

**JEFFERSON COUNTY HUMAN SERVICES**  
**Board Minutes**  
**July 12, 2016**

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

**Others Present:** Director Kathi Cauley; Deputy Director Brent Ruehlow; Administrative Services Manager Joan Daniel; Aging & Disability Resource Division Manager Sharon Olson; Economic Support Manager Jill Johnson; Office Manager Donna Hollinger; County Administrator Ben Wehmeier; and Maintenance Supervisor Ryan Mundt.

**1. CALL TO ORDER**

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

**2. ROLL CALL/ESTABLISHMENT OF QUORUM**

All present/Quorum established.

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

Ms. Cauley certified that we are in compliance.

**4. REVIEW OF THE JULY 12, 2016 AGENDA**

No changes

**5. PUBLIC COMMENTS**

No comments

**6. APPROVAL OF THE JUNE 14, 2016 BOARD MINUTES**

Mr. Jones made a motion to approve the June 14, 2016 board minutes.

Mr. Schultz seconded.

Motion passed unanimously.

**7. COMMUNICATIONS**

Ms. Cauley presented an article called "Help for kids in crisis tied to maps, not need" which was recently published in USA Today Network. (attached) The article states that services are tied to state location with wide disparity in spending on youth mental health services. A quote by Jenna Saul, a psychiatrist based in Marshfield said, "It means some kids go without care that other kids get. There's a real discrepancy in access to needed supports depending on your geography." Ms. Cauley cautioned that the data used in the report did not accurately reflect all of the facts across the counties.

**8. REVIEW OF MAY, 2016 FINANCIAL STATEMENT**

Ms. Daniel reviewed the May 2016 financial statement (attached) and reported that there is a positive fund balance of \$365,735 excluding any prepaid reserves that may be adjusted for year-end. She presented the summary 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, Detox and Alternate Care statistics (attached).

**9. REVIEW AND APPROVE JUNE, 2016 VOUCHERS**

Ms. Daniel reviewed the June, 2016 summary sheet of vouchers totaling \$490,281.10 (attached).

Mr. Tietz made a motion to approve the June, 2016 vouchers totaling \$490,281.10.

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:**

Mr. Ruehlow reported on the following items:

- Internal staff have been transferring to fill vacancies on other teams so currently we have 3 vacancies that we are interviewing for. ISP, CLTS and Initial Assessment all have openings.
- The Federal Government and the DCF have passed new laws regarding Foster Parents as described below:
  1. **Prudent Parenting:** All staff and foster parents are trained in this, which will give them the authority to let foster children do things in the home that other children would normally get to do, such as mow the lawn. Staff will always seek out permission from the biological parent, however with this new ruling, staff and foster parents can make the final decision to allow the activity.
  2. **Sex Trafficking Initiative:** Due to the focus on sex trafficking we are now required to take photos of kids in care and upload them to the Child Welfare database. Pictures must be updated every 6 months and are used in runaway situations.
  3. **Targeted Recruitment:** We are getting support from the Foster Care Adoption Resource Center (FCARC) to help us reach out to groups and schools to increase our number of foster care parents. The agency is giving us brochures and media materials to assist with this effort.
- There is no autism waiver anymore so the state eliminated the contract with Lutheran Social Services (LSS). These children may still need services, so we have been meeting with LSS to get them into Human Services by January 2017. We are also working hard to ensure that the money will follow each child. Home visits for 26 children will begin in September, and the money will transfer to us in November. For the remaining 25 children, home visits will begin in November, and the will funds will transfer to us in December. For now, we are hopeful that existing staff can handle these case increases, however we will watch it closely.

### **Behavioral Health:**

Ms. Cauley reported on the following items:

- Our 2016 **Key Outcome Indicators** for June were as follows:
  - **EMH:** We had 251 emergency detention assessments and 15 people were placed in emergency detentions. We've had a total of 65 ED's year to date.
  - We had 153 suicide calls to date which are up compared to 120 last year at this time.
- The state has a rebalancing allocation, which will reimburse counties for stays past 3 days when someone has been placed in an IMD who is a Family Care participant.
- We've had 17 referrals to our outpatient clinic for individuals addicted to opioids. We offer about 10 hrs/week for these individuals, so we appreciate the approval of a new therapist position. We have business cards with our number if anyone wants our help.
- Our bilingual psychotherapist resigned, so we are recruiting to fill that position.
- We signed a contract with AmeriCares, a non-profit company, and we will be able to get medical supplies and drugs from them at no cost.

### **Administration:**

Ms. Daniel reported on the following items:

- We are working on the budget and WIMCR.
- ECHO is still up and running and we continue to make improvements as needed.

### **Economic Support:**

Ms. Johnson reported on the following items:

- Our 2016 **Key Outcome Indicators** for June were as follows:
  - *We have 30 days to get 100% of all applications processed. We processed 98.75% of them timely. The Consortium Call Center must answer calls timely within 95% of the time.* The Call Center was at 86%.
- We transitioned staff from ongoing to 5 new Food Share "On Demand" teams which was effective July 1<sup>st</sup> and 7 staff are on the Call Center full time.
- We are preparing for the "Ready Kids for School" program that will be on August 6 at the Fair Park.

### **ADRC:**

Ms. Olson reported on the following items:

- The ADRC's KOI is to see that 100% of home visit requests are met within 7 days unless the customer requests otherwise. During the month of June, 41 of the 48 home visits were conducted within 7 days of consumer's request, which is about 85%. The remaining seven visits were provided just outside the contract indicator, several missed by one day. The upside is that the ADRC is now fully staffed and the newest staff member will be finished with training very soon and will be ready to jump in.
- The Home Delivered Meal Program's KOI was met in June; there were 4 new meal requests, 2 were met, 2 were not due to the fact that one lived outside of our current delivery area and the other person was under 60 years of age. The goal is to provide meals to 95% of those qualifying home delivered meal requests.

