

JEFFERSON COUNTY HUMAN SERVICES
Board Minutes
March 14, 2017

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

Absent: Richard Jones

Others Present: Director Kathi Cauley; Deputy Director Brent Ruehlow; Administrative Services Division Manager Brian Bellford; 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

Jones absent/Quorum established.

3. CERTIFICATION OF COMPLIANCE WITH THE OPEN MEETINGS LAW

Ms. Cauley certified that we are in compliance.

4. REVIEW OF THE MARCH 14, 2017 AGENDA

No changes

5. PUBLIC COMMENTS

No comments

6. APPROVAL OF THE FEBRUARY 10, 2017 BOARD MINUTES

Mr. Schultz made a motion to approve the February 10, 2017 board minutes.

Mr. Kutz seconded.

Motion passed unanimously.

7. COMMUNICATIONS

No communications

8. REVIEW OF FINAL DECEMBER, 2016 FINANCIAL STATEMENT

Mr. Bellford reviewed the final December 2016 financial statement (attached) and reported that there is a positive fund balance of \$638,641. This includes \$237,811 of prepaid reserves adjustment done and \$400,830 of other fund balance to carryover. This year-end fund balance is \$391,156 higher than what was budgeted. He also presented the reports showing Commitment/Inpatient, Detox and Alternate Care statistics (attached).

9. REVIEW AND APPROVE FEBRUARY, 2017 VOUCHERS

Mr. Bellford reviewed the February 2017 summary sheet of vouchers totaling \$529,969.78 (attached).

Mr. Tietz made a motion to approve the February 2017 vouchers totaling \$529,969.78.

Mr. Schutz 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 Intake Unit met their 100% goal for initial assessments within the mandated timelines and 95% for the goal of meeting face-to-face contacts. Last month we had 15 families that needed same day responses due to potential imminent danger to the children. Subsequently six children needed to be placed outside of the home.
- We began a “Community Response Program” within our Wraparound program. When we receive a call that may not rise to the level of being “screened in” or may be at risk but not meet the level needed by court intervention after an investigation, we will refer them to this program. There is funding available for this program in the future if we can track numbers and data associated with our intervention.
- Every four years each county must review their truancy plan. We had a meeting and all of the school districts; Judge Hue and Attorney Joanne Miller were in attendance. It was a great planning session with collaboration.
- We received notice that the individual placed in a Tennessee facility is progressing with her therapy and they removed the one-on-one staff. This will impact the Alternate Care budget greatly with a savings of over \$5000.00 per month.

Behavioral Health:

Ms. Cauley reported on the following items:

- Our **Key Outcome Indicators** are all being met:
 - CCS & CSP are meeting their treatment percent of plan objectives.
 - EMH is maintaining a diversion rate of 82%.
- Crisis calls are up from last year as are suicide calls.
- In January & February we moved five individuals out of adult alternate care for a savings of \$12,600 a month. This will also reduce the CRS revenue.
- In February, we sent 15 staff to the second DBT training. One of the trainers wrote the book “DBT Skills in Schools.” We had true expert training.
- We are still not getting answers regarding the OIG audit from DHS. Because of this, we have decided not to fill the two new CCS positions that were budgeted. We need answers before we can move forward. Two county regions sent letters to Secretary Seemeyer about this issue and I would like to do that as well. (The board agreed.)
- The mental health supervisors who were out on leave are back part time.

- There are two impending changes to the budget regarding Chapter 51. Both are concerning. We asked to have one re-written for clarification and our corporate counsel was helpful to clarify the other one.

Administration:

Mr. Bellford reported on the following items:

- One of our Key Outcome Indicators is to submit reports timely to the state. We have been working diligently to get them in. Staff has been helpful letting me know when reports are due. We are keeping an internal tracking system to ensure that reports are being sent out timely.
- I have been participating in several Niatx projects.
- All staff positions have been filled and everyone is getting trained. The new billing person is working hard on sending out the 2017 bills.

Economic Support:

Ms. Johnson reported on the following items:

- Our January **Key Outcome Indicators** were as follows:
 - *We have 30 days to get 100% of all applications processed.* We processed 99.65% of them timely.
 - *The Consortium Call Center must answer calls timely within 95% of the time.* The Call Center was at 93.61%. The Center took 12,566 calls.
- We received \$4,000 for the Children First program, which covers 10 participants. We get referrals from Child Support on parents who aren't paying their child support. A case manager here helps the parents find work.
- We work with the Goodwill of South Central Wisconsin and received \$1100 worth of gift cards from them for our customers.
- I met with Julie Enloe who works for the Employment and Training Association, and she will make a booklet for us of all of the services and programs that are available here at the center.

