

**JEFFERSON COUNTY HUMAN SERVICES**  
**Board Minutes**  
**December 9, 2014**

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

**Absent:** Julie Merritt and Jim Schultz

**Others Present:** Human Services Director Kathi Cauley; Administrative Services Manager Joan Daniel; Aging & Disability Resource Supervisor Sharon Olson; Economic Support Manager Jill Johnson; Child & Family Manager Brent Ruehlow; Office Manager Donna Hollinger; 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 and Schultz absent/Quorum established

**3. CERTIFICATION OF COMPLIANCE WITH THE OPEN MEETINGS LAW**

Ms. Cauley certified that we are in compliance.

**4. REVIEW OF THE DECEMBER 9, 2014 AGENDA**

No changes

**5. CITIZEN COMMENTS**

No Citizen Comments

**6. APPROVAL OF THE NOVEMBER 11, 2014 BOARD MINUTES**

Mr. Tietz made a motion to approve the November 11, 2014 board minutes.

Mr. Kutz seconded.

*Motion passed unanimously.*

**7. COMMUNICATIONS**

No communications

**8. REVIEW OF OCTOBER, 2014 FINANCIAL STATEMENT**

Ms. Daniel reviewed the October 2014 financial statements (attached) and said that there is a projected positive year-end fund balance of \$250,681. 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 NOVEMBER, 2014 FINANCIAL VOUCHERS**

Ms. Daniel reviewed the summary sheet of November vouchers totaling \$519,947.41 (attached).

Mr. McKenzie made a motion to approve the November 2014 vouchers totaling \$519,947.41.

Mr. Jones seconded.

*Motion passed unanimously.*

10. **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:

- We are collaborating with the District Attorney's office, Juvenile Judge, Opportunities and the schools regarding truancy issues. Everyone has agreed to allow truants to attend Teen Court instead of the Juvenile court because we have seen successes when truants receive sentencing from their peers.
- I am very pleased to report that we received a letter of full compliance from DHS regarding the 2013 Federal guidelines for our Birth to Three program.
- We had seven children move off the Waiver wait list and nine more are projected this month.

**Behavioral Health:**

Ms. Cauley reported on the following items:

- Last year at this time, we had 4,910 calls for emergency mental health (EMH), and this year we've had 5,520, which will project out to over 6,000 calls for the year.
- We had 280 suicide calls and 280 emergency detentions through November, which indicates that we are ensuring that these individuals were being assessed and getting the help they need.
- Last year we had 33 youth in emergency detention and only 18 so far this year.
- We received the five-year "Now is The Time" grant which will serve young adults ages 15 – 25 within our Comprehensive Community Services program. This will help identify people in this age group who are in need of mental health services. This grant will fund 2.5 positions as well as a contract for parent coaching, and those positions have been posted.
- The Behavioral Health Specialist for Children has also been posted which will work in the outpatient clinic.

**Administration:**

Ms. Daniel reported on the following items:

- We have been working on our **key outcome indicators** within fiscal, maintenance and support staff including the following:
  - Fiscal is to accurately complete all county, state, and federal reports and billing. We found ways to improve efficiencies and collections of co-payments within two areas so we have been working on NIATx projects to incorporate those into the billing process.
  - Maintenance is to maintain buildings and grounds while planning for the future. They have been working very hard completing projects and have a few to finish by the end of the year.

- Support Staff are to support all agency staff and maintain all records. We have been working hard at maintaining records but are not scanning anymore due to the Electronic Health Records system that will be implemented next year. Staff also went to several trainings.

**Economic Support:**

Ms. Johnson reported on the following items:

- Children First is a program we work on with Child Support and have been doing this for many years. We help parents find jobs so they can make their child support payments. We were invited to a conference call with four other counties by DHS to talk about best practices.
- We hired a Regional Enrollment Network Coordinator who started on Friday. She will provide information to individuals throughout the entire consortium and will attend enrollment events.
- The Call Center took 3600 calls last week and our response time was low, however we are working with the other counties to decide how we can improve this.
- We're starting to get applications from the Federal Marketplace, and last week we received 168 applications.
- Beginning next week, there will be new rules put in place and tomorrow we will be having a training in all of these changes.
- The Operational Leads of the consortiums have been meeting to discuss what is working within each county and consortium.
- We filled the vacant position and she will be starting on Monday.

