

**JEFFERSON COUNTY HUMAN SERVICES**  
**Board Minutes**  
**January 11, 2022**

**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; 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**

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 JANUARY 11, 2022, AGENDA**

**5. PUBLIC COMMENTS**

No Comments

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

Mr. Jones made a motion to approve the December 14, 2021, board minutes.

Mr. Wineke seconded.

Motion passed unanimously.

**7. COMMUNICATIONS**

Ms. Cauley presented that there are two handouts in the packets this month. The first handout is a ni letter of commendation from Wisconsin Department of Children and Families. The letter is recognizing counties for their good work and our agency was recognized for our successful efforts in completing and documenting case worker contacts for children in out-of-home placements. Jefferson County is at 99.18% for the federal year of 2021.

The second handout is the Child Welfare Strategic Transformation newsletter that was sent out in December. In the newsletter they are recognized our innovative housing program that Brent Ruehlow our Deputy Director shared with them and what we are doing at our agency.

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

Mr. Bellford reviewed the November 2021 financial statement (attached) and reported that there is a projected positive year-end fund balance of \$2,246,079. This has increased from just over \$1.9 million since last month because of finalized WIMCR payments. This surplus balance includes \$650,000 from our reserve carryover but excludes any prepaid adjustments.

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

Mr. Bellford reviewed the summary sheet of vouchers totaling \$449,044.37 (attached).

Ms. Mirk made a motion to approve the December 2021 vouchers totaling \$449,044.37.

Mr. Nsibirwa seconded.

Motion passed unanimously.

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

**Child & Family Resources:**

Ms. Cauley reported on the following items:

- The Child Protective Services positions have all been filled.
- Andrea Szvec who is our Parents Supporting Parents Coordinator will be attending the Local Bar Association as well as a judge's round table to give a presentation on our Parents Supporting Parents program.
- Birth to Three has launched their Infant Mental Health program.
- Subsidized guardianship payments were approved by the assembly and DCF will back date county payments to January 1<sup>st</sup>.
- We have reunited two families. Three children found permanent placement in December.
- The Community Response Program has had 164 families referred and 73% had been referred for child welfare issues. Of those families that have engaged in services, only one family was referred into the Child Welfare System.

**Behavioral Health:**

Ms. Cauley reported on the following items:

- Key outcome indicators are being met.
  - In 2021 we had 15,842 EMH contacts, compared to 2020 we had 17,233.
  - Last year we had 126 emergency detentions, compared to 132 for 2021.
  - In 2020 we had 235 suicide calls, compared to 277 in 2021. We had a diversion rate of 78%. In 2020 our diversion rate was 75%. CORRECTED
- We still currently have positions that need to be filled.
- The contract was approved for the Safer Communities to do peer support for individuals with substance abuse issues.
- The Fort Atkinson Hospital has a home that they would be willing to donate to be used for a sober living facility for men.

**Administration:**

Mr. Bellford reported on the following items:

- Year-end reporting is in process. We are also working on closing the books, paying bills, and finalizing billing. Final year-end reports will be due to DHS, DCF, GWAAR, the Economic Support Consortium, and DOT.
- We will be working on the Civil Rights Compliance Plan, which will be due in March.
- We anticipate part our carryover request to be for more vehicles in the Fleet Vehicle program. We will also work with Highway to turnover several cars we have here.
- Other capital projects for 2022 include: bathroom upgrades, LED lighting, ceiling upgrades, and HVAC at Workforce.

**Economic Support:**

Ms. Schultze reported on the following items:

- 95% of applications are required to be processed timely, and the Southern Consortium is processing 99% of applications timely. Jefferson received 588 applications and did 585 timely. The percentage rate of 99.49%.
- Last week we were able to fill the vacant Economic Support Specialist position. Sylvia Ortiz has accepted the position and will be starting on January 17. In March we will be having one of our Economic Support Specialist retiring and we were able to hire for that position right away. Berenice Acosta-Delgado accepted that position and will be starting January 31. Both applicants are bilingual.

