

JEFFERSON COUNTY HUMAN SERVICES
Board Minutes
May 9, 2017

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

Others Present: Director Kathi Cauley; Administrative Services Division Manager Brian Bellford; Economic Support Manager Jill Johnson; Aging & Disability Resource Division Manager Sharon Olson; Office Manager Donna Hollinger; Jefferson County Supervisor Mary Roberts; 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, 2017 AGENDA

No changes

5. PUBLIC COMMENTS

No comments

6. APPROVAL OF THE APRIL 11, 2017 BOARD MINUTES

Mr. Tietz made a motion to approve the April 11, 2017 board minutes.

Mr. Kutz seconded.

Motion passed unanimously.

7. COMMUNICATIONS

No communications

8. REVIEW OF MARCH, 2017 FINANCIAL STATEMENT

Mr. Bellford reviewed the March 2017 financial statement (attached) and reported that there is a projected positive fund balance of \$48,982, which includes our carryover from 2016 but excludes any prepaid adjustments. It also includes a credit from Winnebago/Mendota of \$206,401 for March. Projections this early in the year are very volatile and subject to change. He also 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. He also presented reports showing Detox and Alternate Care statistics (attached).

9. REVIEW AND APPROVE APRIL, 2017 VOUCHERS

Mr. Bellford reviewed the April 2017 summary sheet of vouchers totaling \$581,012.99 (attached).

Mr. Schutz made a motion to approve the April 2017 vouchers totaling \$581,012.99.

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:

Ms. Cauley reported for Mr. Ruehlow on the following items:

- Brent Ruehlow and Laura Wagner are in Alaska at the National Citizen Review Panel Conference
- Ron Hermes, Bureau Director of the Division of Children & Families, sent a letter to Mr. Ruehlow to recognize our county's documentation of case worker contacts for children in out of home care.
- The Key Outcome Indicators are all being met.
- We had a very positive meeting with the new Judge, Robert F. Dehring, Jr.

Behavioral Health:

Ms. Cauley reported on the following items:

- **Key Outcome Indicators** are all being met
 - We had 13 emergency detentions, with a total of 42 for the year, which is up from last year.
 - We had 185 assessments, last year we had 167, but we found voluntary options for 145 people with a 77% diversion rate.
 - Suicide calls up at 102.
 - Crisis calls are up from last year and we have had 29 emergency detentions.
 - Our diversion rate is up! This indicates that we continue to find alternative options for individuals.
- State Medicaid Plan now includes coverage if an individual between the ages of 21 – 65 voluntarily admits himself/herself into an Institution for Mental Disease.
- There is possible community funding for mental health services in schools. We offer training in Mental Health First Aid and Trauma Informed Care in the schools. Three school districts are very interested in having more mental health services.
- The State of Wisconsin received a Substance Abuse and Mental Health Services Administration (SAMHSA) grant to combat the prescription opioid and heroin crisis. If we were to receive some of the funds, we would like to add a new position.
- We received a complimentary report from DHS about everything that our Project YES! team is doing.

Administration:

Mr. Bellford reported on the following items:

- We have been working with auditors and getting them the information they need.
- Last week I and another staff attended the Human Services Financial Management Association Conference. It was a very good conference and I was able to meet other financial managers and state staff.
- We have been working on reports that are due to the state.
- The fire alarm RFP has not gone out yet because we are working on a CAD drawing of all of our buildings so the contractors will know what to bid on.

Mr. Wehmeier said that due to the hard work of Brian's staff and other departments, the auditors completed their work a week early, so kudos to everyone who made that happen.

Economic Support:

Ms. Johnson reported on the following items:

- Our March **Key Outcome Indicators** were as follows:
 - *We have 30 days to get 100% of all applications processed.* We processed 98.9% of them timely.
 - *The Consortium Call Center must answer calls timely within 95% of the time.* The Call Center was at 95.55%. The Center took 14,084 calls.
- Last week was Economic Support Specialist week, which acknowledges the excellent work that they do. The supervisors will be taking staff out to lunch to celebrate.
- Maintenance is painting the resource room and Job Service paid for a computer monitor located in room 102.
- The Consortium trainer from Rock County came last week to work with our two new workers. Our bilingual worker will go to Rock County for 3 days later this month to help in their bilingual queue.
- We are waiting to hear about changes within the state budget.

