

JEFFERSON COUNTY HUMAN SERVICES
Board Minutes
January 10, 2017

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; Economic Support Manager Jill Johnson; Aging & Disability Resource Division Manager Sharon Olson; 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

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 JANUARY 10, 2017 AGENDA

Item #12 will not be discussed and will be put on the February agenda.

5. PUBLIC COMMENTS

No Comments

6. APPROVAL OF THE DECEMBER 13, 2016 BOARD MINUTES

Mr. Jones made a motion to approve the December 13, 2016 board minutes.

Mr. Tietz seconded.

Motion passed unanimously.

7. COMMUNICATIONS

Ms. Cauley said that the Dept of Health Services recognized our Birth to Three Program for being 100 percent in compliance. (attached)

8. REVIEW OF DECEMBER, 2016 FINANCIAL STATEMENT

Ms. Cauley reviewed the December 2016 financial statement (attached) and reported that there is a positive fund balance of \$393,340 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 DECEMBER, 2016 VOUCHERS

Ms. Cauley reviewed the December, 2016 summary sheet of vouchers totaling \$644,897.39 (attached).

Mr. McKenzie made a motion to approve the December, 2016 vouchers totaling \$644,897.39.

Mr. Kutz 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:

- The Key Outcome Indicators are:
 - The CPS team has been below our goal for the last two months; however, it has since been corrected to 100% for the month of December.
 - The JJ team's goal is to "have 95% of children on formal supervision will remain in the community through the use of community based safety plans and treatment." We were at 94%, however we have been working diligently to keep some kids in the community and out of treatment centers and institutions.
- We took over 26 kids from LSS on CLTS waivers in December and a total of 54 children since October. This brings the caseload for the CLTS program to 122 children.
- We posted a new position for the CLTS program for an Administrative Assistant position to monitor notes and ensure that billing is accurate.
- We received a rough draft from the Dept of Health Services about the Birth to Three Program and it was very positive due to us being 100% in compliance.
- Erica Lowrey, the new CPS supervisor, started on January 1, is doing a great job, and has offered some unique ideas. We hired internal staff to fill the rest of the openings and are now fully staffed on this team. Unfortunately, it has taken staff away from the CLTS team and they are now in the process of interviewing.
- We had to restructure the Alternate Care process and now have to host reviews at the Agency with a panel of community members and the case manager instead of at the courthouse in front of the judge.

Behavioral Health:

Ms. Cauley reported on the following items:

- Our 2016 **Key Outcome Indicators** were all met:
 - We had 8,914 crisis calls for the year and last year there were 8677. We had 127 emergency detentions in 2016.
 - We had 463 emergency detention assessments and we are pleased that we could divert 336 of those.
 - We had 284 suicide calls and last year we had 252 calls.
- We will have two Behavioral Health supervisors on leave, so it will be very busy for the next few months.
- The next CCS/OIG with DHS leadership workgroup meeting will be held next Thursday. WCHSA has specific questions that we hope will be answered.

- The Mental Health professionals who have their licenses and who have met certain criteria received bonus money at the end of the year. We are able to recoup this money because we can bill at the highest level of the program.

Administration:

Ms. Cauley reported on the following items:

- We hired Brian Belford, our new Administrative Division Manager, to replace Joan Daniel. He worked at the Legislative Audit Bureau and currently at the State Dept of Administration. He has a Master's degree and a CPA and will start on January 30.
- We had a retirement of a position that was split into two positions. This caused a domino effect of 13 internal staff changing positions and we still have positions open to fill. We have been very busy with these transitions and trainings.

Economic Support:

Ms. Johnson reported on the following items:

- Our 2016 **Key Outcome Indicators** for December were as follows:
 - *We have 30 days to get 100% of all applications processed.* We processed 98.77% of them timely. We had a lot of extra applications in December because of Marketplace. We received 652 applications and did 644 timely. We had 183 more applications to process than in November.
 - *The Consortium Call Center must answer calls timely within 95% of the time.* The Call Center was at 94.5%. The Center took 12,910 calls.
- We are hopeful that we will be making an offer to a new bilingual worker. He currently works at the Economic Support in Dodge County. He grew up in Miami so knows many of the Spanish dialects.
- We received \$1200 from the Emergency Food & Shelter program so we bought food and stocked our food pantry.
- The Forward Services program that administers the Food Stamp Employment and Training and W2 programs has had some funding cuts and many staff were laid off.
- In February, there will be changes in child care and everyone will get debit cards. The application date will be the date that benefits begin. This should help promote a relationship with the daycare provider.
- I received a letter from the Dept of Health Services (attached) titled "New Report Details Impact of the Affordable Care Act in Wisconsin." The report states, "The data show that the uninsured rate in Wisconsin has fallen by 39 percent since the Affordable Care Act (ACA) was enacted in 2010, translating into 211,000 Wisconsinites gaining coverage. And, in addition to residents who would otherwise be uninsured, millions more Wisconsinites with employer, Medicaid, individual market, or Medicare coverage have also benefited from new protections as a result of the law." The report also highlights statistics regarding Employer Coverage, Medicaid, Individual Market and Medicare.