ADRC:

Ms. Olson reported on the following items:

- The Key Outcome Indicator for the Adult Protective Services and Elder Abuse program was met, and 100% of referrals were responded to within the time-frames contained in the statute.
- The ADRC has a KOI for 2017 to improve response time of functional screen assessment. Long Term Care Functional Screens are calculated within 14-days from the date the functional screen was administered to the consumer. A 14-day completion goal is viewed as "best practice" for the ADRC of Jefferson County. For February, the goal that *88.8% of the functional screens were calculated within the time-frame* was not met. During the month of February, 16 of the 18 screens were completed and calculated for eligibility.
- The Home Delivered Meal Program's KOI was met in February. 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.

On Valentine's Day, the Fort Atkinson Senior Center hosted an Elvis Tribute, which drew a record-breaking crowd of 110 people!

- The Transportation Program's KOI is to meet qualifying ride requests 100% of the time. In February, there were 390 scheduled 1-way trips, 32 were cancelled and two trips were nc/ns leaving 356 trips for the Driver Escort Program. The Veteran's Van provided 42 one-way trips as there were 10 cancellations.

11. DISCUSSION AND POSSIBLE ACTION ON NEW PROFESSIONAL SERVICE CONTRACTS (Guardianship)

Ms. Cauley discussed the new contract listed on the Provider Contract sheet. (attached)

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

Mr. Kutz seconded.

Motion passed unanimously.

12. DISCUSSION AND POSSIBLE ACTION ON FINANCIAL FINAL CARRYOVER REQUESTS FROM 2016 – 2017

Mr. Belford reported on the final non-lapsing and carryover request stating that an extra \$32,781.18 was added for the 911 security system compared to last month's list. (attached)

Mr. McKenzie made a motion to approve the final carryover request.

Mr. Kutz seconded.

Motion passed unanimously.

13. REVIEW AND APPROVE BILLING/CHARGE RATES FOR 2017

Mr. Belford reported that billing/charge rates were approved at last month's meeting however more rates have been added for approval that are shown as shaded. (attached) These rates changed minimally from the previous year.

Mr. Kutz made a motion to approve the updated billing/charge rates for 2017.

Mr. Tietz seconded.

Motion passed unanimously.

14. DISCUSS AND POSSIBLE ACTION ON REQUEST FOR PROPOSAL FOR THE FIRE ALARM SYSTEM

Ms. Cauley reported that since we have additional carryover funds as reported in Item #12, we are requesting to move forward and send a resolution to the county board for authorization to issue an RFP for the project. (attached)

Mr. McKenzie made a motion to approve the request for proposal for the fire alarm system and to send it to the County Board.

Mr. Tietz seconded.

Motion passed unanimously.

15. DIRECTOR'S REPORT

Ms. Cauley reported on the following items:

- I gave a presentation to the Fort Heath Care Opioid Committee and the need for more housing and in particular sober housing options.
- Tina Crave from the Watertown Foundation set up a meeting with us and the Jefferson School District about mental health services in the school districts.

- I am involved in an Early Childhood Initiative with the Watertown Foundation that will involve Dodgeland and Watertown Schools.
- WCHSA and the WCA have material available about the possible changes regarding the ACA.
- Our staff recognition will be on April 25 in the Activity Center at the Fair Park.
- Human Services Day at the Capitol will be on April 5.

16. DISCUSS UPDATES FROM WISCONSIN COUNTY HUMAN SERVICES ASSOCIATION

Ms. Cauley reported that she was elected to the position of Secretary of the Association.

17. DISCUSS POTENTIAL AGENDA ITEMS FOR APRIL BOARD MEETING

- An update of Human Services Day at the Capitol.

18. ADJOURN

Mr. Tietz made a motion to adjourn the meeting.

Mr. Kutz seconded.

Motion passed unanimously.

Meeting adjourned at 9:45 a.m.

Respectfully submitted by Donna Hollinger

NEXT BOARD MEETING

Tuesday, April 11, 2017 at 8:30 a.m.

Workforce Development Center, Room 103

874 Collins Road, Jefferson, WI 53549