

JEFFERSON COUNTY HUMAN SERVICES

Board Minutes

August 12, 2014

Board Members Present: Jim Mode, Richard Jones, Augie Tietz, John McKenzie, Jim Schultz, Julie Merritt and Russell Kutz

Others Present: Human Services Director Kathi Cauley; Administrative Services Manager Joan Daniel; Child & Family Manager Brent Ruehlow; Aging & Disability Resource Center Manager Sue Torum; Economic Support Manager Jill Johnson; Office Manager Donna Hollinger; Terry Gard; Maintenance Supervisor, County Administrator; Ben Wehmeier, and Karl Schulte; Brown Cab.

1. CALL TO ORDER

Mr. Mode called the meeting to order at 8:30 a.m.

2. ROLL CALL/ESTABLISHMENT OF QUORUM

Quorum established

3. CERTIFICATION OF COMPLIANCE WITH THE OPEN MEETINGS LAW

Ms. Cauley certified that we are in compliance.

4. REVIEW OF THE AUGUST 12, 2014 AGENDA

No Changes

5. CITIZEN COMMENT

No Comments

6. APPROVAL OF THE JULY 8, 2014 BOARD MINUTES

Mr. Jones made a motion to approve the July 8, 2014 board minutes.

Mr. Tietz seconded.

Motion passed unanimously.

7. COMMUNICATIONS

Ms. Cauley reported that we received two separate thank you letters (attached) regarding the kindness that clients felt receiving services.

8. CONSIDER 85.20 TRANSPORTATION FUNDING APPLICATION

Ms. Torum reported that in 2013, Brown Cab underwent a study that was funded by the Community Transportation Association of America. The study made several recommendations including developing a one-call dispatch center, which gets at the heart of truly coordinating transportation, a national priority. In order to move forward, the county needs to submit a letter of intent to apply for S85.20 state funds. The letter was handed out. (attached) Planning the center could begin immediately and there is interest from the county and transportation providers to begin discussions on how to bring this project to fruition. At this same time, the Great Wisconsin Agency on Aging Resources (GWAAR) has written a technology grant, that if

funded, would help counties share resources on a regional basis. This grant opportunity will focus initially on veterans in need.

Karl Schulte, from Brown Cab, reported that the transportation funding would be used to implement a centralized dispatch system to cover most of the public and specialized transportation services serving the Jefferson County area.

Mr. Tietz made a motion to apply for this S85.20 Transportation Funding application.

Mr. Jones seconded.

Motion passed unanimously.

9. REVIEW OF JUNE, 2014 FINANCIAL STATEMENT

Ms. Daniel reviewed the June 2014 financial statements (attached) and said that there is a projected positive year-end fund balance of \$746,087. She presented the summary sheet and financial statements (attached) that detail revenue, expenses, tax levy and variance by program within each Division and discussed the areas that are having the most impact on the budget. She also presented reports showing Commitment/Inpatient costs, Alternate Care Costs and Detox Costs (attached).

10. REVIEW AND APPROVE JULY, 2014 FINANCIAL VOUCHERS

Ms. Daniel reviewed the summary sheet of July vouchers totaling \$1,184,687.74. (attached).

Mr. McKenzie made a motion to approve the July 2014 vouchers totaling \$1,184,687.74.

Mr. Schultz seconded.

Motion passed unanimously.

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

Child & Family Resources:

Mr. Ruehlow reported on the following items:

- Since receiving an allocation for children in long-term support, 25 people who were on the waiting list were assessed, and 13 people wanted services.
- We received more funding from the Department of Health Services for our Wraparound team and were able to hire another staff. This will allow us to increase our case load from serving about 16 families per month to 25.
- Staff who attended the Motivational Interviewing training last spring got feedback from the trainers. We are now discussing what transfer of learning activities staff can do to keep this initiative in the forefront with their meetings with clients. Another training session began last Monday, which will continue into September.
- We received funding for the Post Reunification Support Program, which is meant to decrease re-entry into care. We now have two families in the program and we receive \$1100 per family per month to pay for services to keep them intact.
- Ms. Cauley & I had a great meeting with Judge Wambach, the juvenile judge, to discuss the transition of the new juvenile judge who will start in January.

Behavioral Health:

Ms. Cauley reported on the following items:

- The Comprehensive Community Support program became regionalized on August 1. We will receive \$317,000 additional revenue next year.
- Emergency detentions decreased, however crisis calls increased and are on track to be 5600 for the year, as compared to 5400 last year.
- On August 29, we will be hosting a substance abuse coalition training with speaker Dorothy Chaney. This is preparation for our Drug Free Community grant.
- There is a new grant available for early onset psychosis for adolescents and we plan on applying. We are one of a few counties that currently serve adolescents with these issues in a CSP.

Administration:

Ms. Daniel reported on the following items:

- We are working on the budget
- Staff continue to work on compliance issues.