Ms. Cauley thanked Ms. Johnson for all of the extra duties she is doing, including being the lead person in the consortium.

**ADRC:**

Ms. Olson reported on the following items:

- Talked about the statistics within the ADRC, nutrition and transportation programs.
- We held the Public Hearing this morning for the specialized Transportation Plan.
- I identified a discrepancy with staff's voicemail directions to the public, so we did a NIATx project and have solved the problem.

**11. UPDATE ON NEW PROFESSIONAL CONTRACTS**

Ms. Cauley reported on the new contracts listed on the 2014 Provider Contracts sheet. (attached)

Mr. McKenzie made a motion to approve the contracts as listed.

Mr. Jones seconded.

*Motion passed unanimously.*

**12. REVIEW AND APPROVE RATES FOR 2015**

Ms. Daniel presented the 2015 Billing/Charge Rates (attached) and discussed the changes.

Mr. McKenzie made a motion to approve the 2015 Billing/Charge Rates as presented.

Mr. Tietz seconded.

*Motion passed unanimously.*

- 13. REVIEW AND APPROVE THE S.85.21 SPECIALIZED TRANSPORTATION GRANT APPLICATION FOR 2015**  
Ms. Olson reviewed the Application (attached) and said that the ADRC Advisory Committee has already approved it.  
Mr. McKenzie made a motion to approve the s.85.21 Specialized Transportation Grant Application for 2015.  
Mr. Kutz seconded.  
*Motion passed unanimously.*
- 14. MARSH COUNTRY HEALTH ALLIANCE COMMISSION UPDATE**  
Mr. Mode attended the November quarterly meeting and discussed some of the statistics. (attached) Our 2015 rates will go down about \$45,000 due to the increase in their overall census rate. Jefferson County had 533 nursing home days, and our annual rate is based on a 5-year average.
- 15. REVIEW NOMINATIONS AND CHOOSE CIT (Crisis Intervention Techniques) OFFICE OF THE YEAR**  
After some discussion, Mr. Jones made a motion to award all of the submitted nominations.  
Mr. Tietz seconded.  
*Motion passed unanimously.*  
Ms. Cauley will present plaques to these individuals at the annual banquet.
- 16. DIRECTOR'S REPORT:**  
Ms. Cauley reported on the following items:
- ECHO, our electronic health records vendor came here from December 3 – 5 to do an on-site visit. All managers, supervisors, Dr. Haggart and several front-line staff met with them to discuss and analyze our current system and needs, and to plan the implementation of the new system. Everyone was very impressed with their ability to capture our needs. They feel that it will be installed by August 2015, for a month of testing, and then go live on September 1. This process emphasized how extremely busy everyone is and we are very appreciative of the staff that we were able to hire. The fiscal area however, has complex billing, statistical and increased reporting requirements, but we have not added any staff in that area.
  - The “Now is The Time” grant required the option to text, so we completed a texting policy thanks for Mr. Wehmeier, Corp Counsel, MIS and an outside attorney.
- 17. UPDATES FROM WISCONSIN COUNTY HUMAN SERVICES ASSOCIATION**  
Mr. Mode reported on the following items:
- The WCHSA meeting will be held during the fall conference on December 11 & 12 in Wisconsin Rapids.
- 18. SET NEXT MEETING DATE AND POTENTIAL AGENDA ITEMS**  
The next meeting will be on Tuesday, January 13 at 8:30 a.m.

**19. ADJOURN**

Mr. McKenzie made a motion to adjourn the meeting.

Mr. Jones seconded.

*Motion passed unanimously.*

Meeting adjourned at 10:10 a.m.

**Respectfully submitted by Donna Hollinger**

**NEXT BOARD MEETING**

Tuesday, January 13, 2015 at 8:30 a.m.

Workforce Development Center, Room 103

874 Collins Road, Jefferson, WI 53549