- Nutrition Site Manager for Lake Mills is still vacant. Other options to meet the needs of the participants, is being reviewed as we do not want to close this site. This site provides food and nutrition services to Lake Mills and Waterloo residents.
- Our Nutrition Program Coordinator has given notice that she has moved up her retirement date from January to October of 2016.
- The Transportation Program's KOI is to meet qualifying ride requests 100% of the time. In June 99% of qualifying ride requests were met. There were 304 rides were given out of the 335 one-way trips scheduled; 31 trips were canceled; 8 individuals were denied because 2 were not elderly or disabled, 4 were denied because they were eligible for this service through MTM; 1 person was denied as they needed a wheelchair van, and 1 consumer requested a ride on the weekend. The Veteran's Van provided 58 one-way trips of the 66 trips requested. There were 4 cancellations, 4 no shows and one rider denied as the van was full.
- Three Wisconsin Family Care managed care organizations – Community Care Connections of Wisconsin, ContinuUs (a provider in Jefferson County for citizens) and Western Wisconsin Cares announced last week that they intend to merge as of January 1, 2017. The merger was signed in May by the Wisconsin Office of the Commissioner of Insurance. As information is released, it will be shared as the concept for Family Care/IRIS 2.0 has been placed on hold.

**11. DISCUSSION AND ACTION ON NEW PROFESSIONAL CONTRACTS – CHILD ALTERNATE CARE, PARENTING CLASS, RESPITE AND AODA RESPONSIBILITIES SERVICE**

Ms. Cauley reported on the new contracts listed on the 2016 Provider Contract sheet. (attached)

Mr. Jones approved the contracts as listed.

Mr. McKenzie seconded.

Motion passed unanimously.

**12. REVIEW OF CAPITAL PROJECTS**

Mr. Mundt reviewed the planned capital projects for 2017. (attached)

**13. UPDATE ON VIDEO SECURITY CAMERAS**

Mr. Mundt reported that we are working with MIS verifying equipment to ensure the proper storage capabilities and countywide integration. More will be reported at a later date.

**14. REVIEW AND APPROVE BIDS FOR THE ROOF FOR LUEDER HAUS (CARPENTRY BY CHRIS, PIONEER ROOFING, WEDL ROOFING)**

Mr. Mundt reported that we received bids for the Lueder Haus roof and recommends the bid from Carpentry by Chris.

Mr. Jones made a motion to approve the bid from Carpentry by Chris for \$10,125.

Ms. Crouse seconded.

Motion passed unanimously.

Mr. Ruehlow thanked Ryan for all of his work on the capital projects and his proactive approach to save money or to identify areas that need repair. His customer service skills are excellent. He does a great job balancing day-to-day jobs while looking at how the county can become more efficient as a whole.

**15. UPDATE ON ECHO, THE ELECTRONIC HEALTH RECORDS SYSTEM**

Ms. Cauley reported that we have a meeting today, so she will report back next month.

**16. REVIEW AND POSSIBLY APPROVE FUNDING REQUESTS FROM PUBLIC HEARING**

- a. **Community Dental Clinic - \$7,000**
- b. **People Against Domestic and Sexual Abuse - \$60,000**
- c. **Watertown Area Cares Clinic - \$10,000**

Ms. Cauley reported that the Community Dental Clinic and Watertown Area Cares Clinic funds have never come out of our budget, and our budget is already very tight. The \$60,000 for PADA was recommended.

Mr. McKenzie made a motion to approve the \$60,000 funding request to PADA

Mr. Tietz seconded.

Motion passed unanimously.

Mr. Jones made a motion to support county funding for the Dental Clinic and Watertown Area Cares Clinic.

Mr. Kutz seconded.

Motion passed unanimously.

**17. DIRECTOR'S REPORT**

Ms. Cauley reported on the following items:

- There is a mile of trails open behind the Human Services building and Kevin Weismann, Parks Supervisor, will be giving a trail tour on Tuesday at noon.
- We are working on the budget and it has become apparent that some salaries are not competitive, so it will be hard to recruit for some positions.
- We had a listening session and received some great ideas.

**18. DISCUSS UPDATES FROM WISCONSIN COUNTY HUMAN SERVICES ASSOCIATION**

Ms. Cauley reported on the following items:

- DHS is preparing the budget and proposing to use the excess of 16515 funds to establish a "Center of Excellence." WCHSA supports this idea. WCA is writing their legislative platforms and this will be on it.
- Another WCA platform item is Medicaid rates, specifically increasing the fee for service rates as well as increasing county cost rates.
- Federal legislation is potentially coming for Child Welfare.
- There is reconsideration for bringing 17 year-olds back and the costs involved.

**19. DISCUSS POTENTIAL AGENDA ITEMS FOR SEPTEMBER BOARD MEETING**

- Budget
- Security Cameras
- Solar Energy System
- ECHO

**20. ADJOURN**

Mr. Tietz made a motion to adjourn the meeting.

Mr. Kutz seconded.

Motion passed unanimously.

Meeting adjourned at 9:55 a.m.

Respectfully submitted by Donna Hollinger

**NEXT BOARD MEETING**

Tuesday, August 9, 2016 at 8:30 a.m.

Workforce Development Center, Room 103

874 Collins Road, Jefferson, WI 53549