- For social distancing purposes, we have several people who are now working remotely for the time being. Several people have had close contact or positive COVID results, so we are doing our best to keep people safe for the time being.
- Currently the Public Health Emergency is scheduled to end 1/16/22, however they are expecting a 90-day extension. They have been advised that we will receive a 60-day notice prior to when the Public Health Emergency will end. At this time, we have not received the notice.
- January 2022 Emergency Food Share Supplements were approved and will be dispersed 1/22/22 and available 1/23/22. A catch-up run will be done 3/12/22 for anyone who was missed in the original run. A catch-up run for November 2021 will be run and available to customers on 1/9/22, and December 2021 will be run and available to customers on 2/20/22.
- School P-EBT has been approved. Students who are eligible for the National School Lunch/Breakfast Program, who are not fully virtual and do have a COVID impact will receive P-EBT of \$7.10 daily. P-EBT's 1<sup>st</sup> issuance will be March 2022.

**ADRC:**

Ms. Schmidt reported on the following items:

- All KOI's are being met or exceeding expectations at this time.
  - **ADRC:**
    - From Jan.-Dec. 2021 the ADRC completed 239 enrollments and/or IRIS referrals. This is a significant increase in enrollments compared to 2020 = 195 enrollments and/or IRIS referrals and 2019 = 204.
      - Dementia Care Specialist, Heather Janes' last day was 1-3-22. Tonya Runyard was hired as the new DCS.
      - Resource Specialist-Jacob Sawyers' last day was 12-23-21. Gina Serna was hired as the new Resource Specialist and will start Jan. 10th.
  - **Senior Dining**
    - 2021 meal counts remain above 3,000 meals served monthly to home delivered or carry out participants.
    - In addition, there were 17 new home delivered participants in December 2021. The highest monthly number in 2021.
    - Carry out meals remain above 400 per month. Serving on average 88 unique participants each month.
    - The Nutrition Program will secure two shelf-stable meals in the event of inclement weather.
    - We ordered 800 total meals. Distributed 444 meals (2 meals for each participant) beginning the week of December 20th. We were unable to distribute to the Congregate Meal participants due to the delayed re-opening because of an uptick on COVID-19 cases in the County.
    - To use the remaining 356 meals, we may deliver again to HDM participants in January/February 2022.
  - **Transportation**
    - Ridership for the ADRC of Jefferson County Driver / Escort Service for December was 878 one-way rides. The number of new (first time) riders for October was 14 and the number of unique clients served was 125.

**11. DISCUSSION AND POSSIBLE ACTION ON 2022 RATES**

Mr. Bellford reviewed the 2022 Billing/Charge Rates sheet. (attached)

Ms. Mirk made the motion to approve the Billing/Charge Rates for 2022 as presented.

Mr. Racanelli seconded.

Motion passed unanimously.

**12. DISCUSSION AND POSSIBLE ACTION CREATING KINDNESS AND CARING ACTION AWARD**

Ms. Cauley reported that there was an anonymous donor who would like to create an award through the Jefferson Foundation. This award would be awarded once a year to two staff members for going above and beyond for kindness and caring of their colleagues, community, or consumers. Each recipient will receive an award in the amount of \$500.

Mr. Wineke made the motion to accept the generous gift that would allow us to start this program.

Mr. Lund seconded.

Motion passed unanimously.

**13. DIRECTOR'S REPORT**

Ms. Cauley reported on the following items:

- COVID is taking a toll on department staff. The numbers are concerning.
- With the support of the board, we were able to bring the Healthy Minds Program to work for staff.
- We will be starting to work on our 2021 Annual report.

**14. ADJOURN**

Mr. Wineke made a motion to adjourn the meeting.

Mr. Kutz seconded.

Motion passed unanimously.

Meeting adjourned at 9:27 a.m.

Minutes prepared by:

Kelly Witucki  
Office Manager  
Human Services

**NEXT BOARD MEETING**

Tuesday, February 8, 2022, at 8:30 a.m.

Jefferson County Courthouse County Board Room 205

311 S Center Ave, Jefferson, WI 53549