

JEFFERSON COUNTY HUMAN SERVICES
Board Minutes
February 8, 2022

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

Board Members Present via Zoom: Richard Jones, 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; 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 was established.

3. CERTIFICATION OF COMPLIANCE WITH THE OPEN MEETINGS LAW

Ms. Cauley certified that we are in compliance.

4. REVIEW OF THE MARCH 8, 2022, AGENDA

5. PUBLIC COMMENTS

No Comments

6. APPROVAL OF THE FEBRUARY 8, 2022, BOARD MINUTES

Mr. Wineke made a motion to approve the February 8, 2022, board minutes.

Mr. Lund seconded.

Motion passed unanimously.

7. COMMUNICATIONS

No communications

8. REVIEW OF THE FINAL DECEMBER 2021 FINANCIAL STATEMENT

Mr. Bellford reviewed the final December 2021 financial statement (attached) and reported that we ended the year with a positive year-end fund balance of \$3,085,872. This includes \$224,726 of prepaid adjustments and \$650,000 in reserve, leaving a spendable balance of \$2,211,146.

9. REVIEW AND APPROVE FEBRUARY 2022 VOUCHERS

Mr. Bellford reviewed the summary sheet of vouchers totaling \$515,074.40 (attached).

Mr. Lund made a motion to approve the February 2022 vouchers totaling \$515,074.40.

Mr. Nsibirwa seconded.

Motion passed unanimously.

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

Administration:

Mr. Bellford reported on the following items:

- ADRC's final report was due February 28 and that has been completed and sent in.
- DCF & DHS reports were completed and sent in.
- GWAAR reports were due March 6 and those were sent on March 4.
- Income Maintenance final report will be sent in today. We receive notification that we are getting a Random Moment Sampling payment for 2022 for \$29,871.
- The following fiscal reports are coming up due in the next month, which include CST, TSSF, MH Block Grant, Substance Abuse Block Grant, community allocation, and the Opioid Grant.
- Our Civil Rights Plan is due at the end of March.

- Our 2022 capital projects are in the design phase.
- DHS is completing an audit with CRS, so we are providing documents to the DHS auditors.

Economic Support:

Ms. Schultze reported on the following items:

- 95% of applications are required to be processed timely, and the Southern Consortium is processing 98.82% of applications timely. Jefferson received 467 applications and processed 464 timely. The percentage rate of 99.36%.
- Jefferson is contracted to answer 18% of the calls offered on the call center, and unfortunately with the switch to Genesys, there are still no working report breaking down the number of calls by Jefferson County.
- Southern Consortium had 10,038 calls offered and 9,319 were answered. The answer rate was 92.84%. Statewide call answer rate is a bit low and is only at 76.98%.
- We did not receive notice of an end date to the Public Health Emergency or Income Maintenance programs, and we assume it's been extended another 90 days which would carry it through to July 2022. If Public Health Emergency is anticipated to end, Income Maintenance agencies will be provided a 60-day notice by 4/16/22.
- In preparation for the unwinding process, Income Maintenance agencies have been working on reports which include members who have continued eligibility for healthcare during the PHE even if they do not meet the financial or non-financial requirements for Medicaid or BadgerCare programs. These members will be required to complete a full review of their information during the unwinding process so we may make an accurate determination of their eligibility. Those who do not complete a review of their case will be notified of the end date of their coverage and will need to reapply when this happens.
- Currently FoodShare recipients with a balance on their card will maintain funds even with non-use of the card for 12 months, at which point benefits that are over 12 months old will be expunged. This expungement period will be changing to 9 months beginning 02/2023. **Expungement only occurs if/when card remains unused for the entire 9 months.*
- All overpayments of healthcare or FoodShare benefits that were created during the Public Health Emergency are being deleted and will not be collected or pursued. ****EXCEPTION**** would be if there was an Intentional Program Violation (IPV), in which case those overpayments will still be recouped.
 - MILES (Milwaukee Enrollment Services) Income Maintenance Agency has reached out to other consortiums requesting assistance for processing, offering to pay overtime to Economic Support workers. Several workers here in Jefferson have stepped up to help, so we are waiting for information on how to proceed so that we may provide assistance to Milwaukee with their workload.

ADRC:

Ms. Schmidt reported on the following items:

- All KOL's are being met or are making good progress towards our long-term goals.
 - ADRC is fully staffed.
 - The ADRC has been busy with over 670 calls and 18 enrollments into LTC programs in the month of February.
 - Wisconsin was one of ten states that participated in a three-year grant from the Administration for Community Living (ACL) to research the return on investment for ADRC's and pilot test ACL's national calculators. Using local data from January-December 2021, the ROI calculator indicated that in Jefferson County, there was a savings from ADRC = \$2,802,096.00 (savings from Hospital 30 Day Readmissions) + \$170,760.70 (savings from ED Visits) = \$2,972,856.70. The ROI calculator then aggregates the savings for each of the two utilization measures in connection with the costs to the ADRC. Per ROI calculator, cost of ADRC of Jefferson=

\$595,494.00 which = return on investment $((\$2,972,856.70 - \$595,494.00) / \$595,494.00) = 3.992$. This ROI indicates that every dollar spent providing ADRC services to people in the community produces an estimated net savings of \$3.99. ADRC of Jefferson will continued to track ROI in 2022.

