

JEFFERSON COUNTY HUMAN SERVICES
Board Minutes
September 9, 2014

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

Absent: Julie Merritt

Others Present: Human Services Director Kathi Cauley; Administrative Services Manager Joan Daniel; Economic Support Manager Jill Johnson; Office Manager Donna Hollinger; and County Administrator Ben Wehmeier.

1. CALL TO ORDER

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

2. ROLL CALL/ESTABLISHMENT OF QUORUM

Merritt absent/Quorum established

3. CERTIFICATION OF COMPLIANCE WITH THE OPEN MEETINGS LAW

Ms. Cauley certified that we are in compliance.

4. REVIEW OF THE SEPTEMBER 9, 2014 AGENDA

No Changes

5. CITIZEN COMMENT

No Comments

6. APPROVAL OF THE AUGUST 12, 2014 BOARD MINUTES

Mr. Jones made a motion to approve the August 12, 2014 board minutes with one change on #15.

Mr. Tietz seconded.

Motion passed unanimously.

7. COMMUNICATIONS

No communications

8. REVIEW OF JULY, 2014 FINANCIAL STATEMENT

Ms. Daniel reviewed the July 2014 financial statements (attached) and said that there is a projected positive year-end fund balance of \$634,888. 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).

9. REVIEW AND APPROVE AUGUST, 2014 FINANCIAL VOUCHERS

Ms. Daniel reviewed the summary sheet of August vouchers totaling \$434,493.23 (attached).
Mr. Schultz made a motion to approve the August 2014 vouchers totaling \$434,493.23.
Mr. McKenzie seconded.
Motion passed unanimously.

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

Child & Family Resources:

Ms. Cauley reported for Mr. Ruehlow on the following items:

- Since June 1, nineteen children have come off the wait list. The wait list is now down to 75 children. In August, 26 children were assessed and 54 children are now receiving services, which is 10 more than last year.
- We have an Independent Living program for kids from 15 ½ - 18 and 18 – 21. The State said that they want an outside vendor to provide these services now. Ms. Cauley is concerned about introducing another person or agency into the children's lives. She is hopeful that the State will consider other options.
- Our Birth to Three Program receives referrals from the community and they have found a number of children who, after doing our own assessment, don't qualify for the program. This is time consuming as well as costly, so we have changed our referral form and are educating the community better to get more detailed information. The State is also requiring that we change to a new Birth to Three model called "Primary Coach" where we will be training the parents to be their child's coach.
- In August, 5 children within the Juvenile Justice team and 2 from the CPS team were reunited with their families. One entered alternate care, so 6 children were taken out of alternate care.

Behavioral Health:

Ms. Cauley reported on the following items:

- The outpatient clinic has been seeing between 12-14 referrals for the last several weeks. These cases are divided among 7 staff, so it has been very busy.
- The new supervisor for the Comprehensive Community Support program began in August and we have 3 new staff in that area as well. CCS was regionalized with Rock & Walworth counties.
- Last year we had 5391 crisis calls, and this year we are projected to have 5840 calls. We had 150 suicide calls and 100 emergency detentions year to date.

Administration:

Ms. Daniel reported on the following items:

- We have notified Care Wisconsin that we will not be Protective Payee for clients who aren't open to Human Services, so we are working with them to transfer any unopened clients.
- The State put a maximum rate on the Comprehensive Community Services program, so we have to do a reconciliation to recover actual costs.
- We have been working on the budget

- WIMCR is changing and there is a training in a few weeks to learn what those changes will be.

Economic Support:

Ms. Johnson reported on the following items:

- Saturday, August 16 was the Ready Kids for School distribution at the fair park and we served over 800 children. We partnered with the Dream Center who served 591 people with numerous health checks, haircuts, family photos, served 650 lunches and gave away 100 bicycles.
- An Economic Support worker has taken a new position with DWD and will be leaving on the 12, so we will need to fill that position.
- The individual who was the primary lead contact for the Consortium left, so I am the interim contact person.
- The Consortium requires that we process an application within 30 days and must have a 95% processing rate. Last week we had 100% again. We are modifying the process to calculate and establish overpayment for benefit errors. Currently, all staff do their own overpayments. Now we will have two staff who will complete the overpayment reviews and enter the information into CARES to establish the claims. Staff receive discrepancies from wage matches, Social Security, etc. that have to be resolved. With our new process, we should increase our overpayment claims and capture the incentive funding available to a greater extent. The consortium receives a 15% incentive for claims established.
- The staff who will be helping clients apply at the Marketplace need to become recertified by taking a Federal on-line training, and a State training by October 1. There is a special enrollment period between September 4 through November 2 to reapply.

ADRC:

Ms. Cauley reported for Ms. Torum on the following items:

- We are recruiting to fill one PT Disability Benefit Specialist and one PT Aging & Disability Resource Specialist.
- Adult Protective Services area is very busy.
- Cathy Kehoe, the new Dementia Care Specialist, has been helpful to outside providers.

11. UPDATE ON NEW PROFESSIONAL CONTRACTS

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

Mr. Jones made a motion to approve the contract as listed.

Mr. Kutz seconded.

Motion passed unanimously.

12. REVIEW ELECTRONIC HEALTH RECORD BIDS

Ms. Cauley reported that we received five bids and then discussed their varied options and corresponding costs. They formed a review panel to discuss the bids and each person rated each vendor on 86 answers. The panel felt that two vendors had high enough scores to invite to demonstrate their product. Panel members will visit the counties who are currently using

these two vendor products, and will ask them back again to demonstrate their product. Ms. Cauley will report on this again next month.

13. DIRECTOR'S REPORT:

Ms. Cauley reported on the following items:

- **Recovery Month:**

September is Recovery month and we had a great response selling "Recovery Month" T-shirts. There are 12,000 individuals in Jefferson County who have mental health issues and 8,200 who have substance abuse issues.

- **Upcoming grants: Drug Free Community and Early Intervention for Psychosis**

The first grant is the Drug Free Community grant. Mr. Mode attended a state prevention training and we may want to contract with the trainer for a cost of about \$2500 to help us build the coalition and to help write the grant. We had a 10-year grant that was renewable after 5 years, however ours was not renewed. This new application would be for the balance of 5 years.

The other grant is for Early Intervention for Psychosis for adolescents aged 15 – 25 year olds. It is for those who have early onset psychotic disorders such as schizophrenia or bipolar disorders. We are one of a few counties that currently serve adolescents with these issues in a CSP.

18. UPDATES FROM WISCONSIN COUNTY HUMAN SERVICES ASSOCIATION

Mr. Mode reported on the following items:

- There is no report from the Futures committee because they did not meet.
- Counties are still deciding if they will be paying their portion of the cost to hire an executive director.
- Ms. Cauley has been invited to a Behavioral Health meeting with the Sheriff's Association to discuss changes regarding Chapter 21.

19. SET NEXT MEETING DATE AND POTENTIAL AGENDA ITEMS

The next meeting will be on Tuesday, October 14 at 8:30 a.m. The agenda will include an update on the Electronic Health Record bids.

20. ADJOURN

Mr. Jones made a motion to adjourn the meeting.

Mr. Schultz seconded.

Motion passed unanimously.

Meeting adjourned at 9:45 a.m.

Respectfully submitted by Donna Hollinger

NEXT BOARD MEETING

Tuesday, October 14, 2014 at 8:30 a.m.
Workforce Development Center, Room 103
874 Collins Road, Jefferson, WI 53549