

JEFFERSON COUNTY HUMAN SERVICES
Board Minutes
November 9, 2021

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

Board Members Present via Zoom: Russell Kutz, Sira Nsibirwa, Kirk Lund, and Alice Mirk

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 Nutrition Program Supervisor Kimberly Swanson

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 was established.

3. CERTIFICATION OF COMPLIANCE WITH THE OPEN MEETINGS LAW

Ms. Cauley certified that we are in compliance.

4. REVIEW OF THE NOVEMBER 9, 2021, AGENDA

5. PUBLIC COMMENTS

No Comments

6. APPROVAL OF THE OCTOBER 12, 2021, BOARD MINUTES

Mr. Wineke made a motion to approve the October 12, 2021, board minutes.

Mr. Racanelli seconded.

Motion passed unanimously.

7. COMMUNICATIONS

No communications

8. REVIEW OF SEPTEMBER 2021 FINANCIAL STATEMENT

Mr. Bellford reviewed the September 2021 financial statement (attached) and reported that there is a projected positive year-end fund balance of \$1,739,939. This balance includes \$650,000 from our reserve carryover, but excludes any prepaid adjustments, leaving \$1,089,939 in unreserved fund balance.

9. REVIEW AND APPROVE OCTOBER 2021 VOUCHERS

Mr. Bellford reviewed the summary sheet of vouchers totaling \$457,345.07 (attached).

Mr. Jones made a motion to approve the October 2021 vouchers totaling \$457,345.07.

Ms. Mirk seconded.

Motion passed unanimously.

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

Economic Support:

Ms. Schultze reported on the following items:

- Our **Key Outcome Indicators** are being met and are as follows:
 - We received 415 applications and did 414 timely. The percentage rate of 95%.
 - The Consortium Call Center must answer calls timely within 95% of the time. The Call Center was 98.21%.
- Jefferson should answer 18% of calls. We answered 1,648, which comes to 16.4%. This is because of new workers beginning to take calls and the seasoned workers who have been sitting with them

instead of taking calls themselves. This slows down the call speed and the number of calls being answered.

- FoodShare renewal and processes are back to normal. Interviews are being completed for all renewals and applications. Verification is again being requested for both applications and renewals. There are no longer reduced verification requirements.
- FoodShare continues to provide emergency supplemental benefits due to COVID for November 2021. All eligible households will receive an emergency allotment of at least \$95, which includes households receiving the maximum benefit.
- On November 13, 2021, Health Care renewals due in December will be administratively renewed. Those that cannot be administratively renewed will have the health care renewal date postponed by 3 months to March 2022. This includes renewals due originally due in December 2020, March 2021, June 2021, and September 2021 review dates that were already extended to December 2021.

ADRC:

Ms. Schmidt reported on the following items:

- All Key Outcome Indicators for the Aging Programs, ADRC and APS are currently being met.
- ADRC:
 - New hire – Yvonne Torres is being trained and doing well.
 - 197 enrollments into LTC for 2021 so far, 716 calls in October, 6,263 calls a year to date.
- Annual Disability Benefit Specialist site review October 27th, Program Attorney, Lena Archer assigned to ADRC of Jefferson County completed case reviews. All cases, except for 1 were found to comply and fell within the scope of services.
- Elderly Benefit Specialists are assisting community members with Medicare Part D. Open enrollment. This started October 15th and will close on December 7th.
 - Appointment requests will likely exceed availability.
 - Several volunteers were trained to also assist community members needing assistance.
- Transportation hit an all-time high for the number of rides provided in a month in October with 901 rides provided.
- Our Dementia Care Specialist has been working on training Dementia Friendly businesses in Jefferson County. She is currently working with the Doctor of Physical Therapy in 4 locations.

Child & Family Resources:

Mr. Ruehlow reported on the following items:

- **Key Outcome Indicators** for all teams are being met
- New hires
 - Jason Eiler and Courtney Regnier will both be starting on November 29th as our new Youth Justice Workers.
 - We currently have two openings on our Child Protective Services team.
- Currently, we have three youth in residential treatment.
- We have five new children who went from in-home placement to now being in out-of-home placement, while two children found permanency in October. We have seen a slight increase in alternate care despite having a great 2021 in this area.
- H.O.P.E. Program
 - We recently teamed up with Daybreak Foods in Lake Mills for employment options for anyone enrolled in this program.
 - 59 Individuals currently enrolled in the program
 - 12 individuals have found permanent housing.
 - 33 individuals have been enrolled in services through Human Services.
 - 33 individuals have found their employment.