Economic Support:

Ms. Johnson reported on the following items:

- Saturday, August 16 is the Ready Kids for School distribution at the fair park.
- The Consortium requires that we process an application within 30 days and must have a 95% processing rate. For the weeks in July, we were at 97%, 97%, 97%, and 100%, so we are doing very well.
- In July, the Consortium took 12,759 calls, which is between 30 – 40 calls per worker. Even though we have a vast volume of calls, we received an email from a caller about the great way she was treated and the information she received from one of our staff. (attached)

ADRC:

Ms. Torum reported on the following items:

- The senior dining program surveys were recently completed and the overall response was highly favorable. Some comments included the following: “The home delivered meal program is a fantastic program. I have reassurance knowing that my 90 year old dad will get a hot delivered healthy meal every day. This has allowed him to stay in his own home; thank you for this wonderful program.” “Thank you! My energy level would prevent adequate food prep on a daily basis. I am able to add condiments or fresh fruit or salad when desired.” Seventy-seven people indicated that the meals help them continue to live independently in their own homes!
- The department recently received an invitation to a Transportation Provider Forum to discuss the Amendment to the Agreement for Transportation Services. Some of the requirements place a burden on the county because we rely heavily on volunteers who use their own vehicles. More information will be provided to the board after the meeting later this month.

- The ADRC has distributed all of the Farmer's Market Vouchers (201). Staff continue to go to the markets to promote the ADRC and the services it provides.

12. UPDATE ON NEW PROFESSIONAL CONTRACTS

Ms. Cauley reported that we have one new contract listed on the 2014 Provider Contracts sheet. (attached)

13. UPDATE ON MARSH COUNTRY HEALTH ALLIANCE COMMISSION

Tabled.

14. REVIEW AND APPROVE 2015 BUDGET

Ms. Cauley reviewed the budget by discussing the major areas of impact including changes within Divisions, new personnel positions, capital projects, cost saving ideas, grants and trends. Mr. Gard, Maintenance Supervisor, talked about the equipment budget and identified the projects that are priorities.

Mr. Tietz made a motion to approve the 2015 budget as presented.

Mr. McKenzie seconded.

Motion passed unanimously.

15. CONSIDER ELECTRONIC HEALTH RECORD REQUEST FOR PROPOSAL

Ms. Cauley reported that we would like to send out a request for proposals for an electronic health record system. We considered an electronic health records program previously; however, it was not feasible at the time. Ms. Cauley continued by enumerating the many advantages of the system, and that the MIS Department is supporting this.

Mr. Jones made a motion to approve requesting proposals for an electronic health record system.

Mr. Kutz seconded.

Motion passed unanimously.

16. CONSIDER PROCLAMATION IN SUPPORT OF SEPTEMBER RECOVERY MONTH

Ms. Cauley reported that September is national recovery month for both mental health and substance abuse. It is a great way to eliminate the stigma associated with these illnesses and to get the word out that recovery does happen. A proclamation also reminds our staff of their mission of helping people.

Mr. Schultz made a motion to support the National Recovery Month proclamation.

Mr. Jones seconded.

Motion passed unanimously.

17. DIRECTOR'S REPORT:

a) Ms. Cauley talked about the Science of Early Brain Development that was sent out last month. The early brain development can be disrupted by toxic stress and can cause permanent brain changes, so it's important to understand the concept of asking, "What's happened?" instead of "What's wrong with you?"

b) Last week Secretary Eloise Anderson visited our Department and praised many of our programs. She would like to implement a second shift intake worker and having weekend coverage, which we have. She expressed her gratitude that we continue to focus on the outcome of kids.

- c) We had some great ideas at our listening session including the request to have WiFi. We want to thank Mr. Wehmeier and MIS for making this happen.
- d) Mr. Wehmeier hosted an ice cream social and staff were very appreciative.
- e) Ms. Cauley is acting MH/AODA supervisor while the other supervisor is out on leave.
- f) Mr. Wehmeier reported that he received a nice letter from the Rock County Administrator for all of the help that Ms. Cauley provided to staff as well as the county board.

18. UPDATES FROM WISCONSIN COUNTY HUMAN SERVICES ASSOCIATION

Mr. Mode reported that they had a two motions; one to implement the executive director position and the other to implement the new membership dues. Mr. Mode asked that they be amended, however both motions passed as printed.

19. SET NEXT MEETING DATE AND POTENTIAL AGENDA ITEMS

The next meeting will be on Tuesday, September 9 at 8:30 a.m. The agenda should include an update on Marsh Country Health Alliance Commission.

20. ADJOURN

Mr. McKenzie made a motion to adjourn the meeting.

Mr. Schultz seconded.

Motion passed unanimously.

Meeting adjourned at 10:35 a.m.

Respectfully submitted by Donna Hollinger

NEXT BOARD MEETING

Tuesday, September 9, 2014 at 8:30 a.m.
Workforce Development Center, Room 103
874 Collins Road, Jefferson, WI 53549