○ **Senior Dining:**

- On Tuesday 2/22/2022 an ice storm was predicted to hit Jefferson County. In preparation of this event our Home Delivered Meal drivers and volunteers offered participants a shelf stable meal due to the likelihood of the meal program closing for the icy weather. This was successful and very appreciated by participants and their families.
- We are on track to reopen congregate meal sites in Fort Atkinson and Watertown on 4/1/22.

○ **Transportation:**

- Mike Hansen has started in his new position as Transportation supervisor. He will now be directly supervising the paid and volunteer drivers as well as Cliff Fleischman, out transportation coordinator.
- We are maintaining the number of rides in February with 712 rides provided.
- We have hired 2 new Van Driver 2 positions. 1 of which is Spanish speaking.
- Still have not received granted wheelchair vans from 2021 or 2022.

Child & Family Resources:

Mr. Ruehlow reported on the following items:

- We modified a Key Outcome Indicator for the Youth Justice Department to create a structured staffing model to look at all youth in group home and residential facilities. We They are holding monthly staffing to discuss the youth that are currently placed in a facility.
- Subsidized guardianship receive a monetary payment. It was just passed that all payments will be reimbursed for 100%. For 2021 approximately \$90,000 will not be coming out of the budget.
- Restorative Circles – Jessica Godek did a presentation. Due to her presentation Jefferson County received \$13,441.
- CPS Alternate Care – increase 57 reports, 32 screen in for the month of February. 8 of those were same day responses.

Behavioral Health:

Ms. Cauley reported on the following items:

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 - Through February we had 2,674 EMH services, compared to 2,984 last year and 2,406 in 2020.
 - We had 30 assessments, with a diversion rate of 87%.
- We continue to struggle to keep our Lueder Haus, which is fully staffed 24/7. Back in 2009 we eliminated a full-time position, and we are asking to bring that position back with our carryover requests.
- Ms. Cauley continues to work with Fort HealthCare regarding the sober living facility for men. They have found a provider who is also onboard and has successfully operated a sober living facility for women in Fort Atkinson. Currently we are working with the city of Fort Atkinson regarding zoning.

11. DISCUSSION AND POSSIBLE ACTION ON 2022 PROFESSIONAL SERVICE CONTRACTS (FOSTER CARE, COUNSELING, AND TRAINING)

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

Ms. Mirk made a motion to approve the contracts as listed.

Mr. Kutz seconded.

Motion passed unanimously.

12. DISCUSSION AND POSSIBLE ACTION ON FINAL 2021 CARRY OVER REQUESTS

Mr. Bellford reviewed the final 2021 carryover requests. (attached)

Mr. Wineke made a motion to approve the final 2021 carryover requests as presented and to send them to the Finance Committee for approval.

Mr. Racanelli seconded.

Motion passed unanimously.

13. DISCUSSION AND POSSIBLE ACTION ON CHANGES TO THE 2022 BILLING RATES

Mr. Bellford reviewed the 2022 service rates. (attached)

Mr. Kutz made a motion to approve the rates as listed.

Mr. Nsibirwa seconded.

Motion passed unanimously.

14. DIRECTOR'S REPORT

Ms. Cauley reported on the following items:

- We are working on establishing Sober Living Home. We are very fortunate to have a great partner with Fort Health Care.
- We continue to follow and watch for the best practices on recruitment and retention. We are trying to find ways to continue outreach and engagement with students and individuals who are retired and are interested in giving back.
- For Employee Appreciation we try to do something between the months of March and May for staff. This year we decided to create a committee and have them plan something for staff within the decided budget. During this event we would then give out the Kindness and Caring Action award to recipient.
- Ms. Cauley and Mr. Ruehlow has been speaking with Department of Children and Family regarding our successes here at Human Services.

15. ADJOURN

Mr. Racanelli made a motion to adjourn the meeting.

Mr. Lund seconded.

Motion passed unanimously.

Meeting adjourned at 9:40 a.m.

Minutes prepared by:

Kelly Witucki
Office Manager
Human Services

NEXT BOARD MEETING

Tuesday, April 12, 2022, at 8:30 a.m.

Jefferson County Courthouse County Board Room 205
311 S Center Ave, Jefferson, WI 53549