort Program, the Senior Dining Program, and the three new projects – Day Trip, later weekday evenings and weekend hours, and Shopping Van service.

Ms. Mirk made a motion to approve the Application for 85.21 Specialized Transportation

Assistance as presented.  
Mr. Kutz seconded  
Motion passed unanimously.

**16. DIRECTOR'S REPORT**

Ms. Cauley reported on the following items:

- Currently working with WCHSA on the next state budget priorities.
- We are working to fill our vacant positions.
- We continue to have success with staff who are working remotely.

**17. ADJOURN**

Mr. Racanelli made a motion to adjourn the meeting.

Mr. Lund seconded.

Motion passed unanimously.

Meeting adjourned at 10:21 a.m.

Minutes prepared by:

Kelly Witucki  
Office Manager  
Human Services

**NEXT BOARD MEETING**

Tuesday, November 9, 2021, at 8:30 a.m.  
Jefferson County Courthouse County Board Room 205  
311 S Center Ave, Jefferson, WI 53549