

**JEFFERSON COUNTY HUMAN SERVICES**  
**Board Minutes**  
**July 11, 2017**

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

**Absent:** Augie Tietz

**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, Maintenance Supervisor Ryan Mundt, County Administrator Ben Wehmeier and PADA Executive Director Tracy Jahnke.

**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 11, 2017 AGENDA**

Items 12, 13, 15 and 16 will be moved up under item #9.

**5. PUBLIC COMMENTS**

The new Executive Director of PADA, Tracy Jahnke, presented the 2016 Annual Report (attached) and spoke about the services they provide. The Agency has changed its philosophy by disclosing their whereabouts and engaging in public promotion to convey that there is no shame in the need for domestic violence and sexual assault services. She had a \$60,000 funding request for their organization.

**6. APPROVAL OF THE JUNE 13, 2017 BOARD MINUTES**

Mr. Kutz made a motion to approve the June 13, 2017 board minutes.

Mr. Jones seconded.

Motion passed unanimously.

**7. COMMUNICATIONS**

No communications

**8. REVIEW OF MAY 2017 FINANCIAL STATEMENT**

Mr. Bellford reviewed the May 2017 financial statement (attached) and reported that there is a projected positive fund balance of \$19,655, which includes our carryover from 2016 but excludes any prepaid adjustments. Projections this early in the year are 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 JUNE, 2017 VOUCHERS**

Mr. Bellford reviewed the June 2017 summary sheet of vouchers totaling \$491,098.03 (attached).

Mr. Jones made a motion to approve the June 2017 vouchers totaling \$491,098.03.

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:

- **All Key Outcome Indicators** are all being met except for Juvenile Justice, which set a difficult goal of 90% of the youth on delinquency orders will remain in the community.
- We are trending down for alternate care costs. We sent 12 children kids home, however we had 10 new children who we placed in temporary physical custody.
- We had a call from DCF asking if we would be a site for the Federal Services Review in April, 2018. This is good news for us because we do have positive results and it will be recognition to the staff.
- We receive funding from the state for “In-home safety services” and use it more than any other county, so we were asked to share how we use it. It keeps kids safe in the home.

**Behavioral Health:**

Ms. Cauley reported on the following items:

- **Key Outcome Indicators** are all being met
  - We had 15 emergency detentions in June
  - Crisis calls are up to 4854 through June
  - Suicide calls are up.
- We are working with four school districts including Watertown, Jefferson, Fort Atkinson and Whitewater to bring a social and emotional curriculum training to their schools.
- We received positive feedback from the state on our Project Yes! outreach projects.
- Placements are down; however, there are several in high cost placements.
- The need for AODA residential treatment continues. We continue to track the costs and outcomes.
- We have decided not to continue using ECHO as our electronic records system. It has been very slow, caused many problems when working with it, and they have not moved to the next platform. Our MIS programmers will be able to build us what we need and Land Information is able to help by scanning our forms.

**Administration:**

Mr. Bellford reported on the following items:

- We are beginning the 2018 budget process.
- We are working on the WIMCR report and are trying to recover MA costs from 2016.
- We are transitioning to the Munis Accounting system

- We will be transitioning away from ECHO

**Economic Support:**

Ms. Johnson reported on the following items:

- Our **Key Outcome Indicators** were as follows:
  - *We have 30 days to get 100% of all applications processed.* We processed 99.59% of them timely.
  - *The Consortium Call Center must answer calls timely within 95% of the time.* The Call Center was at 95.77%. A report comparing 10 consortiums were presented.
- We will have Ready Kids for School on August 12, which is to distribute school supplies.
- The new Child Care Coordinator for our Region will be visiting on Friday.
- We pay 18% in the consortium for the trainer's salary and have revised the job description. The trainer will be coming to our site more often now.