ADRC:

Ms. Olson reported on the following items:

- The ADRC's KOI was met that 100% of initial home visit requests were met within 7 days unless the customer requests otherwise. During the month of December, there were 20 initial home visits of the 32 visits in December.
- The Home Delivered Meal Program's KOI was met in December. There were five new home delivered meal requests and one was denied due to residing outside of the delivery route area. 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 December, there were 392 scheduled 1-way trips, 38 were cancelled and another four were no call/no show leaving 350 trips for the Driver Escort Program. Four people were referred elsewhere, one requested a ride in a city that is supported by the taxi service, one was an out of county resident referred to their county for transportation and two people had the Forward Health MA and were referred to MTM. The Veteran's Van provided 80 one-way trips as there were six cancellations.
- GWAAR (Greater Wisconsin Agency on Aging Resources) is working a Planning Grant for Regional Transportation that Jefferson County has been invited to participate.

11. DISCUSSION AND ACTION ON NEW PROFESSIONAL CONTRACTS

Ms. Cauley reported on the new contracts listed on the 2016 and the 2017 Provider Contract sheet. (attached)

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

Ms. Crouse seconded.

Motion passed unanimously.

12. REVIEW AND APPROVE RATES FOR 2017

This will be put on the February agenda.

13. REVIEW NOMINATIONS AND CHOOSE CIT OFFICER OF THE YEAR

Ms. Cauley reported that we have one nomination for Officer Jeff Meloy from Watertown. We received two letters of recommendation (attached) and feel that it is a privilege to nominate him as Officer of the Year. The Law Enforcement Association banquet will be held on January 18, 2017.

Mr. Jones made a motion to approve the nomination of Officer Jeff Meloy as CIT Officer of the Year.

Mr. Schultz seconded.

Motion passed unanimously.

14. DISCUSS AND POSSIBLY APPROVE AN RFP FOR SOLAR PANELS FOR WORKFORCE DEVELOPMENT CENTER

Ms. Cauley reported that we may need this money for large expenses and will have more information next month. She suggested that we review this again next month.

Mr. McKenzie made a motion to postpone the solar panel project and place it on the February agenda.

Mr. Jones seconded.

Motion passed unanimously.

15. DISCUSS “THE RAISING OF AMERICA” DVD

In December, the board watched the DVD “The Raising of America.” The board continued discussion and the topic will be add to the February agenda for further discussion.

16. DISCUSS OPPORTUNITIES FOR THE OXFORD HOUSE

The county purchased two properties across from the courthouse that may be able to fulfill the Oxford House concept. Ms. Cauley noted however, that they may better serve the needs of Human Services if it became a Supported Housing Facility for families. This would prevent out of home placements. We would rent the house to families which would offset alternate care costs. We have several areas within Human Services that could utilize this home, including Project YES and their consumers. Mr. Jones suggested to write up a proposal and send it to the Finance Committee. This item will be added to the February agenda for continued discussion.

17. DISCUSS THE “STEPPING UP” INITIATIVE

Ms. Cauley reported that there is a “Stepping Up” initiative (attached) sponsored by NACo, CSG, and the APA Foundation to reduce the number of people with mental illnesses in jails. The report states, “The initiative is about creating a long-term, national movement – not a moment in time – to raise awareness of the factors contributing to the over-representation of people with mental illnesses in jails, and then using practices and strategies that work to drive those numbers down.” Ms. Cauley said that several counties are doing this now, and if we choose to pursue this, it would require a county board resolution. We would then receive a Took-Kit to help further this mission. This will be put on the February agenda as a motion item.

18. DIRECTOR’S REPORT

Ms. Cauley reported on the following items:

- There are concerns about how potential changes to Medicaid and ACA will impact consumers and county costs.
- I will be speaking in Watertown on Friday about the needs for mental health.

19. DISCUSS UPDATES FROM WISCONSIN COUNTY HUMAN SERVICES ASSOCIATION

Nothing to report

20. DISCUSS POTENTIAL AGENDA ITEMS FOR FEBRUARY BOARD MEETING

- Discuss “The Raising of America”
- Discuss the RFP for Solar Panels
- Review and Approve Rates for 2017
- Discuss the “Stepping Up” Initiative
- Discuss the Oxford House
- Discuss Supported Housing

18. ADJOURN

Mr. Tietz made a motion to adjourn the meeting.

Mr. Schultz seconded.

Motion passed unanimously.

Meeting adjourned at 10:20 a.m.

Respectfully submitted by Donna Hollinger

NEXT BOARD MEETING

Tuesday, February 14, 2017 at 8:30 a.m.
Workforce Development Center, Room 103
874 Collins Road, Jefferson, WI 53549