

JEFFERSON COUNTY HUMAN SERVICES
Board Minutes
November 8, 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; Economic Support Manager Jill Johnson; Aging & Disability Resource Division Manager Sharon Olson; Office Manager Donna Hollinger; County Administrator Ben Wehmeier and Founder and President of Friends of Recovery, Inc. Bill Lauer

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 NOVEMBER 11, 2016 AGENDA

No changes

5. PUBLIC COMMENTS

No Comments

6. APPROVAL OF THE OCTOBER 11, 2016 BOARD MINUTES

Mr. Jones made a motion to approve the October 11, 2016 board minutes.

Mr. Schultz seconded.

Motion passed unanimously.

7. COMMUNICATIONS

Ms. Cauley referenced the email thanking her & Lanora Heim for the inspiring presentation they gave.

8. PRESENTATION ON THE OXFORD HOUSE MODEL

Bill Lauer, Founder and President of Friends of Recovery, Inc., is an advocate for and spoke about housing for people in recovery through the Oxford House Model. These "Recovery residences" are rented homes that are peer run and peer financed for individuals who are in recovery. He presented information about the Oxford House model including statistics. (Attached.)

9. REVIEW OF SEPTEMBER, 2016 FINANCIAL STATEMENT

Ms. Daniel reviewed the September 2016 financial statement (attached) and reported that there is a positive fund balance of \$567,372 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).

10. REVIEW AND APPROVE OCTOBER, 2016 VOUCHERS

Ms. Daniel reviewed the October 2016 summary sheet of vouchers totaling \$591,390.13 (attached).

Mr. McKenzie made a motion to approve the October 2016 vouchers totaling \$591,390.13.

Mr. Kutz 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:

- The Key Outcome Indicators for Independent Living reached their 100% goal of providing safe & stable housing for youth over the age of 18 years old. CPS Ongoing came up less than 100%; however, the other areas are all on track.
- Birth to Three had an onsite visit from the DHS and had no findings of Non-compliance. The requirements now expect qualitative evidence in our notes in addition to the stats, which is a large transition for us.
- For the last three months, the CPS team has seen a spike in screened in reports, along with calls that require an immediate response.
- We had 5 days of Motivational Interviewing to train the remainder of the supervisors to become certified coaches. These coaches will then lead training groups next week.
- We held the Tier 3 Trauma Initiative with the area school districts.

Behavioral Health:

Ms. Cauley reported on the following items:

- Our 2016 **Key Outcome Indicators** for October were:
 - EMH met their goal. Crisis calls are up to 7,555 and last year there were 7,262 with 11 emergency detentions.
 - The clinic continues to see improvement in the depression scores.
 - The CCS and CSP goal is that 72% of all treatment plan goals are met. CCS is at 86% and CSP is at 73%.
- We had a very positive discussion when we met with the Watertown hospital emergency department staff and Chief Roets to discuss emergency situations.
- We are fully staffed in the clinic now.

- As a follow up to the CCS audit findings, I met with the DHS to discuss the findings and how to go forward. About 30 counties participated in a meeting I organized to document and have a consensus on our requests.

Administration:

Ms. Daniel reported on the following items:

- We are meeting our goals for sending reports and budgets into the state.
- We completed the IV-E legal and sent it to the state.
- We submitted information to the state for the funding on the autism clients
- We are still working on the chart of accounts for the new general ledger and are ensuring that staff can back up each other.

Economic Support:

Ms. Johnson reported on the following items:

- Our 2016 **Key Outcome Indicators** for October were as follows:
 - *We have 30 days to get 100% of all applications processed. We processed 97.5% of them timely.*
 - *The Consortium Call Center must answer calls timely within 95% of the time. The Call Center was at 97.34%. The Center took 13,310 calls.*
- Cathy Kehoe gave a dementia training for all of the agency staff.
- We continue to meet with other teams to stay abreast of concerns or changes.
- We have a new fraud prevention system called “BRITS” that will alert us when local and state incomes do not match. This is a much more efficient way to track payments.
- We hired a new worker who worked at the Disability Determination Bureau, so she is familiar with our system.
- We will be recruiting for another worker to start in January who will be bilingual.
- We have a new scanner which will be used to scan papers directly into the case file system and then onto the computer dashboard for the worker to handle.