**ADRC:**

Ms. Olson reported on the following items:

- The key outcome indicator has been met within the Adult Protective Services and Elder Abuse programs in that 100% of referrals are responded to within the time frames contained in the statute.
- The ADRC's KOI has improved for June 2017 as screens are at 90% compliance to improve response time of functional screen assessment. During the month of June, 18 of the 20 screens were completed and calculated for eligibility within 14 days.
- A grant proposal of \$3,150 to fund some renovations for the ADRC to become ADA compliant has been submitted. Per the recommendation of our Independent Contracted Agency Society's Assets, we will need to either lower the window or install a doorbell for someone in a wheelchair to notify staff at our reception desk. We also need to make bathroom modifications.
- The Home Delivered Meal Program's KOI was met in June. There were nine new home delivered meal requests and no one was denied. In June, we served 2,233 meals, and our average was 102 meals a day.
- We are working with the Waterloo Library on the Sip and Swipe program to promote communication through technology for our seniors. There were three iPads from the State that were given to the Waterloo Library. We will get more to promote the Sip and Swipe program at the ADRC or at the Memory Cafes.
- The Transportation Program's KOI is to meet qualifying ride requests 100% of the time. In June, there were 455 scheduled 1-way trips, 36 were canceled and 6 trips were nc/ns leaving 413 trips for the Driver Escort Program. The Veteran's Van provided 87 one-way trips. There is a shortage of volunteer driver's for the Veteran's Van as two days were not covered in June due to no drivers.
- As part of the Assessable Community Transportation Initiative team along with the City of Fort Atkinson, The Fort Senior Center and Brown Cab was awarded a \$100,000 grant from Easter Seals to improve transportation in the Fort Atkinson Area. They are in the planning stages working on needs assessment. This is primarily for seniors and persons with disabilities but they will also look at the community such as children and employment/transportation needs.

- Our Dementia Care Specialist team provided training to 46 Community members in the State Dementia Crisis Training Program. We used the \$13,600 in carry over funding of DCS funding from last year. An additional 123 people signed up for Dementia Response for Crisis Responders training in August and September. The Fort Atkinson Police Department had an article in the JC Daily Union that all of their staff were certified as Crisis Responders for Dementia.

**11. DISCUSSION AND POSSIBLE ACTION ON NEW PROFESSIONAL SERVICE CONTRACTS (INPATIENT SERVICES, RESPITE, DAILY LIVING SKILLS, CHILD ALT CARE, DAY PROGRAMMING)**

Ms. Cauley reported that we have six new service providers. (attached)

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

Mr. McKenzie seconded.

Motion passed unanimously.

**12. DISCUSSION AND POSSIBLE ACTION ON REQUEST FOR PROPOSAL FOR CONCRETE CAPITAL PROJECT**

Mr. Mundt showed an aerial view of the areas where the concrete shifted and is in need of repair at Human Services, Hillside, Lueder Haus and WDC, which will cost approximately \$30,000. The capital budget has \$15,000 available for this project. We have \$15,000 budgeted for a maintenance truck and were able to purchase a truck last year, so we would like to move the \$15,000 from the truck account to concrete.

Mr. McKenzie made a motion to cancel the \$15,000 for a maintenance truck and apply it to the concrete project.

Mr. Schultz seconded.

Motion passed unanimously.

**13. DISCUSSION AND POSSIBLE ACTION ON THE FIRE ALARM BIDS**

Mr. Mundt presented the fire alarm bids. (attached) He is recommending Omni Technologies, who will do the complete system, for \$110,769.00. \$85,000 was originally allocated to roof repair, which can wait, and approximately \$50,000 was carryover from last year. The amount originally allocated to the roof repair was shifted to the fire alarm project in March.

Mr. McKenzie made a motion to accept the Omni Technologies in the amount of \$110,769.00.

Mr. Jones seconded.

Motion passed unanimously.

Ms. Cauley commended Mr. Mundt for the large job that this turned out to be.

**14. DISCUSSION AND POSSIBLE ACTION ON RESOLUTION CREATING A FULL-TIME PSYCHOTHERAPIST POSITION AT HUMAN SERVICES.**

Ms. Cauley reported that due to the increase in the need for services, we applied for the State Targeted Response to the Opioid Crisis Grant (STR) and would like to create a full-time psychotherapist position with those funds. The State has not released the information on who received the grant yet, but we would like this pre-approved so we can move quickly if we are a recipient.

Mr. Jones made a motion to create a full-time psychotherapist as long as we are awarded this grant.

Mr. Schultz seconded.

Motion passed unanimously.