ADRC:

Ms. Olson reported on the following items:

- For the Adult Protective Services and Elder Abuse program, the key outcome indicator was met in that 100% of referrals are responded to within the time frames contained in the statute. The APS Unit is Mark and Shelly. They have been working with some very talented staff on the children's team to help create a banner to display in June in support of Elder Abuse Awareness. Our plan is to enter a story into the papers each week to also increase awareness of abuse including an invite to our Elder Adult at Risk I Team. Lauren Hamvas will be presenting on the Elder Rights project.
- The ADRC's KOI for 2017 is 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 April, the goal was not met that 69.56% of the functional screens were calculated within the time frame. During the month of April, 16 of the 23 screens were completed and calculated for eligibility.

- The Home Delivered Meal Program's KOI was met in April. There were 6 new home delivered meal requests and one person was denied due to needing a special renal diet. In April we served 1,844 meals, and our average was 97 meals a day.
- The Transportation Program's KOI is to meet qualifying ride requests 100% of the time. In April, there were 431 scheduled 1-way trips, 46 were cancelled and 6 trips were nc/ns leaving 379 trips for the Driver Escort Program. The Veteran's Van provided 47 one-way trips.
- Our Dementia Care Specialist is still on leave, but we were able to hire 2 part time emergency staff, Sue Konkell who was our first DCS and Sue Torum. We are moving ahead with projects. On June 27th and 28th, Sue Konkell will provide Dementia Crisis Response Training. We are targeting 100 responders.

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

Ms. Cauley reported that Rainbow Hospice Care will be a new respite provider.

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

Mr. McKenzie seconded.

Motion passed unanimously.

12. DISCUSSION AND POSSIBLE ACTION ON THE ELIMINATION OF THE CHILDREN'S LONG TERM SUPPORT WAITING LIST

As discussed last month, the Governor's Budget proposal is recommending the elimination of the waiting list for long-term supports for all children with developmental disabilities, physical disabilities or severe emotional disturbances. It also recommends implementing reforms to increase efficiency of service delivery and to develop an equitable funding methodology to ensure county funding remains within the program. Ms. Cauley reported that WCHSA passed a general motion to approve this. There is also support from the Joint Finance committee.

Mr. Tietz made a motion to support the elimination of the children's long-term support waiting list.

Mr. Schultz seconded.

Motion passed unanimously.

13. DISCUSSION AND POSSIBLE ACTION ON NEW BILLING RATE FOR NURSE PRESCRIBER

Ms. Cauley reported that our nurse practitioner has been working with Dr Haggart in the clinic. She is now able to bill Medicaid so we have to set a rate for her services as highlighted in the 2017 Billing/Charge Rates sheet. (attached)

Mr. Jones made a motion to approve the new billing rate as presented.

Mr. Kutz seconded.

Motion passed unanimously.

14. DISCUSSION AND POSSIBLE ACTION ON PROCLAMATION FOR MAY AS NATIONAL FOSTER CARE MONTH

Ms. Cauley reported that we have many dedicated Foster Care Parents. We held a banquet in their honor and would like the board to support this proclamation for all they do.

Mr. Jones made a motion to proclaim May as National Foster Care Month

Ms. Crouse seconded.

Motion passed unanimously.

15. REVIEW THE HUMAN SERVICES 2016 ANNUAL REPORT

Ms. Cauley presented our 2016 annual report. Each Manager spoke about his/her Division.

16. DIRECTOR'S REPORT

Ms. Cauley reported on the following items:

- The state budget hearings are going on and there may be changes to Chapter 51.
- Chapter 980 applies to people who are sexually violent offenders. Once these individuals are released from prison and treatment, counties are required to assist in finding them housing. We received notice that three individuals will be residing in Jefferson County who are from other counties. This is concerning to us and we will monitor.

17. DISCUSS UPDATES FROM WISCONSIN COUNTY HUMAN SERVICES ASSOCIATION

Ms. Cauley reported on the following items:

- The WCHSA Spring Conference was very good.
- The Northeast Region created a partnership with UW-Green Bay for Behavioral Health training. They are willing to expand to other areas, so the Behavioral Health PAC made a motion for WCHSA to poll counties for interest in joining. We would then potentially have a standard crisis-training program across the state, which would be paid by the state.

18. DISCUSS POTENTIAL AGENDA ITEMS FOR JUNE BOARD MEETING

No specific items discussed

19. ADJOURN

Mr. Tietz made a motion to adjourn the meeting.

Mr. Jones seconded.

Motion passed unanimously.

Meeting adjourned at 10:50 a.m.

Respectfully submitted by Donna Hollinger

NEXT BOARD MEETING

Tuesday, June 13, 2017 at 4:00 p.m.

Public Hearing at 5:00 p.m.

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

Workforce Development Center, Room 103

874 Collins Road, Jefferson, WI 53549