Administration:

Mr. Bellford reported on the following items:

- We are currently making progress with getting all the programs up to date for billing.
 - CCS is billed through September.
 - CLTS is billed through September.
 - CSP is billed through August with My Choice and June with Medicaid.
 - Clinic is billed through October.
 - EMH and Lueder Haus are billed through August.
 - B-3 is billed through June. July-September billing should be done soon.
 - CRS is billed through June

Behavioral Health:

Ms. Cauley reported on the following items:

- We are seeing an increase in the need for Mental Health services for children.
- There is a significant increase in substance use issues. We currently have three people on a commitment for services. Two of those individuals were required to be in a facility with a locked unit due to their current situation.
- For the first time since 2008, we haven't seen an increase in EMH contacts. Through October, we've had 13,607 emergency contacts, compared to 14,383 in 2020. In October, we had 1,580 compared to 1,325 in 2020.
- We have assessed 441 individuals for emergency detentions for the year, compared to 352 in 2020. We have had 223 suicide calls, compared to 188 in 2020. Our diversion rate is 78%.
- We have a new resource called Safer Communities. We have met with Fort Hospital to discuss having that resource available in their emergency department. This would set it up for consumers to have a peer support specialist available as a substance use coach.
- In Comprehensive Community Services, we have three teams. These teams include the Child and Adolescent team which is in the process of filling their last two open positions. Then we have the Family Center Treatment Team which is also in the process of hiring two individuals. The last team we have is our Adult Team which is fully staffed.
- Our Community Support Program is the one program that has the most resignation impact.
 - Our Adult Alternate Care costs are up due to more individuals requiring placement.

11. DISCUSSION AND POSSIBLE ACTION ON NEW 2021 PROFESSIONAL SERVICE CONTRACTS (INPATIENT SERVICES, CHILD ALTERNATE CARE, AND APNP)

Ms. Cauley reported that we have three new service providers for 2021. (attached)

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

Mr. Lund seconded.

Motion passed unanimously.

12. DISCUSSION AND POSSIBLE ACTION ON NEW 2022 PROFESSIONAL SERVICE CONTRACTS (APNP)

Ms. Cauley reported that we have one new service provider for 2022. (attached)

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

Mr. Wineke seconded.

Motion passed unanimously.

13. NUTRITION PROGRAM PRESENTATION

Ms. Schmidt introduced the Nutrition Program Supervisor, Kimberly Swanson. Ms. Swanson shared a PowerPoint presentation with the Board. An electronic copy was sent to all board members.

14. DISCUSSION AND POSSIBLE ACTION ON RE-OPENING NUTRITION SITES

Ms. Schmidt reported on the approved plan for reopening of congregate meal sites. The Board supported this action.

15. DISCUSSION AND POSSIBLE ACTION TO APPOINT CAROL O'NEIL TO THE ADRC ADVISORY COMMITTEE

Mr. Wineke made a motion to appoint Carol O'Neil to the ADRC Advisory Committee.
Mr. Kutz seconded.
Motion passed unanimously.

16. DISCUSSION AND POSSIBLE ACTION TO REAPPOINT BARBARA SCHMITT TO THE NUTRITION COUNCIL

Mr. Jones made a motion to reappoint Barbara Schmitt to the Nutrition Council.
Mr. Wineke seconded.
Motion passed unanimously.

17. DIRECTOR'S REPORT

Ms. Cauley reported on the following items:

- We are required to complete a Civil Rights Plan and we will start working on that to have it completed by spring of 2022.
- Ms. Cauley has been asked to speak at the WCA Steering Committee meeting regarding the community programs that we have here and how we get the outcomes that we do.

18. ADJOURN

Mr. Wineke made a motion to adjourn the meeting.
Mr. Lund seconded.
Motion passed unanimously.
Meeting adjourned at 10:07 a.m.

Minutes prepared by:

Kelly Witucki
Office Manager
Human Services

NEXT BOARD MEETING

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