ADRC:

Ms. Olson reported on the following items:

- The ADRC’s KOI is to see that 100% of initial home visit requests are met within 7 days unless the customer requests otherwise. During the month of October, there were 15 initial home visits of the 31 visits in October. Eleven were conducted within 7 days of consumer’s request, which is about 73%. The ADRC contract will be changing this requirement to 10 business days.
- The Home Delivered Meal Program’s KOI was met in October. There were five new home delivered meal requests and two were referred to the provider in town who provided HDM. The goal is to provide meals to 95% of those qualifying home delivered meal requests.
- The Transportation Program’s KOI is to meet qualifying ride requests 100% of the time. In October, there were 362 scheduled 1-way trips, 32 were cancelled and another 14 were no call/no show leaving 280 trips for the Driver Escort Program. Denied rides: Ride from a nursing home -1; within same town as taxi service-1, person not elderly or disabled -1, needing a wheelchair lift -1; and 5 last minute requests. The Veteran’s Van provided 50 one-way trips as there were eight cancellations.

- There were 129 participants who attended the Dementia Conference “A Roadmap through Dementia” which was held last Friday.
- The Dementia Care Specialist position will be funded for the calendar year of 2017.
- Many of the contract changes that were in the ADRC contract for 2016 have been removed from the 2017 contract, such as the compliance plan, signage, waiting room waiver and business plan.
- The State clarified the conflict of interest issue through CMS for providing Enrollment Counseling and contracting with MCO. Per Anne Olson of ORCD, that rule pertains to private providers not government business.
- We received a letter from GWAAR on our Nutrition Program review and Jean Lynch was very complimentary of our program.
- We received RFP letters from Care Wisconsin, Community Link, Inc (formerly ContinuUs) and My Choice Family Care with proposals to provide Family Care and Partnership in Jefferson County.

12. DISCUSSION AND ACTION ON NEW PROFESSIONAL CONTRACTS

No new contracts

13. REVIEW AND POSSIBLE APPROVAL OF BID FOR CAMERA EQUIPMENT

Ms. Cauley reported that we sent out an RFP for video cameras to be placed around the Department. We are asking for approval of the resolution to enter into a contract with company 911 Security for \$48,684. This will go to the Infrastructure Committee.

Mr. McKenzie made a motion to approve the resolution to approve the bid for camera equipment and to send it to the county board.

Mr. Schultz seconded.

Motion passed unanimously.

14. REVIEW AND APPROVE THE s.85.21 SPECIALIZED TRANSPORTATION GRANT APPLICATION FOR 2017

Ms. Olson reviewed the 2017 transportation grant application. (attached)

Mr. McKenzie made a motion to approve the s.85.21 Specialized Transportation Grant application for 2017.

Mr. Tietz seconded.

Motion passed unanimously.

15. DISCUSS AND APPROVE THE 2016-2018 AGING UNIT PLAN AND 2017 BUDGET

Ms. Olson reviewed the Aging Unit Plan and the 2017 budget. (Attached)

Mr. Tietz made a motion to approve the 2016-2018 Aging Unit Plan and 2017 budget.

Mr. Kutz seconded.

Motion passed unanimously.

16. REVIEW ALZHEIMER’S FAMILY CAREGIVER PROGRAM

Ms. Olson reviewed the Family Caregiver Program (Attached)

17. DIRECTOR'S REPORT

Ms. Cauley reported on the following items:

- Joan Daniel is retiring in April, so we are recruiting for her position and are planning for someone to start in February.
- Ms. Cauley expressed her thanks to the leadership of Human Services who do a great job.
- We are working on many ideas that were received from a listening session that was held earlier in the year.

18. DISCUSS UPDATES FROM WISCONSIN COUNTY HUMAN SERVICES ASSOCIATION

Ms. Cauley reminded everyone that there will be a WCHSA conference in December.

19. DISCUSS POTENTIAL AGENDA ITEMS FOR JANUARY BOARD MEETING

- Information about early childhood development

20. ADJOURN

Mr. Jones made a motion to adjourn the meeting.

Mr. Tietz seconded.

Motion passed unanimously.

Meeting adjourned at 10:50 a.m.

Respectfully submitted by Donna Hollinger

NEXT BOARD MEETING

Tuesday, December 13, 2016 at 8:30 a.m.
Workforce Development Center, Room 103
874 Collins Road, Jefferson, WI 53549