**15. UPDATE AND DISCUSSION ON CAPITAL PROJECTS AND 5-YEAR CAPITAL PLAN**

Mr. Mundt spoke about the projects that were done in 2016. Mr. Belford discussed the funds that were allocated to each project (attached) and what projects are yet to be done. He then reviewed the capital finance plan for the years 2018 – 2023. The Lueder Haus has a retaining wall that is in need of repair.

**16. UPDATE AND DISCUSSION ON BUILDING OPERATIONS AND MAINTENANCE**

Mr. Mundt discussed other maintenance projects that have come up. (attached)

- The HVAC system needs updating and we found some used parts from a school district that does not need them anymore and we may be able to purchase them quite reasonably.
- We are working remotely now with the cameras, door security and HVAC. This has been very helpful not requiring anyone to be on site to make changes.
- We worked with Andy at the Land Information Office and had CAD drawings done of the buildings. This will be helpful because we can give them to law enforcement, have accurate evacuation maps, and have the capability to link asset inventory to each room.
- We are working with US Cellular to enhance the signal in the basement when people are there during emergencies.

**17. DISCUSSION AND POSSIBLE APPROVAL ON THE FUNDING REQUESTS FROM PUBLIC HEARING AND PUBLIC COMMENT**

1. Community Dental Clinic - \$7,500
2. Watertown Area Cares Clinic - \$10,000
3. PADA - \$60,000

Mr. Wehmeier stated that he is in support of the Community Dental Clinic and Watertown Area Cares Clinic because it helps reduce the burden of county government.

Mr. Jones made a motion to approve the funding requests of Community Dental Clinic in the amount of \$7,500 and the Watertown Area Cares Clinic in the amount of \$10,000.

Mr. Schultz seconded.

Motion passed unanimously.

Mr. Mode reported that PADA requested \$60,000. Ms. Cauley stated that they should provide performance based outcomes and would like to see that added to their mission statement.

Mr. Kutz made a motion to approve PADA’s funding request of \$60,000.

Mr. Schultz seconded.

After further discussion, Mr. Schultz made a motion to amend the motion to include reviewing their key outcome indicators and financial information before disbursing funds.

Mr. Jones seconded.

Motion passed unanimously.

**18. DIRECTOR’S REPORT**

Ms. Cauley reported that as discussed last month, we sent letters to our legislators regarding Chapter 980 - Sexually Violent Person Commitments. We asked for an exception to the 1500 feet rule and the rule requiring the creation of a committee to find housing for these individuals.

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

WCHSA continues to work with DHS on the elimination of the CLTS wait list.

**20. DISCUSS AND POSSIBLE ACTION REGARDING DEPARTMENT OF CHILD FAMILY MEMO REGARDING CHILDREN PLACED IN OUT OF HOME CARE AND CHILD SUPPORT FUNDS.**

Ms. Cauley referred to a memo from DCF regarding "Child Support Referrals from eWisACWIS for Parents of Children in Out-of-Home Care." (attached) The memo states "Research...shows that removing money from a parent's household while a child is in out-of-home care (OHC) leads to longer stays in OHC for the child(ren)." Because of our unique fiscal approach to working with parents of children in OHC, Mr. Ruehlow was invited to be on the committee to review this topic. Once learning of the intent to relieve parents of all of the child support obligations, Jefferson County shared their opposition on the issue as well as the fiscal impact to the County. Unfortunately, the committee felt that they should support the new research. Ms. Cauley reported that if this goes through and we cannot recoup the money from Child Support, costs may come out of tax levy. Ms. Cauley added that the memo is in the public comment stage and we could send a letter not to support this change.

Mr. Mode made a motion to oppose this policy and to send a letter to WCHSA and DCF notifying them of our position.

Mr. Schultz seconded.

Motion passed unanimously.

**21. DISCUSS POTENTIAL AGENDA ITEMS FOR THE AUGUST BOARD MEETING**

- PADA Financials
- 2018 Budget

**22. ADJOURN**

Mr. Jones made a motion to adjourn the meeting.

Mr. Kutz seconded.

Motion passed unanimously.

Meeting adjourned at 10:45 a.m.

Respectfully submitted by Donna Hollinger

**NEXT BOARD MEETING**

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